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## **Working at Home Policy**

Moulton Parish Council recognises that there may be circumstances when it is more beneficial or flexible for staff to work at home to complete a particular task. It is not possible to offer home working to all staff.

### **1. Purpose and Scope**

This policy deals with situations where:

- Occasional one-off home working.
- Situations where the employee prefers to work from home and has an option.

This policy outlines the processes to be followed from managers and staff when working from home.

### **2. Legal Responsibility & Policy Support**

Moulton Parish Council recognises its duty of care to its employees and its legal obligation to working conditions under the terms of:

- [Employment Rights Act 1996 \(legislation.gov.uk\)](http://legislation.gov.uk)
- [The Health and Safety at Work Act \(1974\) \(legislation.gov.uk\)](http://legislation.gov.uk)
- [The Management of Health and Safety at Work Regulations \(1999\) \(legislation.gov.uk\)](http://legislation.gov.uk)
- [Special Educational Needs and Disability Act 2001 \(legislation.gov.uk\)](http://legislation.gov.uk)
- [Equality Act \(2010\) \(legislation.gov.uk\)](http://legislation.gov.uk)

Please also refer to our related policies outlined in Section 10.

### **3. Agreement to work from home**

Prior permission is required before an employee can work at home. Such requests should be made to your line manager. The decision of the line manager is final and will be based on the needs of the business.

### **4. Qualifying Conditions**

Working at home is totally dependent upon certain criteria being fulfilled, these being that the employee:

- Has obtained prior agreement for home working.
- Hours of work are as employees' contract unless otherwise agreed by line manager.
- Employee is contactable during agreed working hours.

### **5. Working Arrangements**

Workload, reporting and monitoring:

- All arrangements for monitoring, supervision, setting workloads, etc., will be agreed with the employee's line manager in line with normal procedures.
- Employees who are required to work from home would normally have all equipment and associated costs covered by Moulton Parish Council.
- Any equipment provided by Moulton Parish Council for the purposes of working at home will be inspected and maintained by Moulton Parish Council. The member of staff is required to take reasonable care of all equipment, to keep it secure and to use it in accordance with operating instructions, and the IT policy. They must ensure that any such equipment provided is returned at the end of the arrangement. Any equipment must NOT be left unattended in any vehicle at any time.

### **Insurance Cover**

Employees are advised that working from home may affect the provisions of any home contents insurance and are advised to inform their insurers prior to commencing working from home. Computer equipment will be insured through our insurance policies. Laptops are insured while in suitable secured premises or on the person. They are not insured when left unattended in vehicles.

### **Personal Details and Safety**

Employees are advised not to release their home address and telephone number to non-members of staff. Employees are also strongly advised not to meet volunteers, clients, or customers at home. If any employee feels this is essential they must gain prior approval from their line manager.

### **Confidentiality and access**

Equipment and files should only be accessible to the employee and safeguarded from access by other members of the household and visitors. The Executive Officer should have access at a reasonable time to equipment and any paper records kept at an employee's home.

### **Review of home working arrangement**

At any time, the agreement to work from home may be reviewed by the employee or the Executive Officer. This policy is also subject to review and does not form part of any contract of employment.

## **6. Health and Safety**

Moulton Parish Council has a duty to protect its staff's health and safety at work in accordance with the provisions of the [The Health and Safety at Work Act \(1974\)](http://legislation.gov.uk) ([legislation.gov.uk](http://legislation.gov.uk)) and the regulations made under it.

Employees are required to comply with Moulton Parish Council's Health and Safety Policy while they are at work and to take reasonable care of their own health and safety and that of any third party with whom they come into contact during the course of their employment.

### **Risk Assessment**

Staff working from home are responsible for completing a risk assessment prior to working from home and each time anything changes in their home working environment. See Appendix A.

### **Display Screen Users Checklist**

Staff working from home are responsible for completing a DSU Checklist prior to working from home and each time anything changes in their home working environment. See Appendix B.

### **7. Reporting Sickness Absence**

If the member of staff is sick during a period of working at home then the normal employer's sickness reporting rules must be followed.

### **8. Travel costs and other expenses**

Employees based at home are expected to provide their own furniture, heating, lighting, etc., Moulton Parish Council will cover the costs of consumables – stationery, etc.

### **9. Compliance**

Failure to comply with any aspect of this policy or related policies such as Health & Safety may constitute a disciplinary offence.

### **10. Related Policies**

This policy applies to all employees of Moulton Parish Council and should be read in conjunction with our other policies and procedures. Please refer to additional workplace policies:

- Flexible Working Policy
- Managing Ill Health and Absence Reporting
- Health and Safety
- Code of Conduct

**This policy is reviewed annually by the Executive Officer and submitted to the full council for approval.**

**Last Reviewed: January 2024**

**Review Due: January 2025**