

## Hybrid working procedure and information

### Definition

Hybrid working is a flexible working agreement that enables members of staff to work from home for either some or all of the time

Hybrid or home working will be granted where the employee's line manager is satisfied that the needs of the business can continue to be met while the employee works from home.

The original consultation in 2020 categorised Hybrid working into 3 areas (A,B &C) as this helped to shape the consultation and engage with the right people. As Hybrid working has developed and grown, these 3 categories will no longer be used. Livewell Southwest has become a Hybrid working employer and as such supports people to work from home where it is deemed appropriate. If the activity you undertake or the role you are in allows, you should work from home. Toolkit 3 which is the Hybrid working assessment and will support individual requirement

### Benefits for staff

- Provides greater flexibility in working times and patterns to accommodate combining work and domestic arrangements
- Increased productivity through reduction in distractions and increased autonomy over work
- Improved well-being helping to increase motivation
- Reduction in commuting time and costs, supporting environmental considerations
- Improved working environment through being able to choose layout, lighting and temperature to suit individual preferences

### Benefits for managers

- Broadens the traditional recruitment market to applicants who are more geographically remote, or who prefer to work from home
- Meets the organisation's commitment to equal opportunities and inclusion (e.g. supporting an individual with a disability or enabling parents to return to work)
- Retention of staff who might otherwise leave for work/life balance quality reasons
- Increased productivity due to fewer interruptions, allowing for more focused work
- Reduced energy consumption and pollution from unnecessary car journeys, and reduced congestion on Livewell Southwest's sites

**The advice during the pandemic was that any member of staff who is able to work from home should be working from home. Livewell Southwest as a Hybrid working employer will be extending this beyond the pandemic and home working should become business as usual for people who can.**

If a member of staff wishes to work from home and is not currently doing so, they should discuss this with their line manager in the first instance. This discussion will review whether the role is suitable to be undertaken at home.

Staff should ensure that they read the toolkit supporting hybrid working. Toolkit 3 should be completed as far as possible, then send to your line manager to jointly complete and review the relevant sections. Completing toolkit 3 does not obligate you to work from home or have any contractual standing. It is a tool to support home working and will help to identify areas of support required.

The organisation supplies home workers with the necessary equipment relevant to their job role such as desks and chairs. The equipment remains the organisation's property and will be installed and removed at the organisation's cost. Livewell Southwest may need to attend the employee's home to update, maintain or repair/replace the equipment and will give the employee reasonable notice of the need for this. All IT equipment will continue to be delivered to a Livewell base.

There will be times when staff need to access a base or a building for things such as post, printing, scanning or for other reasons. Staff will therefore need an identified base in which they can attend when required however; staff can access any of the Livewell bases if there is space to do so. The identified base will often be the current base and should be used for the purpose of e-expenses when calculating mileage claims. This will ensure that people are not financially disadvantaged or that teams incur additional mileage claims as a result of home working.

Livewell Southwest reserve the right to terminate the homeworking arrangement for example, if service requirements change and home working is no longer a suitable option, consultation with a view to agreement will take place with the home worker to find an alternative arrangement. In the event of a failure to agree, the home worker will be given reasonable notice of the change to their contract of employment. This will usually be 4 weeks unless the requirement is urgent in which case this could be with immediate effect.

Line managers will need to be assured any health and safety risks regarding homeworking have been mitigated. This may include you being asked to agree to a home visit to undertake a risk assessment if the line manager requires further assurance.

In the event of concern about the employee's health and safety, performance, conduct or capability, the home working agreement may be suspended or withdrawn as part of a sanction/reasonable adjustment or the outcome of action in accordance with the Disciplinary or Managing Performance procedures.