

Stratherrick and Foyers Community Trust Limited  
Remote Working / Working from Home / Hybrid Working  
Statement and Policy December 2022



Statement and Policy adopted by the Trust Board    December 2022

Review of Statement and Policy due    November 2023

## Remote Working / Working from Home Statement and Policy

### INTRODUCTION

COVID 19, its possible recurrence and the need for physical isolation has changed the work patterns of every business in the UK. It is now recognised that working from home or remote working can be beneficial to both the employee and the employer. Home and hybrid working focusses on results through employees rather than just attendance at an office.

For the employer, there is a realisation that some tasks do not require the physical presence of the employee at an office base or elsewhere. Tasks can be allocated and performed away from any base. Indeed, organisations such as the Camanachd Association have given up a physical office base in Inverness and saved money as a result. On the other hand, it must be recognised that certain work roles or tasks cannot be undertaken unless the employee is present at a work location. Benefits to the employer can include increased worker productivity, reduced time loss due to in-hours travel, less absenteeism due to minor ailments, a reduced business office overhead, increased connectivity and the use of electronic technology. Benefits to the employee can include reduced commuting time, reduced commuting cost, increased comfort and personal flexibility.

Employers and employees must be in agreement as to the optimum mix of working from home and working from an office or other work location. This mix will vary depending on the particular nature of the job and job description, the options for office accommodation and the facilities available to the employee at home (or other location).

### PRIMARY PRINCIPLES - TRUST

#### 1 Individual Circumstances

Working from home will be agreed between each employee and their line manager. There is no blanket policy. The individual agreement with any single member of staff will be a personal agreement with them. The starting point shall be that the employee shall work from a Trust location for all of their contracted hours. The final agreement will incorporate a split of hours, between home and office, if that can be shown that the required outputs of the post can be achieved, and a standard maintained or improved.

#### 2 Variations and seasonal issues

A working from home agreement can be varied in discussion between an employee and the employee's line manager at any time. If for example, winter weather prevents travel to work, employees who are equipped to work from home shall be expected to be present on-line.

### 3 Suitability of Home Premises

Employees wishing to work from home should be able to demonstrate that their home-work environment is conducive to the work of the Trust and they will be able to supply the correct level of confidentiality, safety and security as regards Trust business.

### 4 Focus on outcomes, workplans and reactivity

Employees who work from home can expect to adhere to workplans and account for their hours as agreed. Employees at home must be available during the hours and days agreed. If an arrangement for remote working is not operating in the interests of the Trust, the employee shall be required to revert to attendance at a Trust premises for their contracted hours.

## **PROGRESSION LIST**

Working from home progression list

1. What does the business of the Trust need from this employee – job outputs and outcomes?
2. Does the employee wish to work from home for a proportion of their normal working week?
3. Has the employee a suitable home base and connectivity from which to work effectively?\*
4. What proportion of time between work and home is desired by the employee?
5. What proportion of time at the office location is required by the Trust?
6. What split can be agreed between the employee and Trust?
7. Can the employee and line manager respond appropriately to an increased focus on workplans, outputs, outcomes and communication protocols?
8. How can the down-sides of Working from Home / hybrid working be addressed?\*\*\*
9. When will any personal agreement be reviewed?

Notes to above -

\*What additional support does the employee need to work effectively from home in a safe and confidential environment? This may include additional software and hardware.

\*\*What can be put in place to counter the downsides of working from home, such as communications, isolation, lack of cross-activity amongst staff?

## STATEMENT

Areas which are particularly relevant to the Stratherrick and Foyers Community Trust include -

1. To ensure the Trust has access to suitably skilled staff from a wider geographical catchment, posts should be open for a hybrid of *office* and *work from home* time.
2. To ensure staff are retained, the Trust should be able to respond positively to requests from employees for hybrid working, where that can be accommodated.
3. The Trust can save money and increase effectiveness by managing hybrid working.
4. The Trust does not relinquish its requirement that employees perform their tasks and meet the requirements of their workplans. The Trust can terminate any personal agreement on remote working should the employee fail to meet a required standard of performance.
5. An employee can request a variation in the work from home/office arrangement at any time.

Document ends sw 12DEC2022

Reviewed 21/11/2023