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Community  
Legal Service



Help Point



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**“Working to Empower the Community”  
in Lancashire and Cumbria**

**Pamela Beswick - Chief Executive Officer**

## HOME WORKING POLICY AND PROCEDURES

### STATEMENT

The provision of flexible forms of working are an important part of attracting and retaining the best staff and are often used in areas of work where a degree of flexibility is always needed. Signposts also recognises that traditional patterns of working may just not be possible in the geography which we cover within our Area of Benefit. Home working is one way of flexible working, which may be suited to some roles, or members of staff within Signposts.

### PURPOSE

The purpose of this document is to outline Signposts's policy on home working so that both staff and managers have a clear understanding of the policy and the benefits both to members of staff and the organisation.

### DEFINITION

Home workers are employees who for the majority of their contractual hours are based at and working from their home and where this is a requirement of their contract and is advertised as such in the Job Advertisement.

It is on the basis that no appropriate Signposts base is available.

Other forms of flexible working will be considered in a separate policy and will be at the discretion of the organisation.

## CONSIDERATIONS FOR SUCCESSFUL PERFORMANCE AND MANAGEMENT

### HEALTH AND SAFETY AND RISK ASSESSMENTS

Before Home working can commence, applicants need to agree to a Health and Safety Risk Assessment being carried out under the guidance of a Signposts's Manager to identify any problems and ensure a safe working environment. Initially a Self Assessment would be carried out and, should this Self Assessment raise issues, an assessment by a

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North Lancashire  
Teaching Primary Care Trust



INVESTOR IN PEOPLE

Additional major funding from Preston City Council, the FC Scott Charitable Trust and Tudor Trust

Line Manager would be arranged. A risk assessment form would be provided for this purpose.

## **TERMS AND CONDITIONS OF SERVICE**

Home workers will receive the same terms and conditions of service as staff that carry out the same or similar work inside the workplace.

## **HOURS OF WORK**

The employee should be available by telephone should there be any need to check or clarify issues relating to their work and consideration will be given to ICT and other provisions being made where a landline needs to be used because mobile reception is poor or may not be available. Home workers should be available to attend the workplace (at any of the Signposts buildings or venues) if required, for example for staff training days when ample warning is given. Time sheets and Expense claims have to be received by the Line Manager by 5<sup>th</sup> of each month. Employees working from home must also ensure that they demonstrate the role is being performed to the required standard.

## **TRAVEL**

Home will be regarded as the base for making Travel Claims

## **EQUIPMENT**

Signposts can provide equipment, i.e. IT and office equipment to home workers. This remains at all times the property of Signposts and it is the responsibility of the home worker to ensure it is properly maintained and is not damaged beyond reasonable wear and tear. It is also the responsibility of the home worker to report any faults to the relevant persons and to bring such equipment to the designated office for any maintenance and electrical testing annually.

## **WORK AND CARING COMMITMENTS**

Home workers must separate domestic and work activities as far as possible. Individuals with caring responsibilities will be required to produce a written statement outlining care arrangements and Line Managers must be informed should any changes to these arrangements affect work carried out in the home.

## **CONFIDENTIALITY AND SECURITY**

Home workers must ensure the security and safekeeping of any confidential information they are required to work with in the home. Such information should not be accessible to family or visitors of the home worker.

## **MONITORING AND REVIEWS OF HOME WORKING AGREEMENTS**

Management will review the policy to ensure it offers effective and fair provision for home working. Home workers will be subject to regular supervisions with their Line Manager to ensure that all parties are happy with the agreements.

## **INSURANCE**

All company equipment will be insured by Signposts, in the event of damage to the employees home due to fault from that equipment, Signposts will be responsible. All home workers will inform their insurers of this arrangement.

Insurers may impose restrictions and these should be adhered to and made known to Signposts.

## **PAYMENT OF EXPENSES FOR HOME WORKING**

- there should be a fixed monthly allowance – £30 for full time staff, pro rata for part time staff
- Expenses should be paid for at actual costs – these to be specified:
  - Postage and packaging
  - Drinks can be provided for meetings when out on official business
  - Ink and paper (unless provided)
  - Lunch will not be paid for (unless provided within a work programme)

Chief Executive  
September 2011