

STIRLING COUNCIL

WORKSTYLES POLICY

JANUARY 2013

1 POLICY PURPOSE

- 1.1 Stirling Council will encourage and support more flexible ways of working in order to help modernise the way we work, improve efficiency in the delivery of services, and offer different options for employees.
- 1.2 The Council recognises that the efficient and effective delivery of services can be supported by different ways of working. The Policy defines four styles of working. These are Fixed, Flexible, Mobile and Home Worker.
- 1.3 The Workstyles Policy has been developed to support the Council's office review programme, but it is also relevant to all job roles.
- 1.4 The Policy sets out core principles and also managers' and employees' responsibilities.

2 SCOPE

- 2.1 This policy applies to all Council employees including teachers.
- 2.2 Whilst the Council supports flexible working arrangements, it should be noted that there is no automatic entitlement to a particular workstyle. The requirements of an employee's job role, the service delivery need and the employee's work-life balance must all be considered.

3 CORE PRINCIPLES

- Stirling Council will provide clear and relevant policies and guidance to ensure that employees are not disadvantaged by working to a particular workstyle.
- Managers will foster a culture of trust in their working relationships with employees and teams.
- An employee will not have an automatic entitlement to continue an agreed workstyle if they move to a different post.
- Employees will not be treated less favourably as a result of working to a particular workstyle, or having made a request to do so.
- Working flexibly is a partnership between employees, their teams, managers and the Council. It requires a cultural move towards a focus on the achievement of outcomes/objectives based on measurable goals, targets and outputs as opposed to a principal focus being on attendance in the workplace.
- All employees must respect confidentiality and comply with information security.
- Manager and Employee Guides about Workstyles will be available from line managers and the intranet via the HR Handbook.

4 RESPONSIBILITIES

4.1 Managers are responsible for;

- Understanding their roles and responsibilities in relation to the Workstyles Policy
- Applying the policy fairly and consistently
- Considering enquiries from employees about working to a particular workstyle
- Promoting workstyles options on the understanding this is mutually agreed by them and their employees taking account of the fit between particular workstyles and the posts across their teams/service areas, the needs of the Service and the costs
- Giving the business reasons for their decision if an employee's request to work to a particular workstyle is denied
- Understanding and ensuring all the relevant health & safety and security requirements are met, as per the Workstyles Manager Guide and the relevant Health & Safety, data protection and information security policies
- Measuring performance based on an employee's outputs/outcomes
- Ensuring employees have the appropriate access to the relevant equipment to fulfil the duties of their job description
- Ensuring that HR and BT&T are informed of any change to an employee's workstyle agreement

4.2 Employees are responsible for:

- Understanding their roles and responsibilities in relation to the Workstyles Policy.
- Attending team meetings, 121s or learning and development activities as part of their agreed Personal Review and Development meetings.
- Agreeing with their manager where they are based day to day and letting their manager and their team know the relevant contact details for each work location.
- Understanding their responsibilities in relation to Health and Safety, data protection, information security and the use of Council IT equipment
- Taking all reasonable steps to prevent unauthorised access to work information or work equipment.
- Carrying out risk self-assessments and display screen risk self-assessments at each work location (including their home, if appropriate); reporting any issues to their line manager.
- Adhering to the agreed HR policy and procedures for reporting absence or requesting leave.
- Discussing with their manager any change in personal circumstances that may impact on their ability to work in the current workstyle.
- Looking after and ensuring the safe return of any equipment provided by the Council at the end of a Workstyles arrangement.

5 WORKSTYLE DEFINITIONS

5.1 Fixed Worker

A fixed worker's role requires them to work in a set location because of specific circumstances. There may be a service delivery need for a post to be

in a particular location, for example a teacher, or fixed specialist equipment or resources are needed for a post, such as a weigh-bridge operator.

5.2 Flexible Worker

A flexible worker can undertake their role in a variety of locations. Or the tasks of the job may require a main base, but not a fixed desk.

Flexible Workers will be provided with appropriate IT equipment that gives them the flexibility to work electronically in their team area, at another desk or location within their main base or as appropriate, at another Council office or satellite touch down space, in meetings or from their home.

5.3 Mobile Worker

A Mobile Worker is out of the office for the majority of their working time and/or may be involved in working at more than one location, which could include their home.

Mobile workers can carry out their role without being tied to a set location and will be provided with appropriate IT equipment, which may include a laptop/netbook/tablet device and/or mobile phone

5.4 Home Worker

A Home Worker is an employee who, due to the nature of their role, spends the majority of their contracted hours working from their home, rather than working at a particular office base. As Home Workers, their home is their normal contractual work-base and they use part of their home as a workstation.

Home Workers are still required to attend their office base for example for team meetings, Personal Review and Development reviews. They will be expected to use touch-down facilities when they come into the office.

6 WORKING PATTERNS

In addition to a particular workstyle, various working patterns including part-time working, job share, compressed hours and so on may be considered as part of the workstyle.

For example under the Flexible Working Policy a Mobile Worker may apply for compressed hours.

7 ELIGIBILITY

7.1 Managers will review posts and discuss a suitable workstyle with each of their employees. Working arrangements must be mutually agreed.

7.2 Where agreement cannot be reached between the manager and their employee, the matter will be referred to the employee's Head of Service. They will provide a written decision on the matter within 10 working days of the failure to agree.

- 7.3 When considering the suitability of a particular workstyle, service implications, the responsibilities of the job and the individual's circumstances, need to be taken into consideration.
- 7.4 Whatever an employee's defined workstyle, the rules on secondary employment apply equally whether they are designated a Fixed Worker, a Home Worker, Flexible Worker or Mobile Worker. As such permission to work for another Employer should be sought in the usual manner.

8 OTHER RELEVANT POLICIES

- 8.1 The Workstyles Policy should be used in conjunction with the Workstyles Manager and Employee Guides.
- 8.2 Reference should also be made to the supporting policies, guidelines and regulations. These include;
- Information Security Incident Management Policy
 - Records Policy & Draft Personal Data Policy
 - Internet Acceptable Use Policy
 - Email Acceptable Use Policy
 - Portable Computing Devices and Removeable Media Policy
 - IT Working From Home Policy
 - Management of Health and Safety at Work Regulations 1999
 - Display Screen Equipment Regulations 1992
 - Manual Handling Operations Regulations 1992
 - Provision and use of Work Equipment Regulations 1998 and the Control of Substances Hazardous to Health Regulations 2002 (as amended)
 - Workplace (Health, Safety & Welfare) Regulations 1992
 - Working Time Regulations 1998
 - Lone Working Policy
 - Home to Work Travel Policy

9 MONITORING AND REVIEW OF THE POLICY

- 9.1 This policy will be monitored and reviewed at regular intervals to ensure that it is applied consistently and fairly and meets service delivery needs.