



EMERSONS GREEN TOWN COUNCIL

Homeworking Policy

Date approved: 5th March 2026

Approved by: Finance and Partnership Committee

Next Review date: March 2029 (Subject to changes in Legislation)

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1. Introduction to Homeworking

Homeworking can be beneficial for individuals and organisations. We try to accommodate it wherever possible.

- a. This Policy explains how to apply for homeworking and the things we take into account when considering your request. It also covers the safeguards that need to be put in place and the practical arrangements that make homeworking a success.
- b. This Policy applies to all employees, officers, consultants, self-employed contractors, casual workers, agency workers, volunteers and interns.
- c. This Policy does not form part of your contract with us. We reserve the right to amend or remove this Policy.

2. Formal homeworking arrangements

If you are entitled to work from home because of an approved formal flexible working request, then this is a permanent part of your contract of employment with us. This Policy applies to you, but references to your right to work from home being discretionary and/or being withdrawn do not apply.

3. Informal homeworking arrangements

We will always consider informal flexible working arrangements which allow you to split your working time between the workplace and an agreed remote working location, usually your home.

- a. Homeworking arrangements are discretionary and subject to agreement with your line manager. Our position on homeworking will depend on factors including role, duties, behaviour and responsibilities.
- b. The days and times when you will be allowed to work from an agreed homeworking location must be agreed with your line manager and may be altered from time to time depending on business need.
- c. Regardless of any informal agreement on place of work, you agree to attend the workplace if we ask you to.
- d. We will review homeworking arrangements and may change or end them at any time. We will try and give at least [one month's notice] of any removal or change in homeworking rights, but this may not always be possible.
- e. If you wish to change your place of work permanently for some or all of your working time, then you need to make a formal flexible working request under our Flexible Working Policy.

4. What we will look at when considering whether to allow homeworking

We will look at the following when considering whether to allow homeworking:

- a. Whether your job requires workplace attendance (and if adjustments can be made to accommodate working elsewhere, the cost and potential inconvenience of those adjustments)
- b. Any performance issues you may be experiencing
- c. Your disciplinary record
- d. Your attendance record
- e. The level of supervision you need in your role

5. Location

- a. If we agree to homeworking, then this will be at a defined and fixed alternative location. This will generally be your home address.
- b. If you want to work from a different homeworking location at any time, then you need to agree it with your line manager in advance.
- c. Any alternative homeworking location must be in the UK.

6. Your obligations

- a. You agree to attend at your workplace or other requested location in line with the pattern agreed with your line manager and at any time on our request.
- b. You agree that we can access your homeworking location on reasonable notice to carry out a health and safety risk assessment. You agree to make any changes required to your homeworking arrangements following our assessment. If you fail to do this or to provide evidence that you have done so, then we may withdraw your right to homeworking. You may also be subject to disciplinary action.
- c. You must make sure that you continue to work the hours required under your contract of employment when working from home.
- d. You are responsible for any tax implications of homeworking.
- e. You must make sure that dependants are cared for when homeworking, and that this does not affect your work.
- f. You must pay any travel expenses incurred when travelling from home to the workplace.
- g. You must maintain contact with your line manager and colleagues.
- h. You agree to make changes to your homeworking arrangements if we ask you to (including the days, times and location from which you work).
- i. You are responsible for checking the terms of any mortgage or rental agreement to make sure that homeworking will not breach any of the terms.

- j. You are responsible for all indirect costs associated with homeworking, including heating, broadband and electricity.

7. Equipment

- a. We will provide you with the equipment we believe you will need to carry out your work from home. This equipment remains our property and must only be used by you. You must use and store this equipment in line with our *Computers, Email and Internet Policy*.
- b. On the termination of homeworking or your employment or engagement with us, you must return all homeworking equipment provided by us. You are responsible for damage to any issued IT equipment, other than that caused by reasonable wear and tear.¹

8. Data security and confidentiality

- a. You are responsible for making sure that all confidential information is stored securely at your home.
- b. You must use IT equipment provided by us in accordance with our *Computers, Email and Internet Policy*.
- c. You must report any actual or potential breach of security, confidentiality or data protection to the Town Clerk immediately.

9. Insurance

- a. You will be covered by our Employers' Liability Insurance whilst working from home.² You should inform us of any accidents or incidents immediately.
- b. You should discuss with your home insurer any changes that may need to be made to your policy to make sure that you are fully protected while working from home. You are responsible for any additional premiums.

10. Managing homeworking

- a. Employees who work from home are subject to the same rules, procedures and standards of conduct and performance as all other employees. Contractual obligations, duties and responsibilities remain in place, as do our workplace policies.

¹ If you have a deductions clause in your contracts of employment, then you could seek to recover losses associated with damage to homeworking equipment by way of deductions from wages.

² Check that your Employers' Liability Insurance covers homeworking.

- b. We want you to remain as involved as possible in our business and our activities while you are working from home. This includes having access to company news, events and benefits, as well as opportunities for professional development, training and promotion.
- c. We will keep in regular contact with you during your homeworking. If, at any point, you feel isolated, left out or lacking guidance or support, you should discuss this with your line manager. Please see our Staff Handbook and associated policies for more details.
- d. Where an IT or other problem prevents you from working effectively from home, you should contact the Town Clerk straightaway. We may need you to come into work until the issue has been resolved.
- e. If you cannot work on a homeworking day because of illness or injury, you must follow the procedure set out in our Staff Handbook or associated policies.

11. Ending the homeworking arrangement

- a. Your line manager will keep any homeworking arrangements under review and may suspend or revoke them if there is evidence of misuse or performance or disciplinary concerns.
- b. We may decide to end your homeworking arrangement on reasonable notice if we think that it is not working as it should, you move to a different job role, your line manager believes it is the correct course of action or it has become or will soon become unsuitable.
- c. If you want to bring your homeworking to an end, you should speak with your line manager.

12. Useful links

The Emersons Green Town Council Staff Handbook, and other associated internal policies, contain additional information and guidance. These can be obtained by contacting your line manager or via the website www.emersonsgreen-tc.gov.uk/council-policies-and-key-documents/

13. Document Control and Amendments

This Policy may be amended, replaced or withdrawn at any time.

The latest version will be available on our website <https://emersonsgreen-tc.gov.uk/>