

Date of issue: Monday, 12 June 2017

<b>MEETING</b>	<b>EMPLOYMENT &amp; APPEALS COMMITTEE</b> (Councillors Sarfraz (Chair), N Holledge (Vice-Chair), Bains, Bedi, Brooker, M Holledge, Qaseem, R Sandhu and Sharif)
<b>DATE AND TIME:</b>	TUESDAY, 20TH JUNE, 2017 AT 6.30 PM
<b>VENUE:</b>	VENUS SUITE 2, ST MARTINS PLACE, 51 BATH ROAD, SLOUGH, BERKSHIRE, SL1 3UF
<b>DEMOCRATIC SERVICES OFFICER: (for all enquiries)</b>	NADIA WILLIAMS 01753 875015

NOTICE OF MEETING

You are requested to attend the above Meeting at the time and date indicated to deal with the business set out in the following agenda.



**ROGER PARKIN**  
Interim Chief Executive

**AGENDA**

**PART 1**

<u>AGENDA</u> <u>ITEM</u>	<u>REPORT TITLE</u>	<u>PAGE</u>	<u>WARD</u>
------------------------------	---------------------	-------------	-------------

Apologies for absence.

1. Declarations of Interest

*All Members who believe they have a Disclosable Pecuniary or other Pecuniary or non pecuniary Interest in any matter to be considered at the meeting must declare that interest and, having regard to the circumstances described in Section 3 paragraphs 3.25 – 3.27 of the Councillors' Code of Conduct, leave the meeting while the*

**AGENDA**  
**ITEM**

**REPORT TITLE**

**PAGE**

**WARD**

*matter is discussed, save for exercising any right to speak in accordance with Paragraph 3.28 of the Code.*

*The Chair will ask Members to confirm that they do not have a declarable interest.*

*All Members making a declaration will be required to complete a Declaration of Interests at Meetings form detailing the nature of their interest.*

- |     |   |           |     |
|-----|---|-----------|-----|
| 2.  | Minutes of the Meeting held on 12th April 2017                            | 1 - 6     | -   |
| 3.  | Temporary Agency Staff Progress on Implementation and Baseline Monitoring | 7 - 12    | All |
| 4.  | Smart Working Policy and Procedure  | 13 - 52   | All |
| 5.  | Family Leave Policies and Procedures                                      | 53 - 80   | All |
|     | i) Maternity Leave  |           |     |
|     | ii) Paternity Leave   |           |     |
|     | iii) Parental Leave   |           |     |
| 6.  | Fleet Challenge - Pool Electric Car and E-Bike (Pilot Scheme)             | 81 - 108  | All |
| 7.  | Appointment of Appeals Sub-Committee                                      | 109 - 112 | All |
| 8.  | Members' Attendance Record  | 113 - 114 | All |
| 9.  | Date of Next Meeting - 24th October 2017                                  |           |     |
| 10. | Exclusion of Press and Public   |           |     |

*It is recommended that the Press and Public be excluded from the meeting during consideration of the item in Part 2 of the Agenda, as it involves the likely disclosure of exempt information relating to individuals as defined in Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972 (amended).*

**PART II**

- |     |                                   |           |     |
|-----|-----------------------------------|-----------|-----|
| 11. | Proposed Senior Management Review | 115 - 120 | All |
|-----|-----------------------------------|-----------|-----|



**Press and Public**

You are welcome to attend this meeting which is open to the press and public, as an observer. You will however be asked to leave before the Committee considers any items in the Part II agenda. Please contact the Democratic Services Officer shown above for further details.

The Council allows the filming, recording and photographing at its meetings that are open to the public. By entering the meeting room and using the public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings. Anyone proposing to film, record or take photographs of a meeting is requested to advise the Democratic Services Officer before the start of the meeting. Filming or recording must be overt and persons filming should not move around the meeting room whilst filming nor should they obstruct proceedings or the public from viewing the meeting. The use of flash photography, additional lighting or any non hand held devices, including tripods, will not be allowed unless this has been discussed with the Democratic Services Officer.

This page is intentionally left blank

**Employment & Appeals Committee – Meeting held on Wednesday, 12th April, 2017.**

**Present:-** Councillors N Holledge (Vice-Chair, in the chair), Bedi (from 6.40pm), Brooker, Davis, M Holledge and Sharif

**Also present under Rule 30:-** None.

**Apologies for Absence:-** Councillors Usmani and R Sandhu

**PART 1**

**31. Declarations of Interest**

No declarations were made.

**32. Minutes of the Meeting held on 26th January 2017**

**Resolved –** That the minutes of the meeting held on 26<sup>th</sup> January 2017 be approved as a correct record.

**33. Temporary Agency Staff - Progress on Implementation and Baseline Monitoring Report**

The Interim Chief Executive introduced a report that provided Members with an update on the Temporary Agency Staff contract with Matrix.

Members were informed that good progress had been made in addressing the historic issues regarding the use of agency staff. The number of Matrix placements was 191, with a spend of £6.3m, as at 31<sup>st</sup> March 2017. These figures were higher than the previous report, however, this was attributed in part to the insourcing of education services delivered by Cambridge Education. The Council was committed to a recruitment and retention policy, including greater opportunities for internal applicants, that would reduce the use of agency staff in the future. The likely impact of new IR35 regulations were noted and would be reflected in future reports to the Committee.

A range of issues were discussed including how the Council would deal with the legacy of the relatively high number of agency staff that moved across from Cambridge Education. The Wellbeing directorate had the highest number of agency staff through Matrix and the Committee requested further data on the number and profile of agency staff currently recruited in social care in the next report.

At the conclusion of the discussion, the report was noted.

**Resolved –** That the report be noted.

*(Councillor Bedi joined the meeting)*

## Employment & Appeals Committee - 12.04.17

### 34. Arrangements for the Dismissal of the Head of Paid Service, Monitoring Officer and Chief Finance Officer

The Monitoring Officer introduced a report that requested the Committee to recommend to full Council revised arrangements for disciplinary procedures for the Head of Paid Service, Monitoring Officer and Chief Finance Officer.

The Committee was informed that the proposals as set out fully in the report and appendices would replace the existing process adopted in November 2015 and would reflect the best practice in the Model Disciplinary Procedure and Guidance agreed by the Joint Negotiating Committee for Local Authority Head of Paid Services issued in October 2016.

It was clarified that dismissal of one of the statutory officers could only take place with the approval of full Council once the process set out had been carried out. Members emphasised the importance of training to enable to properly fulfil their role in dealing with potential sensitive employment matters. The costs of investigation was raised and the Monitor Officer agreed to provide some benchmark fees for an independent investigator, noting that the overall cost would depend on the length and complexity of an investigation.

After due consideration, the Committee agreed to recommend the revised disciplinary procedures to full Council, subject to the approval of the Member Panel on the Constitution.

#### **Recommended –**

- (a) The abolition of the existing Statutory Officers' Disciplinary Panel.
- (b) The creation of an Investigating and Disciplinary Committee to deal with disciplinary matters relating to the relevant officers. This committee to be a politically balanced committee of five Members one of whom is to be a member of the Executive.
- (c) The creation of an Appeals Committee to deal with disciplinary matters short of dismissal relating to the relevant officers. This committee is to be a politically balanced committee of five Members one of whom is to be a member of the Executive.
- (d) The creation of an Independent Panel comprising three people appointed under section 28 Localism Act 2011 to advise Council in the event of a recommendation from the Independent Disciplinary Committee to dismiss a relevant Officer.
- (e) The Investigating and Disciplinary Committee to have delegated responsibility for the suspension of "the relevant officers." In the event of the need for urgency, this function to be delegated to the Monitoring Officer following consultation with the Leader in the case of the suspension of the Head of Paid Service and delegated to the Head of

## **Employment & Appeals Committee - 12.04.17**

Paid Service following consultation with the Leader in the case of the suspension of the Monitoring Officer or the Chief Finance Officer.

- (f) In the case of a complaint against a relevant officer, the decision whether to refer the matter to the Investigating and Disciplinary Committee will be delegated to the Monitoring Officer following consultation with the Leader in the case of a complaint against the Head of Paid Service and delegated to the Head of Paid Service following consultation with the Leader in the case of a complaint against the Monitoring Officer or the Chief Finance Officer.
- (g) The relevant officers will be given the same right to be accompanied at any disciplinary hearing as all Slough employees. This does not automatically include the right to be accompanied by a legal representative.
- (h) The Monitoring Officer should be tasked with producing a revised disciplinary procedure for the relevant officers based on the model procedure produced by the Joint Negotiating Committee for Local Authority Head of Paid Services for approval by the Employment and Appeals Committee.
- (i) Thereafter the Employment and Appeals Committee will not have responsibility for the discipline of the relevant officers.

### **35. Employee Wellbeing Programme Update**

The Committee received an update on the staff initiatives introduced to support the employee wellbeing agenda as part of the wider Workforce Strategy.

A range of activities had been arranged through the Employee Wellbeing Project Board comprising of three strands – physical activity, healthy eating and mental wellbeing. Examples included a pedometer challenge, Midday Mile, exercise classes, health checks, healthy eating workshops and the promotion of national initiatives during Mental Health Awareness Week. The budget for this work was limited and activities had been run at low or no cost. However, feedback had been positive and staff would continue to be engaged to design future initiatives and programmes.

The Committee asked about the level of take up of the various activities and it was estimated that between 40%-50% of staff had participated at least one of the events or workshops. Members made a number of practical suggestions for other activities that could be incorporated into the programme and sought clarity on the events in which councillors could be involved. It was agreed that Members suggestions could be provided to the Human Resources team for consideration.

## **Employment & Appeals Committee - 12.04.17**

The Committee recognised the importance of the Employee Wellbeing Programme and welcomed the activities that had undertaken to date. The report was then noted.

**Resolved** – That the Employee Wellbeing Programme Update be noted.

### **36. Organisational Development (OD) Programme Update**

A report was received that provided an update on the achievements of the Organisational Development (OD) Programme 2016-17 and an outline of plans for the next year.

The 2016-17 OD Programme had been designed to promote Slough as a learning organisation with a theme for the year of ‘safety and effectiveness’. It included a new and structured mandatory training programme; compulsory corporate induction session for new staff; bite-sized sessions on appraisal training; relevant training for frontline staff in safeguarding and lone working; and a series of management masterclasses. Priorities for 2017-18 included embedding the new corporate values; further mandatory e-learning; and a refreshed management development programme.

The Committee welcomed the measures designed to improve the alignment between appraisals and personal development plans with the Council’s strategic priorities. The quality of training was also raised and Members were given assurance that processes were in place to evaluate training programmes and external providers where used. At the conclusion of the discussion, the report was noted.

**Resolved** – That the Organisational Development (OD) Programme Update be noted.

### **37. Family Leave Policies and Procedures**

The Committee considered a report which sought approval of the following Family Leave Policies and Procedures:

- Maternity;
- Paternity; and
- Parental Leave.

The policies had been updated to reflect statutory requirements and clarified a number of points for managers. Several members of the Committee expressed concern that the maternity policy did not provide sufficient provision or clarity for a member of staff suffering from the bereavement of their child. It was agreed that the policy be revisited to explore how this could be strengthened before coming back to the Committee for approval. The other policies should be reviewed for consistency with this issue before coming back for approval as a package of revised policies.



## **Employment & Appeals Committee - 12.04.17**

**Resolved** – That the policies be reviewed and reported for approval at the meeting on 20th June 2017.

### **38. Attendance Record**

**Resolved** – That the Members' Attendance Record be noted.

### **39. Date of Next Meeting**

The date of the next meeting was confirmed as 20<sup>th</sup> June, 2017.

Chair

(Note: The Meeting opened at 6.30 pm and closed at 8.10 pm)

This page is intentionally left blank

**SLOUGH BOROUGH COUNCIL**

**REPORT TO:** Employment & Appeals Committee      **DATE:** 20<sup>th</sup> June 2017

**CONTACT OFFICER:** Roger Parkin – Interim Chief Executive and Director of Customer & Community Services

**AUTHORS:** Claire Portsmouth  
**(For all enquiries)** (01753) 875472

**WARD(S):** All

**PART I**  
**FOR INFORMATION**

**TEMPORARY AGENCY STAFF PROGRESS ON IMPLEMENTATION AND BASELINE MONITORING**

**1 Purpose of Report**

This report is to provide members with an update on the Temporary Agency Staff contract with Matrix.

**2 Recommendation(s)/Proposed Action**

The Committee is requested to Resolve:

- (a) That the report be noted.
- (b) Members consider any additional information they would like to see in future reports

**3 Slough Joint Wellbeing Strategy, the JSNA and the Five Year Plan**

**3a. Slough Joint Wellbeing Strategy Priorities**

The JSNA priorities of particular relevance are:

- The Managed Service Provider will open opportunities for the local economy and SME organisation to provide temporary agency staff to the Council.
- Working with local Job Centres and other organisation to assist job seekers in finding employment and therefore increase skills and employment opportunities.
- Enables the Council to flexibility manage its workforce and meet the need to deliver front line services to residents, particularly within Health & Wellbeing.
- Delivering cashable and efficiency savings across the council.

**3b. Five Year Plan Outcomes**

The proposals within this report meet the Five Year Plan objectives as follows:

1. Improve customer experience by improving service delivery from the provider.
2. Deliver high quality services to meet local needs by ensuring access to a diverse work force through broadening access to higher quality resource (e.g. Occupational Therapists / Physiotherapists / Qualified Social Workers).

3. Develop new ways of working by introducing a new, end to end automated system for the ordering, tracking, monitoring and analysis of temporary agency staff.
4. Deliver local and national change by increasing opportunities for local and SME agencies to work with SBC.
5. Achieve value for money by ensuring significantly improved service delivery and guaranteed cashable savings.

#### 4 **Other Implications**

##### (a) Financial

The Council has spent just over £6.3m from June 2016 to May 2017 with Matrix SCM. There are still a number of outstanding timesheets for May so this figure will increase. Committee should note that spend for Education & Children’s Services is incomplete as a number of invoices are not being submitted through the Matrix system. This is currently being addressed through Matrix, the relevant agencies and the service area, and we aim to have this issue resolved within the next reporting period.

A breakdown of spend (through Matrix) by Directorate for the financial year is below:

<b>Level 1</b>	<b>Net Spend</b>
Chief Executive	£569,981
Customer And Community Services	£922,977
Education & Children’s Services	£10,080
Regeneration, Housing and Resources	£2,026,319
Wellbeing	£2,985,413
<b>Total</b>	<b>£6,514,770</b>

##### (b) Risk Management

<b>Risk</b>	<b>Mitigating action</b>	<b>Opportunities</b>
Employment Issues	Service areas unable to source requirements via supply chain on Matrix. Hard to recruit roles identified and processes in place to source these posts. Current market forces in relation to Social Workers are influencing this risk	Review current staff development programmes and look to invest in development of our current workforce to “grow our own talent” for the difficult to source roles.
Employment Issues	Unable to recruit on agreed pay scales in Matrix. Pay scales are aligned to council job levels and Spinal column points. Assistant Director and or HR approval required to alter pay scales	
Financial	Failure to maximise savings by increasing pre-agreed pay scales	

	within Matrix. Assistant Director and or HR approval required to alter pay scales for specialist roles influenced by market forces e.g. social workers	
Human Rights	None	None
Health and Safety	None	
Equalities Issues	Agency Worker Directive ensures pay parity between full time permanent employees and temporary agency staff.	None
Financial	None	<ul style="list-style-type: none"> <li>• Guaranteed minimum savings of 3% on existing spend (with further opportunities to increase this)</li> <li>• Guaranteed maximum pence-per-hour agency fees</li> <li>• Pay parity between full time permanent employees and temporary staff workers in-line with Agency Worker Directive</li> <li>• Potential discount for workers that have been in post for longer periods of time (although the aim is to challenge the need for worker longer term posts and reduce the need)</li> <li>• Gainshare mechanism – whereby savings achieved over and above the guaranteed minimum will be shared between SBC (90%) and the supplier (10%)</li> <li>• Mechanism for supplier to credit SBC for failure to deliver agreed service levels</li> </ul>
Other	None	None

(c) Human Rights Act and Other Legal Implications

There are no Human Rights Act Implications.

(d) Equalities Impact Assessment

An Equalities Impact Assessment has been undertaken and was attached to previous reports.

(e) Workforce

There are no implications for permanent staff.

**5 Supporting Information**

5.1 The data and charts below relate to the period to end May 2017.

5.2 The number of Matrix placements stands at 167 down since the last report. 73 of those in the Wellbeing Directorate which is down on the last report following the initial HR initiative to permanently recruit Social Workers from agency staff. The table in fig1 later in the report gives a breakdown by directorate. This table also includes the length of service and the FTE (full time equivalent) attributed to each placement. Whilst FTE is included within this report and charts, the FTE is calculated based on the number of hours submitted for the reporting month. This is therefore only submitted as a guide to the FTE of agency staff.

5.3 Matrix continue to adhere to the KPI targets set in the original contract. These relate to the fulfilment of posts, the number of rejected candidates and helpdesk assistance. These rates are monitored through business reviews every quarter.

**Staffing Scorecard – as at 31/05/2017**

<b>Level 1</b>	<b>Duration</b>	<b>Number of Staff Placements</b>	<b>FTE</b>
<b>Chief Executive</b>	0-3 months	0	0
	3-6 months	2	2.0
	6-9 months	0	0
	9-12 months	0	0
	1 – 2 Years	1	0.9
	Over 2 Years	2	1.3
<b>Chief Executive Total</b>		<b>5</b>	
<b>Customer And Community Services</b>	0-3 months	3	2.9
	3-6 months	5	4.7
	6-9 months	3	1.9
	9-12 months	3	1.8
	1 – 2 Years	2	1.3
	Over 2 Years	2	1.6
<b>Customer And Community Services Total</b>		<b>18</b>	
<b>Education Services</b>	0-3 months	0	0
	3-6 months	44	0
	6-9 months	0	0
	9-12 months	0	0
	1 – 2 Years	0	0
	Over 2 Years	0	0
<b>Education Services Total</b>		<b>44</b>	
<b>Regeneration, Housing and Resources</b>	0-3 months	10	7.3

	3-6 months	2	2.0
	6-9 months	3	3.0
	9-12 months	4	3.8
	1 – 2 Years	7	4.7
	Over 2 Years	1	1.0
<b>Regeneration, Housing and Resources Total</b>		<b>27</b>	
<b>Wellbeing</b>	0-3 months	18	5.0
	3-6 months	15	7.4
	6-9 months	11	6.4
	9-12 months	5	3.9
	1 - 2 Years	13	9.3
	Over 2 Years	11	5.4
<b>Wellbeing Total</b>		<b>73</b>	
<b>Grand Total</b>		<b>167</b>	<b>77.6</b>

Fig 1

5.4 The table below (fig2) shows a breakdown of the number and title of active temporary staff placements by job category.

Job Category	Chief Executive	Customer And Community Services	Education Services	Regeneration, Housing and Resources	Wellbeing	Grand Total
Admin & Clerical	-	2	-	3	8	13 (8.6 fte)
Driving	-	-	-	-	2	2 (0.7 fte)
Engineering & Surveying	-	1	-	1	-	2 (2.0 fte)
Executive	1	6	-	7	5	19 (12.5 fte)
Facilities & Environmental Services	-	2	-	-	-	2 (1.4 fte)
Housing, Benefits & Planning	-	2	-	13	-	15 (11.8 fte)
Human Resources	-	-	-	1	-	1 (1.0 fte)
IT	1	-	-	-	-	1 (0.3 fte)
Legal	1	-	-	-	-	1 (1.0 fte)
Management	2	2	1	1	2	8 (5.0 fte)
Manual Labour	-	-	7	1	-	8 (1.0 fte)
Procurement	-	1	-	-	-	1 (1.0 fte)
Social & Healthcare Non-Qualified	-	2	34	-	27	63 (13.0 fte)
Social & Healthcare Qualified	-	-	2	-	29	31 (18.3 fte)
<b>Total</b>	<b>5</b>	<b>18</b>	<b>44</b>	<b>27</b>	<b>73</b>	<b>167 (77.6 fte)</b>

Fig 2

Social care still represents the majority of agency staff however this figure has reduced from the last report. Further HR initiatives over the next year should see numbers in social care and across the council reduce.

5.5 Work started in February 2017 to assess and produce an options appraisal for the agency staff contract for the future. In conjunction with the councils programme for reducing agency staff, there are a number of possible options to assist the council in achieving its targets and costs. Following this exercise in conjunction with HR, a report was submitted to CMT at the beginning of June with a recommendation to extend the Matrix contract for a further 12 months whilst the HR initiatives for recruitment are imbedded and start to make reductions in agency staff. Further work will be done around the monitoring of managers in relation to the engagement of agency staff, along with improved process and procedures that should help to form a benchmark from which to procure the new solution in 2018.

## **6 Conclusion**

6.1 The Matrix contract has been successful in improving governance around departmental engagement of agency staff and has substantially reduced maverick spend due to non compliance to corporate policies. We will continue to monitor and challenge spend that is outside of the Matrix system to ensure appointments and process are in line with the council's constitution.



**SLOUGH BOROUGH COUNCIL**

**REPORT TO:** Employment and Appeals Committee  
June 2017

**CONTACT OFFICER:** Surjit Nagra, OD/HR Lead

**AUTHOR** Harminder Bassi, HR Service Officer

**WARD(S):** All

**PART I**  
**FOR APPROVAL**

**SMART WORKING POLICY AND PROCEDURE**1. **Purpose of Report**

The purpose of this report is to seek approval from the Employment Appeals Committee on the proposed new Smart Working Policy and Procedure.

2. **Recommendation(s)/Proposed Action**

The Committee is requested to approve the policy and procedure which also supports the Council's Accommodation and Hub Strategy.

3. **Supporting Information**

Smart working describes an approach to working hours, location and methods that enable employees to perform to a high level and to provide excellent customer service. It is becoming more common in recent years across the public sectors as it can play an important part in meeting the challenge of doing more with less. New technologies support smart working by enabling more mobility of work, and legislation is encouraging flexible working and new trends in workplace design.

In light of this the OD/HR service have undertaken a review of modern working practices in enabling our employees to maximise their performance in the delivery of our five year plan; it is also aimed at supporting the delivery of the Council's Accommodation and Hub Strategy.

Research suggests that there are a number of benefits of smart working and these include the following:

- Greater productivity - 'Think Money' suggests that a third of employees are distracted at work for up to three hours a day.
- Improved communication – most of us will have experienced 'meetings for meetings sake'. Most communication with colleagues can be achieved effectively by telephone, email or through other online means or using virtual meetings. These are more direct focusing on key points.
- Reduction in commuting time – the average daily commute in the UK is around 49 minutes each way to work – this would also reduce CO2 emissions.
- Reduction in the frequency and duration of sickness absence
- Improved recruitment and enhanced reputation as 'employer of choice'; removing geographical limits when trying to fill hard to fill posts will increase the pool of individuals applying.
- Increase in retention and helping us keep our best employees with a reduction in costs associated with covering vacant posts, recruiting and training new employees.

The aim of the policy and procedure is to support the development of a flexible and agile workforce that can effectively respond to demands for services and resources. The policy outlines the types of smart working arrangements that are available and the procedures that should be followed.

A summary of the key points have been outlined below.

- The policy details three different work styles that support smart working and provides a framework that focuses on the job being undertaken.
- The roles and responsibilities of line managers, Heads of Service and employees are outlined with reference to the Employee Code of Conduct.
- A summary of the process for working hours and leave arrangements are also provided.
- Work Stations and Supply of Equipment is outlined within the policy and details how designated areas of the Council will be used for Smart Working and the employee responsibilities for the supply of equipment.

Some services within the Council have already started to implement Smart Working within their areas due to the benefits outlined above, particularly recruitment. This policy and procedure would help guide them in managing the actions of employees and provide a common understanding and agreement of how things should be done.

### **Consultation**

Consultation has taken place with the Trade Unions, Employee Engagement Forum, Disability Forum, Accommodation Hub and Strategy Board and Senior Managers - all have responded positively to the draft.

### **Implementation Process**

The launch and implementation process will include various methods of communication including;

- Newsround
- Grapevine staff newsletter
- E mail to all line managers
- HRBP's to provide update at Senior Management Team Meetings

The HR team will also be leading the culture transition element of the Accommodation strategy which will support staff and management teams in adapting to the change. This work will begin with the launch of the Smart Working Policy. The OD/HR service will introduce initiatives to support the implementation and this will include Workshops and E-Learning Training programmes.

A separate document providing guidance for managers and employees has also been drafted to support staff and management with the implementation process.

#### **4. Background Papers**

None

#### **5. Appendices**

Appendix 1 – Smart Working Policy and Procedure  
Appendix 2 – Slough Borough Council - Travel Hierarchy

## SMART WORKING POLICY AND PROCEDURE



Policy Schedule	
Policy owner and lead	ODHR: HR Policy Manager
Consultation	Transformation Board      Date
	Trade unions                      Date
	CCF                                      Date
	CMT                                      Date
Equality Impact Assessment	Date
Approving body	Employment & Appeals Committee
Date of approval	
Date of implementation	
Version number	Version 1 (DATE)
Related documents	Flexible working policy Health and safety policies IT policies Employee code of conduct Working Time Regulations
Review interval	Three yearly (DATE)

<b>Contents</b>	<b>Page Number</b>
1. Introduction	3
2. Scope	3
3. Definitions	4
4. Roles and responsibilities	5
5. Identifying roles suitable for smart working	5
6. Working smartly	5
7. Hours of work	6
8. Sickness absence and other leave	7
9. Workstations	7
10. Supply of equipment	7
11. Change of circumstances	8
12. Process flow chart	9

## **Appendices**

- A Smart working suitability checklist
- B Operational agreement
- C Manager's checklist
- D Guidance for managers
- E Guidance for employees
- F Health and safety requirements (including home working self assessment form)

## **1. Introduction**

- 1.1 New technologies are making it easier to access information remotely, work from a variety of locations and to find more flexible and efficient ways to offer services. Slough Borough Council recognises the importance of modern working practices in enabling our employees to maximise their performance in the delivery of our five year plan.
- 1.2 The aim of this policy and procedure is to support the development of a flexible and agile workforce that can effectively respond to demands for services and resources. This policy outlines the types of smart working arrangements available and the procedures that should be followed.
- 1.3 Separate guidance on the benefits and operation of smart working, as well as frequently asked questions and case studies are available as part of the smart working toolkit and should be read alongside this policy and procedure.
- 1.4 This policy and procedure should be read and applied in conjunction with the council's Flexible Working Policy, Health and Safety Policies, IT Policies, Employee Code of Conduct and Working Patterns Arrangement Scheme.

## **2. Scope**

- 2.1 This policy and procedure applies to all employees of the council. It does not apply to agency workers or contractors although managers may wish to consider smart working arrangements for such workers where there are clear business advantages.
- 2.2 This policy and procedure outlines a number of different work styles that support smart working and provides a framework that focuses on the job being undertaken. Requests for flexible working, which relate to the individual employee's personal circumstances rather than their position, should be made in accordance the Flexible Working Policy and Procedure (see paragraph 2.4).
- 2.3 In certain circumstances, management may want to consider if remote working applies. Examples are listed below:
  - Apprenticeships, trainees and work experience placements consider whether this would be on an adhoc basis.
  - Employees in roles that require them to carry out the majority of their work at council premises such as front of house roles - \*see checklist.
  - Employees with day to day Building Management Responsibility i.e. Facilities Staff.
- 2.4 Whilst the Smart Working Policy provides guidance around developing an agile workforce, the Council's flexible working policy encompasses the statutory right to request flexible working and contains the statutory procedure for employees to make such requests. The council has extended the right to request flexible working to all employees and 'Smart' working can be requested as part of the flexible working request.

## **3. Definitions**

- 3.1 Smart working describes an approach to working hours, location and methods that enable employees to perform to a high level and to provide excellent customer service. Working styles adopted by the council are summarised below:

<b>Working style</b>	<b>Definition</b>
Home worker	Employees have an arrangement where their home is either their main place of work or where they work from home on a regular and established basis (e.g. part of the week, most weeks is spent working from home).
Location Independent Worker	Employees are not tied to a certain location; the work location is determined based upon the most effective location and work time.
Office based worker	The nature of the work undertaken dictates that employees must carry out their work (or the majority of their work) at council premises. This may apply to some face to face and front of house positions.

#### **4. Roles and responsibilities**

- 4.1 Heads of Services, in conjunction with the line manager if they are not already the line manager, are responsible for implementing smart working as appropriate to the demands on the service and for the day to day management of smart working in their areas. Advice and guidance on effective management of smart working and on the implementation of this policy is available from the ODHR department.
- 4.2 Employees are responsible for ensuring they comply with the council's Employee Code of Conduct, their terms and conditions of employment, job requirements and other employment policies whilst working smartly.
- 4.3 Employees are responsible for ensuring that they are contactable during pre-defined working hours unless agreed otherwise whilst working at remote locations or from home.
- 4.4 Abuse of smart working arrangements may result in disciplinary proceedings and/or removal from smart working arrangements.

#### **5. Identifying roles suitable for smart working**

- 5.1 All positions will be assessed by the Head of Service to identify the potential for smart working to positively impact on the service provided. Appendix A outlines the criteria that should be used when undertaking an assessment and determining whether a position could be effectively delivered by a home worker, mobile worker, smart worker or whether the position must be predominately office based.
- 5.2 Heads of Services should discuss their assessment of a position's suitability for smart working with the employees who are already in post so they can contribute to the assessment.
- 5.3 Working from home is not mandatory. Employees in positions that have been identified as best performed by a home, smart or mobile worker and who do not wish to work from home may instead work from council office hot desks and/or hub locations.
- 5.4 We recognise that there may be exceptional circumstances where a Head of Service may agree for an employee to work as an office based employee and such requests will be considered on a case by case basis. However, the council reserves the right to change the location of employees at any period.

- 5.5 Where a position has been identified as not suitable for smart working, the employee may still make an individual request for flexible working in accordance with the Flexible Working Policy.

## **6. Working smartly**

- 6.1 Managers and employees should agree a set of working protocols prior to smart working commencing. These may include arrangements for making contact, communication routes, working patterns, meeting arrangements and how work tasks and responsibilities will be set and reviewed. Appendix B provides a template for these discussions.
- 6.2 Where an employee is regularly working from home or another remote location as part of their usual working patterns, a Health and Safety Self Assessment Form must be completed in conjunction with the guidance in the health and safety section of the smart working toolkit. This form must be reviewed and signed by the Head of Service before home working begins.
- 6.3 The necessary IT equipment required to enable smart working will be provided to the employee from the council and will remain the property of the council. Equipment provided to employees is maintained and insured where appropriate by the council and not through the employee's own home insurance arrangements. However employees are required to take good care of the equipment provided to them; just as they would if they were office based.
- 6.4 Employees must ensure that information is protected and kept safe at all times. For security reasons, printing of council documents is not permitted from home and printing should be completed at a council location. Employees are encouraged to use electronic documents as far as possible and any printing that is required must be undertaken at council premises. Please refer to the IT/data security section in the smart working toolkit.

## **7. Business Travel Hierarchy**

- 7.1 Before undertaking any journey, staff should consider the Business Travel Hierarchy in appendix 1. Staff are encouraged to reflect on the need to travel for business purposes. The aim is to challenge the need to be physically present at meetings if alternative means of communication can be used and free up work time which would normally be used to travel across sites.

This may include for example: a telephone call, circulating comments and information by e-mail or the use of tele and video-conferencing.

- 7.2 The location of meetings, where possible, should be decided on the basis of minimising overall travel by all participants.
- 7.3 The use of hot-desking to provide opportunities for remote working and reduce the need to travel to, or return to, the base location on particular days or following certain meetings should be promoted.

## **8. Hours of work**

- 8.1 Employees working smartly must fulfil their contractual working hours. The operation of working hours will be agreed by the manager and must take into account the business needs of the service. It is expected that the majority of employees will operate their working hours during the standard working week (Monday to Friday) and include the core hours of 10am until 4pm unless the position specifically requires work to be completed outside of these times or where alternative arrangements have been agreed on service need basis with the Head of Service. The operation of working hours before 7am and after 7pm and at weekends must

be agreed by the manager in advance and will not be paid as overtime unless specifically agreed in advance by the manager.

8.2 It is important that employees take regular breaks from work in accordance with the Working Time Regulations and their contract of employment. Working hours and break periods are confirmed in the employee's terms and conditions of employment but must include:

- A break of at least 20 minutes if working more than 6 hours a day
- A rest of at least 11 hours between working days
- An uninterrupted break of 24 hours each week

Further information on working hours is included in the Working Patterns Arrangement Scheme.

8.3 Line managers may agree with the employee reasonable time out during core working hours in order to improve work life balance providing it does not negatively impact on the service provided. This could include time to take children to school or to attend an appointment. Such time should be recorded as unavailable in the employees Outlook calendar.

## **9. Sickness absence and other leave**

9.1 Employees who are unable to work due to sickness should inform their manager in accordance with the Sickness Absence Policy and Procedure regardless of their work location. Similarly, other leave such as annual leave, dependant leave or compassionate leave should be booked in the same way as office based employees. Employees are not expected to pick up any work during sickness or annual leave.

9.2 Employees who have agreed an individual flexible working arrangement to assist with caring for dependants and who hold a position identified as suitable for smart working must confirm their care arrangements with their manager. Smart working is not a substitute for care arrangements and employees working from home should not be the sole carer for dependants on a regular basis unless as part of an agreed 'time out' period (see paragraph 7.3)

## **10. Workstations**

10.1 Departments will continue to have designated areas of council premises as appropriate, although the number of desks will be reduced. Smart workers who share their time between the office and remote locations will not be provided with a permanent desk. Instead they will be required to use desk space available due to colleagues working remotely or on leave. If a desk is not available they should use hot desk facilities. Smart workers will also have access to a lockable storage in the designated office space for files and equipment. Desks should be cleared at the end of the working session to ensure it is left clean and tidy for the next occupant. No desk should be personalised or have in trays, files etc. sitting on top of them. A clear desk policy applies to all workstations.

10.2 As well as at St Martins Place, we also have hot desks available for staff to use in our Community Hubs such as Chalvey, Britwell and The Curve. These facilities are to support staff in working smartly i.e. if visiting a client or between meetings in the area, staff can go to these sites if PC access is required to undertake work.

10.3 Where an occupational health assessment has determined that a smart worker requires a dedicated work station to allow for specialist equipment as part of a reasonable adjustment for a disability, they will be given priority use of a specific workstation. However this workstation will remain a hot desk and can be used by other in the absence of this individual.



## **11. Supply of equipment**

- 11.1 The equipment provided to a smart worker will depend upon the work style adopted and the nature of their position. Where possible equipment should be portable so that it can be utilised at a range of work locations. This includes providing a laptop rather than desktop PC and issuing telephone headsets, which can be used with a laptop, in replace of desk based telephones and land lines. A mobile telephone and/or tablet may also be required depending on the requirements of the position and subject to approval by the manager.
- 11.2 Heads of Services should maintain a signed inventory for their section of all equipment supplied to employees and a signed copy placed on the employee's personal file.
- 11.3 All equipment and software supplied by the council will remain the property of the council and should be returned in good condition should the employee's working requirements change or if they leave the council.
- 11.4 The council is responsible for purchasing, installing, maintaining and servicing ICT equipment. Equipment should be purchased through a work request with IT in the usual way. Any defects or technical problems with ICT equipment should be reported to the IT Service Desk regardless of work location.
- 11.5 The Council will be responsible for replacing damaged, lost, stolen or faulty equipment provided to employees by the council unless it occurred as a direct result of an employee's negligence. Equipment will be covered by the council's insurance arrangements and is not expected to be covered by an employee's individual home insurance policy.
- 11.6 The employee is responsible for ordering and collecting office supplies (such as stationery) where required and this should be collected from the main office location.
- 11.7 Where an employee is working from home, they are responsible for ensuring they have the necessary furniture (such a suitable table and chair) and broadband services to enable them to remotely access the council's IT networks.
- 11.8 The council will not reimburse employees for the costs of broadband or utility costs. We recognise that many employees will already have broadband services at home and employees who chose to work from home will also benefit from reduced travelling costs. However, working from home is not obligatory and employees may choose to work from council hot desks and hubs if they prefer not to use their own facilities at home.
- 11.1 Employees must ensure that all council data, equipment (including laptops, tablets, mobile phones) is stored securely to minimise risk of loss or theft. Smart workers must complete the mandatory training e-learning module on data security before starting to work remotely.

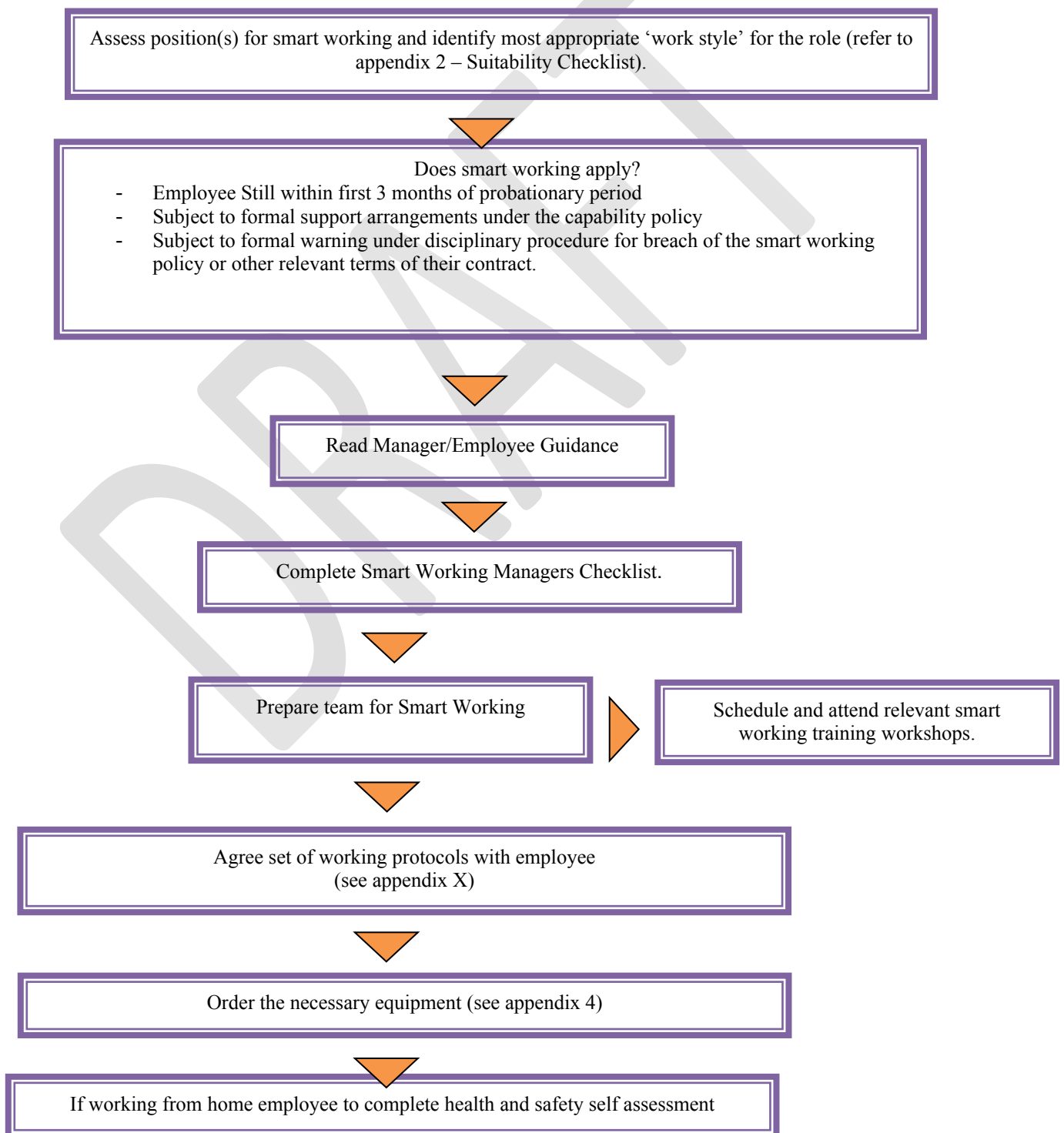
## **12. Change of circumstances**

- 12.1 Smart working arrangements may be temporarily suspended or brought to an end at any time subject to business and operational demands. No change to working practices will be made without consulting with the employee affected first.
- 12.2 Other circumstances when it may be necessary to review smart working arrangements include:
- The employee moves to a new role, either permanently or on a secondment or acting up basis. The suitability of the new position for smart working would need to be assessed.

- The employee moves home. Home working may need to be re-assessed
- Following a re-organisation of the work area. Positions should be reassessed for smart working in light of any changes to service provision, job descriptions, person specification and interdependencies with other service providers.

12.3 Managers are responsible for reclaiming any allocated equipment when an employee leaves the council or moves to another directorate in order for it to be reallocated to the next post holder

**13. Process flow chart**



**Employee name:**

**Directorate:**

**Service Area:**

**Job Title:**

**Head of Service name:**

**Date checklist was completed:**

The position	Suitability (Yes/No)	Comments
Capable of being effectively completed from home or other remote location without an adverse impact on quality of service or on workload of colleagues		
Capable of being effectively completed without daily face to face contact with team members or direct reports or when needed by teleconferencing, email and telephone and attending on site meetings when required		
Capable of being effectively completed without regular face to face contact with customers/client at council offices		
Capable of being effectively completed without daily face to face contact with colleagues in other departments or when needed by teleconferencing, email and telephone and attending on site meetings when required		
Self sufficient in terms of administrative support as required by the position		
Position has clear tasks and responsibilities with agreed objectives and measurable outputs		
Requires limited day to day supervision		
Not dependent on large numbers of paper based files or other office based records and/or equipment that cannot be accessed from other locations.		
Tasks can be performed individually (for example preparing reports, planning, reviewing, researching, data entry, word processing, liaising with customers at their locations)		
<b>The employee</b>	<b>Suitability</b>	<b>Comments</b>

When assessing the suitability of the employee for smart working this needs to be supplemented with evidence if it is felt that the employee does not meet the requirements.	(Yes/No)	
Is the employee self motivated and disciplined to work remotely without direct supervision?		
Does the employee usually complete work to scheduled deadlines		
Does the employee have flexibility and time management skills?		
Can the employee communicate effectively by telephone and in writing		
Will the employee be able to work effectively with reduced social contact with colleagues		
Are they flexible so that team/service needs can be met. This might include working from the team location rather than home/remotely to cover absence of other colleagues at short notice.		
<b>The work location</b> When assessing the suitability of the remote location/homeworking this needs to be supplemented by a health and safety risk assessment.	<b>Suitability (Yes/No)</b>	<b>Comments</b>
Is the employee able to access suitable working space at council offices when needed (e.g. hot desks, hubs, libraries)?		
Is the working environment conducive to work and not subject to frequent interruptions, distractions or noise?		
If the employee wishes to work from home, do they have access to internet broadband?		
Is there enough space to work comfortably?		
If working from home, does the environment meet health and safety requirements (health and safety risk assessment must be completed).		
If working from home, has the employee explored tax/mortgage/tenancy/insurance issues relating to working from home?		
<b>The team/department</b>	<b>Suitability (Yes/No)</b>	<b>Comments</b>
Will the arrangement impact on appropriate and fair cover in the office e.g. telephones, visitors? Is the team flexible so that the team/ service needs can be met?		
Have the team been consulted on the arrangement and if so are there any issues to be resolved?		

**Any additional points discussed**

--

[Empty rectangular box for signatures]

Signature of employee:

Date:

Signature of Line Manager:

Date:

Signature of Head of Service:

Date:

DRAFT

**Name of Employee:**

**Job Title:**

**Directorate:**

**Service Area:**

**Head of Service Name:**

**Start date of Smart Working Arrangement:**

**Address of remote/home working locations (if applicable):**

This operational agreement has been prepared following discussion between you and your manager. The agreement sets out the operational detail relating to how you will carry out the duties and responsibilities of your job whilst working from home/remotely. Your manager may, however, require you to work from the team location rather than from home/remotely to cover absences of other colleagues at short notice.

**Contact and communication**

Electronic communication via e-mail and/or messenger services, including access to electronic diaries will be maintained in the usual manner.

You and your manager must take joint responsibility to ensure that regular contact and communication is maintained between you. The arrangements for regular contact and communication are set out below.

**Communication/contact with manager:** (e.g. telephone call every Monday at 10am to discuss priorities for the week, ad hoc telephone communication when required, face to face 1:1 meetings every two weeks at council location)

**Communication/contact with colleagues:** (e.g. team meetings every month, available to take work related calls between specified hours)

**Communication/contact with customers:** (e.g. available to take work related calls between specified hours, expected response times, meeting customers at their own locations) If there is a requirement for you to arrange business meetings and customer visits you must arrange these at a venue away from your home. Under no circumstances should you meet customers at your home.

**Communication/contact with other departments:** (e.g. attending other departmental team meetings as required, available to speak by phone/teleconference at set times, email responses)

#### **Flexi Time Arrangements**

If flexi time is agreed, how will this be recorded and how often will timesheets be approved by the manager?

#### **Performance Management**

Regular planned meetings will be held between you and your manager in order to review progress against agreed work objectives and to identify any support to be provided. Are work objectives clear and measurable?

#### **Equipment and supplies**

You are responsible for the ordering and collection of necessary work supplies from the office. The following arrangements for ordering and collection of supplies are detailed below:

If applicable the following arrangements will apply for the collection and sending of work related post:

If applicable the following arrangements will apply for the printing, scanning and storage of work related documents:

In order to facilitate effective smart working you will be provided with the following equipment: (e.g. laptop, headphones, mobile telephone)

### **Absence and leave**

Annual leave should be requested in the usual way (via Agresso self service if applicable).

Sickness absence must be reported in the same way as for employee who are office based and in accordance with the sickness absence policy and procedure. Any specific arrangements should be confirmed below:

### **Other arrangements**

Any other individual arrangements agreed with your manager should be listed below (e.g equality act adjustments, agreed flexible working arrangements, break times etc).



Signature of employee:

Date:

Signature of Line Manager:

Date:

Signature of Head of Service:

Date:

DRAFT

The following checklist should be completed by each Head of Service with team members who are/may undertake smart working and returned to the Assistant Director/Director.

**Name:**

**Directorate:**

**Service area:**

**Date completed:**

Task	Date completed
Familiarise yourself with the council's Smart Working Policy and Procedure, Guidance on benefits of smart working, management FAQs and associated documentation.	
Attend SBC smart working training for managers	
Consider appropriate work styles as outlined with the Smart Working Policy and Procedure (home worker, office worker, smart worker and mobile worker) and how they might apply and benefit your service area.	
Identify those positions that could benefit from smart working and discuss further with any post holders.	
Consult with team members	
Finalise decision to implement smart working for appropriate positions and complete smart working suitability checklist with employee(s)	
Provide feedback to any employees in positions that are not suitable for smart working and which need to be office based so they understand the business reasons for this decision	
Arrange with employee for them to attend SBC smart working training for employees	
Consider IT and other equipment requirements to support smart working including costs, time to order and install if necessary. Order equipment if needed or reallocate existing equipment	
Consider success criteria and review dates – how will outputs be measured (e.g. review of progress against objectives at regular meetings and appraisal, feedback, observations etc.)	
Meet with individual employees to set/agree objectives and measurable outputs as well as review periods.	
Complete Operational Agreement Form (including arrangements for communication and contact) with employee(s) and agree time frame to commence smart working	

Ensure Health and Safety Self Assessment completed by employee prior to any home working arrangements commencing	
Ensure employee knows how to access hot desks and hub locations when needed.	
Address any outstanding matters/concerns that need to be resolved prior to commencing smart working	
Remind smart workers of relevant policies, contractual obligations, security and health and safety policies	
Circulate and communicate to the team any working protocols such as contact times and team meeting arrangements.	
Communicate contact arrangements to customers, partners and other colleagues as appropriate to the position.	
Individual equipment inventory recorded	
Smart working review dates arranged	

**Additional comments**

DRAFT

Signature of Line Manager:

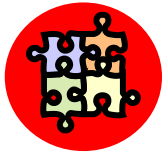
Date:

Head of Service Signature:

Date:

Assistant Director/Director Signature:

Date:



**Where to start**



**Conversation**



**Review**



**Helpful tip**

## 1. **Introducing smart working**

New technologies are making it easier to access information remotely, work from a variety of locations and to find more flexible and efficient ways to offer services. We recognise the important of modern working practices in enabling our employees to maximise their performance in the delivery of our vision to be an enabling and entrepreneurial council.

## 2. **Benefits of smart working**



Greater Productivity:

The nature of the office environment makes it easy for employees to disrupt work schedules and each other. Smart working can help to remove such distractions and allows employees to prioritise their work based on their objectives and deadlines. Whilst office distractions may only take a few minutes to deal with, research shows that it can take up to twenty minutes to regain concentration afterwards.

Research by 'Think Money' suggests that a third of employees are distracted at work for up to three hours a day, blaming lack of concentration primarily on office noise and chatty colleagues! Smart working can give employees back control of their work, limiting distractions and increasing productivity. The level of productivity increase will of course vary between positions and individual employees but several studies have found that the impact of smart working on productivity levels ranges from 15% up as much as 50%.

Improved communication:

Face to face meetings are not always essential and most of us have experienced 'meetings for meetings sake'. Most communication with colleagues can be achieved effectively by a telephone call, email or through an online communication tool such as Skype or Lync. These alternatives can be more direct and focusing more on the key points than face to face meetings. Group discussions are still an important dynamic to an effective workforce but can be set up as a virtual meeting either by conference call or web-cam. Virtual meetings are often quicker than face to face meetings with less time spent traveling to and from the meeting place.

### Commuting:

The time factor in not having to commute to and from the office on a daily basis, as well as traveling to and from the office between meetings, is considerable for employees. The average daily commute in the UK is around 49 minutes each way, or 8 hours each week. This is equivalent to an extra day a week!

In addition to commuting time, employees would reduce the costs associated with traveling to and from work. Whether driving or taking public transport, the cost to the employee is on average £150 per month. Therefore, working from home for a proportion of the working week could actually be equivalent to a significant pay rise for your employees, at a time when local government cost of living increases are minimal and employee NI and pension contributions increasing.

### Sickness Absence:

Sickness inevitably affects all employees and is a fact of working life. However, smart working can help to reduce the frequency and duration of absence. A report by Sir Professor Carey Cooper, a distinguished Professor of Organisational Psychology and Health, notes that over half of workers have confessed to 'pulling a sickie' when they were not unwell. The reasons for illegitimate sick leave vary but are often due to disengagement and low morale, stress and 'burnout', family/personal reasons and carer responsibilities. Many of these reasons could be better managed through smart working arrangements.

Of course the majority of sickness absence will be due to genuine ill health and we want to avoid presentism (where employees attend work when ill). There are some conditions where employees should not attend work or feel obliged to do so. On the other hand, some absences will be due to minor health conditions and employees may feel well enough to work but would rather not make the journey to work and/or do not wish to disturb or infect their work colleagues. In these circumstances the employee could still offer a productive day's work whilst working from home, helping to ensure that department projects and workloads remain on track.

### Recruitment:

Providing the opportunity for smart working also has significant benefits for the recruitment and retention of high quality employees and can help enhance our reputation as an employer of choice. The pool from which we can recruit talented individuals for positions that are harder to fill is dramatically increased when we remove the geographical limits associated with requiring employees to come to Slough every working day. This is supported by research from the CIPD which has shown that as many as one third of candidates turn down a job offer because of the cost of commuting. This figure is alarming and yet doesn't take into account applicants who decided not to apply in the first place due to the work location.

It is also worth noting that the cost of housing in the south-east can prevent candidates from wider afield relocating. By offering remote working for a proportion of the working week, we reduce the need for relocation and will be able to extend recruitment to include candidates across the country where the cost of housing is more affordable.

### Retention:

Smart working and the ability to manage an effective work life balance also has a powerful effect on employee retention, helping us to keep our best employees and reduce the costs associated with covering, recruiting and training new employees. Depending on the nature of

the position, the 'office' could be anywhere from a study, a kitchen table, local library or even a coffee bar in between meetings. This flexibility extends to the working day as well. Taking into account contractual hours, urgent deadlines and scheduled meetings (including virtual meetings) employees can set their own timetable. Time can be built in to cover a range of domestic activities without impinging on their work schedule and commitments, which is especially valuable for parents and elderly carers who can have the peace of mind that they are available if they are needed. A recent survey undertaken by Investors in People found that 34% of employees would prefer flexible working to a 3% pay rise!

### 3. Managing smart workers



Managing smart workers involves moving away from managing employees by their presence in the office to managing by results and work outputs. Some managers may have concerns about reduced productivity of employees who don't come into the office to work, but in reality the opposite is often the case. Putting trust in employees leads to increased engagement which in turn increases productivity. Whilst some managers may perceive a problem with monitoring individual performance, seeing employees in the office is really only monitoring presence; regular communication and setting objectives and KPIs is a far more effective way to measure performance.

Many of the management skills required to effectively motivate and develop smart workers are the same as those already applied to office base employees, only applied over a distance. Having an adaptable management style will ensure that you can take advantage of the opportunities to improve services whilst supporting employees with different working styles.



The workplace provides a location to interact with people and so employees working from home may feel isolated if removed from the office and their colleagues. In addition, employee interaction and maintaining team spirit is an important element of highly effective teams. To support smart working it will be necessary to be more creative and resourceful in getting to know and staying in touch with colleagues. These concerns could be overcome by splitting time between home and the office and ensuring regular face to face team meetings and events take place and not relying solely on virtual meetings.

### 4. Considering work styles and suitability

When introducing smart working styles, managers should consider the impact on the business/service, the employee, customers and the wider team. A suitability checklist that covers the position, employee and working environment is included in appendix A.

Suitability of the position:



In assessing the suitability of a position for smart working it will be necessary to consider the duties and responsibilities against the following:

- What proportion of duties and responsibilities are capable of being completed remotely without having an adverse effect on the service or on other employees?
- What proportion of work can be undertaken without face to face contact with other employees or customers?
- What level of direct supervision is required for the position?
- Can the duties be undertaken sufficiently without face to face administrative support?
- Can the nature of the work be measured through clear objectives and work outputs?
- Is the position dependent on large numbers of paper files or other work based records/equipment that cannot be accessed from other locations?

- How much dependency does the position have on other positions in the council? For example, can the work be performed on an individual basis (e.g. writing reports, planning, reviewing, researching, data entry, word processing)



#### Suitability of the Employee:

In assessing the suitability of the employee, some of the individual competencies and/or behaviours that are important for remote working include:

- Self motivation, self reliance and discipline to work without direct supervision
- Completes work on scheduled deadlines
- Initiative, flexibility and time management skills
- Communicates well by telephone, email and in writing
- The ability to work without close contact from colleagues
- The ability to cope with any additional pressures of working remotely (e.g. the ability to manage distractions at home)
- Flexibility so that the team/service needs can be met. This might include working from the office rather than home to cover absences or colleagues at short notice.



#### Suitability of the home (including health and safety):

Most of the regulations under the Health and Safety at Work Act 1974 apply to home and remote workers as well as to employees working in council premises.

Managers have a responsibility to ensure that a Health and Safety self-assessment is undertaken by the employee on their main work locations to ensure that the work can be undertaken safely and without endangering the health of the worker or their family.

The manager's checklist for smart workers should be completed as a joint exercise between the manager and the employee after reading the Health and Safety section of the Smart Working Toolkit. Employees have a responsibility to implement any actions identified in order to mitigate or reduce risks in their home and to make their work environment safe.

Managers should ensure that the health and safety of the work environment is discussed on a regular basis during supervision meetings. Where there are any concerns regarding an employee's health and safety advice must be sought from ODHR.

The cost of any adjustments to the home working environment to meet health and safety requirements should be borne by the employee. Alternatively, the employee will be required to work from council offices or hubs.

Where an employee requires a reasonable adjustment due to a disability, an assessment will be carried out by an appropriate assessor (e.g. occupational health, dyslexia assessor). Recommendations will be made about specific equipment needed. Where deemed necessary and reasonable, the costs of such equipment will be met by the Council. Where practically possible such equipment should be portable so that it can be fully utilised remotely and in council premises. If this is not possible the manager will need to decide whether it is necessary for the equipment and the employee to be office based.

Electrical equipment supplied by the council should be regularly tested in line with the annual frequency at the employee's office location.

Where employees are based on site or visiting clients at other sites, they must ensure they make regular contact with the office, usually after each visit, in line with the Lone Working Procedure.

Any accidents, whether they occur remotely, in council premises or during a visit, must be reported to the line manager by the employee and the necessary accident at work form completed.



Suitability for the team:

In addition to considering the suitability of the position and the employee for smart working, it is also important to consider any impact on the team. Issues to consider may include:

- If applicable, will the arrangement impact on fair cover and appropriate cover in the office (e.g. attending to visitors)?
- Is the employee flexible so that they can work from the office to assist with covering absence of colleagues at short notice?
- Have the team been consulted on the arrangement and if so are there any outstanding issues that need to be resolved?

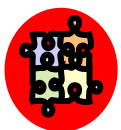
## 5. Preparing the team for smart working



Following the review of suitable positions for smart working it is advisable to discuss the benefits of the arrangement(s) and ways to overcome any challenges with the wider team. The criteria for success should be shared and managers should consider the views of all team members. Operational issues need to be considered and any working protocols agreed (see appendix B for guidance on working protocols). Issues that you may like to discuss with the team include:

- Responsibilities – what needs to be done, by whom and what are the timescales?
- Understanding each others positions, sharing objectives, targets and project plans
- Open communication including protocols for contacting each others, keeping each other up to date on tasks and work locations
- How best to support each other; discussion about different ways of working, how to ensure good communication and address any concerns about reduced interaction
- Identifying which tasks/services need to be office based and how these will be completed and, if appropriate, shared out
- Agreeing when team meetings and individual 1:1 meetings will be held
- Clarifying the circumstances when an employee working remotely would be required to come into the office (e.g. covering sickness absence)
- What hot desk and hub space facilities are available and how to book them.
- Health and safety arrangements
- Absence reporting arrangements
- Practical arrangements for post, stationery, printing and file management
- Supply and care of equipment
- What to do in the event of any technical problems with equipment
- Confidentiality and data security

## 6. Success criteria



It is important to consider the success criteria for introducing smart working styles so that you can be confident that the most effective approach is being taken. The following list provides some examples of what success could look like:

- Work completed on time, to required quality and within budget
- Cost of smart working styles compared to operational effectiveness and productivity



- Customer satisfaction
- Effective relationships between team members and with stakeholders
- Calls and emails returned promptly
- Regular feedback
- Accessibility in emergencies
- Effective workload planning
- Fast response to customers
- Smart workers feel engaged and in touch with the service area priorities

The success criteria identified above could be measured through surveys, performance appraisals, supervision meetings and output monitoring.

## **7. Information security**

- 7.1 Employees must ensure that council data, information and equipment is stores securely to minimise the risk of less or loss. Managers should ensure that any smart workers in their team have completed the e-learning module on information security prior to working remotely.

DRAFT

## **FAQs for managers**

### *How do I manage staff expectations?*

Employees should be made aware that the service needs are given priority. If there are particular business needs within a team that mean certain positions cannot work smartly this should be communicated from the outset.

### *How do I ensure my decisions regarding which positions are suitable for smart working are fair?*

Appendix A: Smart working suitability checklist, provides a consistent and transparent framework for assessing positions. This checklist helps to ensure that requests are considered from a business perspective and you can share information with individuals to demonstrate that your decisions have been objective.

### *What should I communicate to the rest of the team when I have identified positions as suitable for smart working?*

It is good practice to talk to the team prior to finalising which positions are suitable for smart working. If anyone concerns are raised you should explain how you have addressed. Open discussion and sharing the business reasons why particular roles are suitable for smart working will help deal with any perceived unfairness by colleagues who are unable to work remotely.

### *What can I do if circumstances change in the service and a previous arrangement for smart working cannot be maintained?*

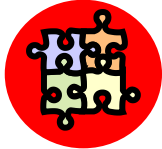
Smart working protocols are clear that staff need to be flexible and can be required to come into the office if required. Smart working arrangements should be reviewed with each employee every 6 months but you can instigate an earlier review if business needs change. Ideally as much notice as possible should be given as possible but not less than one month. Staff with permanent arrangements can be asked to change their existing working patterns providing you consult with them and provide notice. Further advice should be taken from ODHR.

### *What records do I need to keep?*

The forms provided as part of the Smart Working Toolkit, including the Smart Working Suitability Checklist, Manager Checklist and Operational Agreement, will help you to record decisions that have been made and your reasons for these decisions.

### *A member of my team has asked to work smartly due to carer responsibilities. What should I do?*

Smart working policy relates to identifying positions that are suitable for smart working rather than focusing on individual employees. If an employee would like to amend their working pattern due to personal circumstances they should submit a flexible working request in line with the council's Flexible Working Policy and Procedure. Whilst home working as part of a smart working arrangement is unlikely to be suitable for employees who would be the primary carer for a dependent whilst working at home, flexibility with the operation of their working hours may be a possibility depending on operational requirements.



**Where to start**



**Conversation**



**Review**



**Helpful tip**

## 1. Introducing smart working

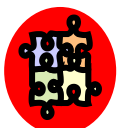
New technologies are making it easier to access information remotely, work from a variety of locations and to find more flexible and efficient ways to offer services. Slough Borough Council recognises the importance of modern working practices in enabling our employees to maximise their performance in the delivery of our vision to be an enabling and entrepreneurial council.

Smart working describes an approach to working hours, location and methods that enable employees to perform to a high level and to provide excellent customer service. Smart working can include working from home and other remote locations such as a customer site or council based hot desks or hubs.



Put simply, smart working really means being thoughtful about the tasks we have to achieve each day and choosing the most appropriate location from which to accomplish them.

## 2. Eligibility



Smart working considerations focus on the nature of the position and service rather than an individual employee's personal circumstances (e.g. caring for dependents). However, an employee may submit a request under our Flexible Working Request policy for requests that relate to them personally.

Not every position will be suitable for smart working and Heads of Services are responsible for identifying whether positions in their team are suitable for smart working. A consistent framework has been provided in appendix A to assist them with reviewing positions. Factors they will consider include:

- Whether you are capable of working from home/remotely without having an adverse effect on the level and quality of service (this will include consideration of what proportion of duties and responsibilities can effectively be completed remotely).
- Whether you can work without ongoing face to face contact with colleagues and/or direct supervision
- Whether work can be measured on the basis of outputs and through clear objective setting

- Whether your work is dependent on large numbers of paper files or other work-based records/equipment that cannot be accessed from other locations.
- Whether the work can be performed on an individual basis, e.g. drafting reports, planning, reviewing, researching, computer programming, data entry, word processing.

### 3. Competencies and behaviours for effective smart working



It is important to also consider the competencies and behaviours required you would need for effective smart working. These include:

- Self motivated, self reliant and disciplined to work without direct supervision
- Completes work on time and to scheduled deadlines
- Demonstrates initiative, flexibility and good time management skills
- Able to communicate well by telephone, email and in writing
- Able to cope with reduced social contact
- Able to cope with any additional pressures of working remotely (e.g. distractions from family members at home)
- Able to come into the office if required to attend meetings or cover absent colleagues at relatively short notice.

Your manager is unlikely to agree to regular smart working arrangements if they have identified performance concerns with you or if you require additional support to meet performance targets.

### 4. Equipment

If your role has been identified as one that can be effective through smart working we will provide you with the necessary equipment fulfil your duties. Where possible equipment will be provided that is portable and can therefore be used from any location, including council premises.

The specific equipment provided will depend on the nature and requirements of your position but may include:

- a laptop (instead of an allocated igel or desk top PC)
- telephone headsets that can be used for making calls via your laptop (rather than a desk based telephone and landline extension)
- a mobile phone if appropriate to the position
- a tablet such as iPad (for roles that are based in the community and where a laptop would be impractical)

If working from home you are responsible for ensuring you have appropriate furniture to work from including adequate table space and suitable chair.

The council will be responsible for the installing, maintaining and servicing of ICT equipment and will also replace/repair lost, stolen or damaged equipment unless the damage or loss occurred as a direct result of negligence. It is therefore important that you take good care of any equipment provided to you including:

- using any protective cases provided
- not leaving equipment in your vehicle
- not allowing family or friends to use your laptop/tablet/phone
- ensuring that equipment is charged correctly

- using laptops on a suitable surface such as a desk or table to avoid overheating
- keeping any equipment out of the way of water or direct sunlight

All equipment and software supplied will remain the property of the council and must be returned in good condition should your work style change or if you leave the council.

If you experience any difficulties or faults with your ICT equipment please raise a request with the IT service desk in the usual way. Electrical equipment supplied by the council should be regularly tested, in line with the annual frequency at the employee's designated office location.

## 5. Disability and reasonable adjustments

If you require specific equipment as part of a reasonable adjustments for a disability these will be considered in the usual way. This is likely to include an assessment by a trained work station assessor or occupational health as it would if you were solely based in the office. Recommendations will be made about any specialist equipment needed (e.g. special computer mouse, or specific type of chair). We anticipate that in most circumstances the recommendations will be reasonable and that we'll be able to accommodate them in such a way as to support smart working. However, if the cost of providing additional/specialist equipment for working is high and it cannot be easily transferred between home and the office then the council would only provide the equipment for council premises and you would not be able to work from remotely.

Car parking passes for SMP will not be provided for smart workers and you will need to use public car parks such as the Montem Leisure Centre. However, an exception will be made for any employee who hold a blue badge and have a disability that affects their mobility.

## 6. Insurance and expenses

Equipment provided will be covered by the council's our insurance policies and you are not expected to cover equipment through your own home insurance arrangements.

If you decide to work from home, you will need to ensure that you have suitable internet broadband services to enable you to remotely access the council's IT networks. We do not reimburse employees for broadband service at home or for utilities used whilst working from home. We recognise that many employees will already have home broadband and that working from home offers savings in travelling costs. However, working from home is not mandatory and you may chose to work from council premises, including hot desks and hub spaces, if you prefer not to use your own facilities at home.

Office supplies, such as stationery, should be ordered through your department in the usual way and collected from the main office location. Similarly, any printing or copying required should be completed on council premises, which removes any need to reimburse printing or stationery costs.

## 7. Home working environment

Dealing with distractions:



Whilst working from home or other remote location helps to reduce the distractions associated with working in an office environment, there are other distractions that may arise when working remotely. These could include interruptions from family and friends and if applicable you will need to let them know that you are working and unavailable despite being physically

present at home. In addition, the temptation to engage in household matters whilst at home may cause some difficulties and you would need to draw a line between home and work activities to avoid both areas suffering.

#### Health and Safety Risk Assessments:

Most of the regulations under the Health and Safety at Work Act 1974 apply to home workers as well as to employees working at Council accommodation. If working from home, or other remote location for the majority of your working time, you will be required to undertake a self-assessment to ensure that the work can be undertaken safely without endangering your health. The self assessment risk assessment form is available in appendix F.

You are responsible for implementing any actions identified in order to reduce/mitigate risks in your home and make your work environment safe. If you are unable to put suitable safeguards in place you will not be able to work from that location and will need to work at council premises instead.

Whilst accidents at work are rare, they can happen and it is important that any accidents that happen whilst working remotely are reported to your line manager and an accident at work form completed.

#### Keeping in touch:



As part of your smart working arrangements, your manager will agree protocols with you for attending team meetings and one to ones. It's important to maintain good contact with your work colleagues and so you should feel able to call them/video link them during the day to speak with them just as you would if you were in the office. Just because colleagues are working remotely doesn't mean they are not contactable. It is recommended that you and your colleagues share your outlook diaries so that you can find convenient times to speak. Where you are visiting clients/other sites, you must ensure that you make frequent contact with the office, usually after each visit in line with the service's lone working policy.

#### Information security:

It is important that smart workers take care in maintaining the security of our information (including data held electronic devices). To help protect our data please:

- Work from electronic documents rather than paper documents as much as possible
- Make sure your electronic equipment is kept secure and password protected
- Only use council provided encrypted USB sticks
- Ensure that work taken home is kept in a secure environment
- Do not allow family or friends to use your IT equipment
- Only print documents in the office
- Do not leave files or equipment unattended in your vehicle

#### Mortgage and lease agreements:



Homeworking sometimes has implications for mortgage or lease agreements. In most cases there is no difficulty; however it is your responsibility to tell your landlord or mortgage provider that you are working from home. The council will not be responsible for any additional costs in respect of mortgage and lease arrangements.

## **8. Office environment**

Workstations:

If you are a smart worker, you will not be allocated a designated work station back in the office. Whilst departments will continue to have areas of office space, the number of desks available will be reduced in recognition of smart working. If you are working in the office and need a desk please use a desk vacant by colleagues (for example if they are on leave, if it's a day they don't work or if they are working off site).

If there is no desk available in your department's usual section please make use of one of our hot desks, use the business suite or use one of our hub locations. After using the workstation please ensure that it is left clean and tidy for the next user.

Storage:

As smart workers will not have an allocate desk, you will be provided with lockable storage in the office area for your personal items, any papers, stationery and equipment. This may take the form of a pedestal, cabinet space or locker.

## **9. Sickness and annual leave**

If you are unable to work due to sickness you should inform your line manager in accordance with the Sickness Absence Policy and Procedure, regardless of which location you are working from. Annual leave should be booked in the usual way



## **FAQs for employees**

### *Is smart working the same as flexible working?*

Smart working may incorporate flexible working practices but the aims and scope of policy is significantly different to the Flexible Working Policy. Flexible working is a work pattern which has been designed for an individual employee, usually to help that person balance work and personal commitments. Smart working is based on the most effective operation of working tasks, hours and work location and is focused on the needs of the position, department and organisation. Whilst smart working often benefits both the employee and the employer, the agreement to work smartly is driven by business needs.

### *How do I apply for smart working?*

Rather than considering individual applications, the Head of Service will review all the positions within their section to identify which could benefit from smart working. The Head of Service will discuss their assessments with position holders and the wider team to ensure that you have an opportunity to outline the benefits that you anticipate or any questions that you may have.

### *Are there different smart working options for different categories of staff?*

All positions can be considered for smart working. Smart working can include a range of working practices including remote and home workers and those who work at a combination of locations depending on business needs. The most efficient pattern of smart working will be identified during the assessment process by the Head of Service in discussion with the position holder(s).

### *My manager has agreed to a smart working pattern on a temporary basis. Why is this?*

Where smart working is new to a team and individual or if there are any uncertainties about the best way to operate working hours and location(s), a manager may agree to smart working on a temporary basis. This allows for regular reviews (at least every 6 months) ensuring that smart working is successful for the department and for you personally.

### *I am a new employee and am on probation. Will my position be considered for smart working?*

Employees who are on probation are not normally asked to work smartly. This is because new employees often need additional support during their first few months as they get to grips with their new role and with the council. Being office based during this time will help new employees to settle in.

### *I am working as an intern/apprenticeship. Will I be considered for smart working?*

Interns and apprentices are not able to work smartly. This is because they will require additional supervision and to ensure that they have immediate access to assistance when needed and to ensure that they can benefit from shadowing and working directly with a team. Depending on the nature of your work, it may be possible to work remotely on an occasional and ad hoc basis and this should be discussed with your manager.

### *Is it possible to change a smart working arrangement or to revert back to an office based location?*

If the smart working is agreed it will be on either a temporary or permanent basis. If the arrangement is permanent there will be no automatic right to return to a previous working pattern. However, your manager will want the department and your position to be as effective and successful as possible and so if you have concerns about smart working please do speak with them.

If the circumstances around seeking a change in working arrangements relate to personal circumstances you may still submit a flexible working request as outlined in the council's Flexible Working Policy.



*Colleagues in my team are able to work smartly but my role is required to be office based. Why is this?*

This is probably because there would be a detrimental impact on the business in some way if your position was not office based. Your manager will document the specific reasons as to why your position can not work smartly using the suitability checklist and can share this with you.

*If I apply for a new position in the council, will I be able to take my agreed working pattern with me?*

Not necessarily. The Head of Service for that area will need to decide whether the new role is suitable for smart working. If you are applying for a vacancy that has a different working pattern you should discuss this at the application stage.

*Can I work more than my full time hours and be paid extra?*

No – smart working is about the most effective operation of your working hours and does not attract additional pay.

*My position has been identified for smart working but I am concerned about the lack of interaction with colleagues*

If working remotely it is important that you still have regular contact with your colleagues. Ad hoc discussions are more likely to take place by telephone, email, messenger and/or video conferencing. We recognise the importance of good face to face communication in the workplace and your manager will ensure that there are regular opportunities for team meetings.

*My position has been identified as suitable for home working but I do not have room for an office set up at home.*

Many colleagues work from home without a dedicated office/study space providing they have table, such as kitchen/dinning table, that allows them to work in a comfortable and safe position. However, working from home is not mandatory and if you do not feel you have an environment at home for productive working you may work instead from shared or hot desks as well as from council hubs.

*What should I do if I need to pop out whilst working from home?*

Protocols for time away from work will be agreed with your manager as part of the operational agreement for smart working. Often these arrangements will mirror the same protocols as you had when office based.

*If I am working from home and I feel unwell and am unable to continue working what should I do?*

You should follow the usual absence reporting procedures and telephone your manager to let them know that you will be unavailable for work.

*What should I do if my IT equipment stops working whilst I am working remotely?*

Please notify the IT service desk in the usual way if you experience any difficulties with your equipment and they may be able to resolve the issue for you. Where repairs will take longer you should contact your line manager to let them know and you can then agree with them whether you work on other tasks that can be completed remotely or whether it is necessary for you to come into the office or work from another hub location.

## **1. Introduction**

The council assesses the risks of work activities carried out by employees. In addition, employees also have a responsibility for their own health and safety. Where employees are spending most of their time working from home or other remote location they should complete the risk assessment provided in this appendix and report any concerns to their manager. Further support is also available from the health and safety team in ODHR.

In normal circumstances positions will only be deemed as appropriate for smart working (including home working) if they pose minimal risk to health and safety. However, you should be aware of the common hazards detailed below.

## **2. Handling loads**

Handling loads can cause serious injury, particularly to the back. Some activities that may increase the risks are:

- Handling loads that are heavy, bulky, difficult to grasp or unstable;
- Awkward lifting, reaching or handling;
- Twisting or stooping.

Good moving and handling techniques can help reduce risks.

## **3. Using electrical equipment**

If you use electrical equipment provided by the Council as part of your work, the Council is responsible for its maintenance. The electrical sockets and circuits in your house are your own responsibility and must be adequate for equipment being used.

In addition, from time to time, you should ensure that the equipment is switched off and the plug removed and check the following:

- Electrical equipment is turned off at the socket when it is not in use, and that the plug is removed before it is checked;
- Plugs are not damaged and that the outer covering of the cable wire is gripped where it enters the plug or the equipment;
- The outer cover of the equipment is not damaged, e.g. look for loose parts of screws;
- The outer covering of leads, wires, or cables is not damaged;
- There are no burn marks or staining (this indicates overheating);
- There are no trailing wires, if there are, tuck them out of the way, e.g. under a desk or table.

All electrical equipment should be switched off at the socket when not in use.

#### **4. Working with display screen equipment (DSE)**

It is important that you adjust your DSE workstation to a comfortable position and take breaks from DSE work. This will help to prevent undue tiredness and prevent pains in the hands, wrists, arms, shoulders or back.

All employees should undertake a DSE assessment of your desk prior to commencing smart working. An e learning training module is available on the Council's Intranet.

#### **5. Accident reporting**

If you have an accident whilst working, you should report this to your manager immediately in the usual way. Please note that if the accident takes place at home your

#### **6. Home working self assessment of premises**

Undertaking a home working risk assessment enables you to consider potential risks to both your own health and safety and council data.

You must have completed training on how to undertake a risk assessment before completing this form. An e learning training module is available on the intranet. The risk assessment must be undertaken before working from home. Once complete the risk assessment must be signed by you and your manager.

DRAFT

**HOME WORKING SELF ASSESSMENT FORM**

Name of employee:

Position:

Section/Division:

Home address:

General Conditions of home-base	Suitable: Yes/No/N/A	Any action needed? Who by? When by?
<b>1. Lighting</b> <ul style="list-style-type: none"> <li>• Is there adequate natural lighting?</li> <li>• Is there adequate room lighting?</li> <li>• Are there adequate blinds/curtains?</li> <li>• Is the lighting likely to cause glare?</li> </ul>		
<b>2. Heating</b> <ul style="list-style-type: none"> <li>• Is the room heated safely?</li> <li>• Will room temperature be maintained?</li> </ul>		
<b>3. Ventilation</b> <ul style="list-style-type: none"> <li>• Is there adequate natural ventilation for the work undertaken?</li> </ul>		
<b>4. Electrical installation</b> <ul style="list-style-type: none"> <li>• Is there a 13-amp 240v AC supply?</li> <li>• Are there a sufficient number of sockets for the equipment that you will be using?</li> </ul>		
<b>5. Fire</b> <ul style="list-style-type: none"> <li>• Is there an accessible escape route?</li> </ul>		
<b>6. Rooms</b> <ul style="list-style-type: none"> <li>• Is the working space adequate (3.7 square m suggested minimum area)?</li> <li>• Is there sufficient and safe storage available if required?</li> </ul>		
<b>7. Workstation</b> <ul style="list-style-type: none"> <li>• Is the furniture suitable for home-based work?</li> <li>• Is there adequate equipment to work?</li> <li>• Is the equipment set up correctly?</li> <li>• Have you undertaken a DSE assessment if VDU is involved?</li> </ul>		
<b>8. Visits to customers/clients</b> <ul style="list-style-type: none"> <li>• Will you be visiting customers/clients direct from your home? If so:</li> <li>• Has a lone working risk assessment</li> </ul>		

General Conditions of home-base	Suitable: Yes/No/N/A	Any action needed? Who by? When by?
been carried out? <ul style="list-style-type: none"> <li>Do you have access to the Caution-before-contact database?</li> <li>Do you have a lone worker badge?</li> </ul>		
<b>9. Data Security</b> <ul style="list-style-type: none"> <li>If others have access to the room or working space, are there adequate data security arrangements?</li> </ul>		
<p><b>Any other health and safety matters concerning the physical environment of the proposed home base?</b></p>           <p>Any incidents or problems after this self-assessment must be reported to the line manager immediately. The self-assessment should be passed to your manager and included in any discussion about flexible working options. It is important that your manager is satisfied that the proposal meets H&amp;S expectations.</p>		

I certify that the information given in this form is correct and gives a true reflection of my home working environment. I have undertaken the necessary training in the equipment I have and am competent to carrying out the self-assessment.

I agree that my manager may verify the content / accuracy of the checklist at any reasonable time after notice has been given.

Signed (the Home worker):

Date:

***I agree that the above workplace is suitable for home working activities.***

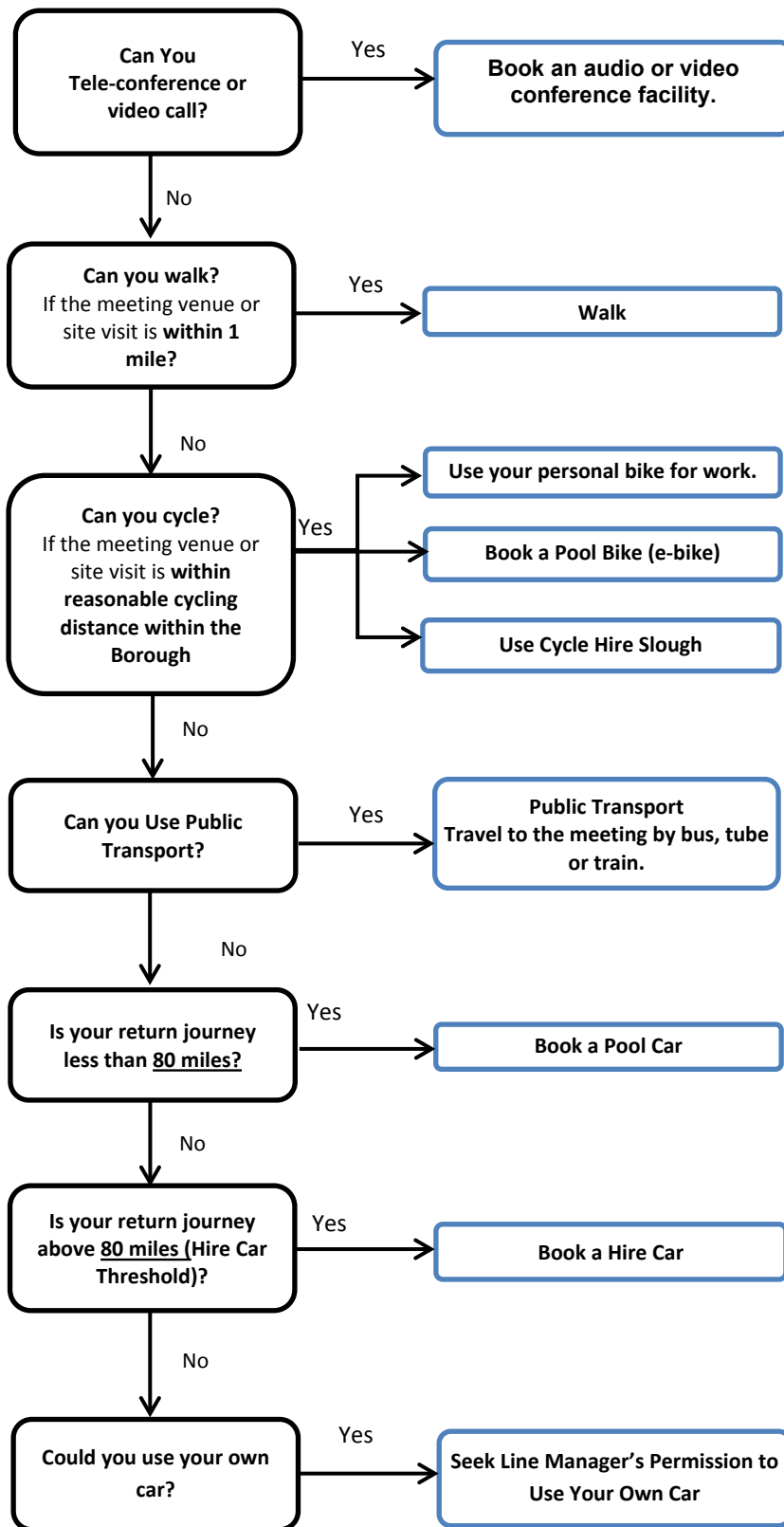
Signed (the Manager):

Date:

Manager name and position:

This page is intentionally left blank

## APPENDIX: 2 SLOUGH BOROUGH COUNCIL – TRAVEL HIERARCHY



### Meeting Organiser?

1. Is it a New Group? If so an initial face-to-face meeting may be best.
2. Which company or alternate venue will minimise total travel?

### Active Travel

Walking and cycling is the preferred option and it can be good for your health.

### Cycle mileage

Do you know that you can claim mileage claim @20pence/mile if you use your bicycle for business purposes only? (This does not include cycling to work).

### Public Transport

On a longer journey it is possible to work on public transport. This is not possible in a car and should be taken into account when comparing costs.

#### Pool Bus Passes for your team

### Pool Car Fleet

Use for all journeys below the hire car threshold. Share if possible.

### Hire Car Threshold

The threshold is 80 miles/day. Please book a hire car if you exceed this threshold.

### Own Car Use (Grey Fleet)

Your car must be approved for business use. You must provide evidence as per Driving on Council Business Policy to show it is:

- Insured for Business Use.
- Valid MOT
- Signed Driver's Declaration.

Line Manager's Approval is required before you use your own car.

This page is intentionally left blank



**SLOUGH BOROUGH COUNCIL**

**REPORT TO:** Employment and Appeals Committee

**DATE:** 20<sup>th</sup> June 2017

**CONTACT OFFICER:** Surjit Nagra, OD/HR Lead  
(For all enquiries) 01753 875727

**WARD(S):** All

**PART I  
FOR APPROVAL**

**FAMILY LEAVE POLICIES AND PROCEDURES**

1. **Purpose of Report**

The purpose of this report is to highlight to the Employment Appeals Committee the revisions to paragraph 13 of the Maternity Policy and Procedure and paragraph 7 of the Paternity Policy and Procedure.

2. **Recommendation(s)/Proposed Action**

The Committee is requested to approve the revised wording in the Maternity and Paternity Policies and Procedures which have been updated to reflect the comments made by the Committee. This was in respect of further guidance for Managers when dealing with the sad event of an employee suffering a miscarriage or stillbirth.

3. **Supporting Information**

This committee was presented with the Maternity and Parental Policy and Procedures in April which had been updated to reflect the changes in statutory provisions, and the employment branding format. The content of both policies were agreed by the committee, subject to enhancing the paragraphs that related to an employee who suffers a miscarriage or still birth.

The revised wording in the **Maternity Policy and Procedure** is set out below:

**Exceptional Circumstances**

In the very sad event that the pregnancy ends in miscarriage in the first 24 weeks of pregnancy, the employee will not be entitled to maternity leave or pay but the employee's absence will be managed sensitively. The Council's Sickness Absence Policy and Leave Policy and Procedure should be referred to for guidance. Managers should take into account that the employee will be grieving and distressed and therefore should exercise leniency in the normal reporting procedures if required. Managers should show patience and understanding and ensure all possible support is provided to the employee. Employees whose partner has suffered a miscarriage before 24 weeks of pregnancy will be entitled to some time off under the statutory right to time off for dependants.

In tragic circumstance where the employee gives birth to a still born baby or the baby sadly dies at, or shortly after birth after 24 weeks of pregnancy, their entitlement to maternity leave and pay are unaffected. If the employee indicates she intends to return to work early but subsequently changes her mind, or returns to work, but then goes off on sickness absence, managers should demonstrate patience and understanding and offer all possible support. An employee whose partner has had a stillbirth after 24 weeks of pregnancy, or whose child has died after birth, may also be entitled to statutory paternity leave and pay, along with time off for dependants.

Managers should ensure the sensitive handling of an employee returning to work after such sad events. An employee with any concerns about the grieving process impacting on their work performance should discuss this in confidence with either their line manager or ODHR. Managers need to ensure that any reasonable adjustments that may be necessary are discussed and put in place and that the employee is supported in their return to the full range of duties and responsibilities that they had prior to the bereavement. The employee may initially want to return on a phased basis, or on reduced hours or take a period of unpaid leave. All requests must be carefully considered by managers and if necessary can take confidential advice from OD/HR. Employees can access support from the Councils Employee Assistance at [www.livewell.optum.com](http://www.livewell.optum.com), telephone 0800 282 193.

At the end of the policy we will make reference to the following source where both employee and manager can get additional support:

Child Bereavement UK guidance for employees and employers  
[www.childbereavementuk.org](http://www.childbereavementuk.org)

The revised wording in the **Paternity Policy and Procedure** is set out below;

### **Exceptional Circumstances**

In the very sad event an employee's partner has suffered a miscarriage before 24 weeks of pregnancy; the employee will be entitled to some time off under the statutory right to time off for dependants. If the child is tragically stillborn after 24 weeks of the pregnancy, or is born alive but dies after this time, the employee is still entitled to Paternity Leave and Pay along with time off for dependents.

Managers should ensure the sensitive handling of an employee returning to work after such sad events. An employee with any concerns about the grieving process impacting on their work performance should discuss this in confidence with either their line manager or ODHR. Managers need to ensure that any reasonable adjustments that may be necessary are discussed and put in place and that the employee is supported in their return to the full range of duties and responsibilities that they had prior to the bereavement. The employee may initially want to return on a phased basis, or on reduced hours or take a period of unpaid leave. All requests must be carefully considered by managers and if necessary can take confidential advice from OD/HR. Employees can access support from the Councils Employee Assistance at [www.livewell.optum.com](http://www.livewell.optum.com), telephone 0800 282 193.

At the end of the policy we will make reference to the following source where both employee and manager can get additional support:

Child Bereavement UK guidance for employees and employers  
[www.childbereavementuk.org](http://www.childbereavementuk.org)

Below sets out the summary of the main changes for each policy which were presented in April:

### **Maternity Policy and Procedure**

The Maternity Policy and Procedure has been updated to include:

- Clarification regarding keep in touch days (KIT days)
- Reflect prevailing statutory provision including arrangements for payment of statutory maternity pay during KIT days
- Guidance for the sad event of a miscarriage or stillbirth. This section has been expanded to ensure Managers are clear about what is expected from them in respect of the support that should be provided to the employee and the sensitivity that should be shown.

### **Paternity Policy and Procedure**

The Paternity Policy and Procedure has been updated to include:

- Clarification that paternity leave applies to those adopting a child and/or in a civil partnership
- Reflect prevailing statutory provision
- Guidance for the sad event of a miscarriage or stillbirth. This section has been expanded to ensure Managers are clear about what is expected from them in respect of the support that should be provided to the employee and the sensitivity that should be shown.

### **Parental Leave Policy and Procedure**

The Parental Leave Policy and Procedure has been updated to include:

- Clarification that parental leave applies to those caring for adoptive children

The Government has introduced new statutory arrangements for shared parental leave. Shared parental leave aims to give parents flexibility in how they share leave in the year following the birth or adoption of a child.

Despite the similarity in name, Parental Leave is a separate provision that provides parents the flexibility to take a maximum of 18 weeks unpaid leave to care for their child up until their 18<sup>th</sup> birthday.

## **Consultation**

Consultation has taken place with the Corporate Consultative Forum who responded positively to the revisions.

## **Implementation Process**

The implementation process will include various methods of communication including;

- Newsround
- Grapevine staff newsletter
- E mail to all line managers
- HRBP's to provide update at Senior Management Team Meetings

## **4. Background Papers**

None

## **5. Appendices**

Appendix 1 - Maternity Policy and Procedure

Appendix 2 - Paternity Policy and Procedure

Appendix 3 - Parental Leave Policy and Procedure

## FAMILY LEAVE: MATERNITY POLICY AND PROCEDURE



<b>Policy Schedule</b>		
Policy owner and lead	ODHR: HR Policy Manager	
Consultation	Trade unions	Date
	Employee engagement forum	Date
	CMT	Date
	CCF	Date
Approving body	Employment & Appeals Committee	
Date of approval		
Date of implementation		
Version number	Version 3 (April 2017)	
Related documents	Family Leave Policies: <ul style="list-style-type: none"> <li>• Paternity Policy</li> <li>• Adoption, Surrogacy, Fostering Policy</li> <li>• Parental Leave Policy</li> <li>• Shared Parental Leave</li> <li>• Flexible Working Policy</li> </ul>	
Review interval	Three yearly (December 2019)	

<b>Contents</b>	<b>Page Number</b>
1. Introduction	3
2. Scope	3
3. Definitions	3
4. Notification of pregnancy	3
5. Maternity Leave	4
6. Annual leave and bank holidays	4
7. Maternity pay – ordinary and occupational	5
8. Other entitlements	7
9. Contact during maternity leave	8
10. Keeping in touch days	8
11. Returning to work	9
12. Resignation – deciding not to return to work after maternity leave	10
13. Exceptional circumstances	10
14. Summary	11

## 1. Introduction

- 1.1 This policy sets out the statutory rights and responsibilities of employees who are pregnant or have recently given birth and gives details of the arrangements maternity leave and pay as well as antenatal care and pregnancy-related illness.
- 1.2 As maternity provisions can be complex, advice on maternity procedures and entitlements should be clarified with your manager to ensure they are correctly applied. Advice is also available from OD/HR.

## 2. Scope

- 2.1 This policy and procedure applies to all employees of the council. The entitlement to maternity pay and leave will depend upon the employee's continuous service.
- 2.2 This policy and procedure does not apply to agency workers or volunteers working in the council.
- 2.3 This policy and procedure outlines maternity provisions. Separate family leave policies are available for paternity, adoption-surrogacy-fostering, parental and shared parental leave.

## 3. Definitions

- 3.1 The following definitions are used throughout this policy:
  - **Expected week of childbirth (EWC):** the week, starting on a Sunday, during which the employee's doctor or midwife expects her to give birth
  - **Qualifying week:** the 15th week before the expected week of childbirth

## 4. Notification of pregnancy

- 4.1 On becoming pregnant, an employee should notify her manager that she is pregnant and complete the **Form A: Maternity Notification Form** [\(insert link\)](#) as soon as possible. This form must be submitted to her line manager no later than the qualifying week and triggers the completion of any health and safety assessments that may be required. On this form the employee is required to confirm when she plans to commence maternity leave.
- 4.2 The employee may bring forward or postpone her maternity leave start date, provided she advises her manager in writing at least 28 days before the new start date or, if this is not possible, as soon as reasonably practicable. If the employee is unable to provide the required notice, their Manager has discretion to agree a revised date.

- 4.3 Upon receiving the Maternity Notification, the manager will respond in writing within 28 days, confirming the date when the employee is expected to start her maternity leave and the date she is expected to return to work. A template manager response is available [\(insert link\)](#).
- 4.4 The employee must also provide a **MAT B1 form**, which is a certificate from a doctor or midwife confirming the expected week of childbirth. The MAT B1 Form is provided after the 20<sup>th</sup> week of pregnancy and enables statutory maternity pay or maternity allowance to be claimed. The original MAT B1 form, and not a copy, should be submitted to the manager no later than 28 days before maternity leave starts. The MAT B1 form should be submitted by the manager to payroll as soon as it is received, with a copy to OD/HR for recording purposes.

## 5. Maternity Leave

- 5.1 All pregnant employees are entitled to take up to 26 weeks' ordinary maternity leave and up to 26 weeks' additional maternity leave; making a total of 52 weeks. This is regardless of the number of hours they work or their length of service. Additional maternity leave begins on the day after ordinary maternity leave ends.
- 5.2 During the period of ordinary and additional maternity leave, the employee's contract of employment continues and she is entitled to receive all her contractual benefits, except for salary which includes salary sacrifice benefits e.g. childcare vouchers. Any benefits in kind will continue and contractual annual leave entitlement will continue to accrue.
- 5.3 Ordinary maternity leave can start at any time after the beginning of the 11th week before the employee's expected week of childbirth (unless her child is born prematurely before that date, in which case it will start on the day following the birth of the baby).
- 5.4 Maternity leave will start on which ever date is the earlier of:
- the employee's chosen start date
  - the day after the employee gives birth; or
  - the day after any day on which the employee is absent for a pregnancy-related reason in the four weeks before the expected week of childbirth
- 5.5 **If the employee gives birth before her maternity leave was due to start**, she must notify her manager in writing of the date of the birth as soon as reasonably practicable using **Form B: Notification of the date of the birth of the baby** [\(insert link\)](#).
- 5.6 The law obliges all employees to take a minimum of two weeks maternity leave immediately after the birth of the child.

## 6. Annual leave and bank holidays

- 6.1 The employee will be advised before starting ordinary maternity leave whether she has any outstanding leave entitlement. The employee should, whenever possible, take any



outstanding leave before commencing maternity. Annual leave and bank holidays that will accrue during the maternity leave period may be anticipated and with the manager's agreement, taken prior to the start of the maternity leave period.

- 6.2 It is not normally possible to receive pay in lieu of any untaken annual leave or bank holidays. If there have been exceptional circumstances that have prevented annual leave being taken the manager may approve payment for any outstanding leave providing as much of the outstanding leave has been taken as possible.
- 6.3 Where annual leave is taken at the end of the maternity leave period, any unused annual leave or bank holidays may be carried over to next year.
- 6.4 If the employee decides not to return to work following her maternity leave, she will be paid for any outstanding holiday entitlement accrued. Equally, should she decide not to return to work and has taken more holiday than she has accrued, she will be required to repay the equivalent of the excess holiday taken.
- 6.5 If an employee takes annual leave immediately before or after their maternity leave, this will be recorded as annual leave in the usual way. Whilst maternity leave is paid as a percentage of salary, and not full pay, time taken as annual leave will be paid at the full rate of pay.
- 6.6 Term time only (TTO) employees receive pay that includes a payment for annual leave and bank holidays in addition to salary. For instance a TTO employee working 38 weeks per year with a holiday entitlement pro rata to 25 days leave and 8 bank holidays (also pro rata) per year will actually receive payment equivalent to 43.3 weeks per year. This number of week's pay is paid in 12 equal instalments (i.e. payment is made every month) during the year. Maternity pay will not include full pay for pro-rata holidays and bank holidays accrued during maternity leave. The difference will be calculated by payroll and paid as a lump sum on return from maternity leave.

## **7. Maternity Pay**

- 7.1 There are two types of maternity pay:
  - Statutory Maternity Pay
  - Councils Occupational Maternity Pay

### **Statutory Maternity Pay (SMP)**

- 7.2 Statutory maternity pay is payable for up to 39 weeks during maternity leave. An employee is entitled to SMP if:
  - she has been continuously employed by the council for at least 26 weeks at the end of the qualifying week and she is still employed during that week;

- her average weekly earnings in the period between the last normal pay day before the Saturday at the end of the qualifying week and the last normal pay day at least eight weeks before that date are not less than the lower earning limit for national insurance
- she is still pregnant 11 weeks before the start of the expected week of childbirth (or has already given birth);
- she provides an original MAT B1 form stating her expected week of childbirth; and
- she gives proper notification of her pregnancy on Form A: Maternity Notification

- 7.3 For the first 6 weeks SMP is paid at the higher rate, which is equivalent to 90% of the employee's average weekly earnings calculated over a specified period. For the purpose of calculating average weekly earnings, shift allowances and overtime payments, are all included.
- 7.4 The standard rate of SMP is paid for the remaining 33 weeks (or less if the employee returns to work sooner).
- 7.5 This is paid at a rate set by the Government for the relevant tax year, or 90% of the employee's average weekly earnings if this is lower than the Government's set weekly rate. The rate of standard SMP can be found at: <https://www.gov.uk/employers-maternity-pay-leave/entitlement>
- 7.6 If an employee is eligible for a pay rise between the start of the pay increase and the end of her maternity leave, the higher or standard rate of SMP will be recalculated to take account of the pay rise, regardless of whether SMP has already been paid.
- 7.7 Statutory maternity pay is treated as earnings and is therefore subject to PAYE and national insurance deductions as appropriate.
- 7.8 Employees who are not entitled to SMP may be entitled to receive maternity allowance, payable by the Government. Maternity allowance is claimed by the employee directly. Further details on how to apply are available at: <https://www.gov.uk/government/publications/statutory-maternity-pay-employee-not-entitled-form-for-employers>

### **Occupational Maternity Pay (OMP)**

- 7.9 Occupational maternity pay is more generous than SMP. An employee is entitled to OMP if;
- she has at least 12 months continuous Local Government service by the 11th week before EWC
  - she is still pregnant 11 weeks before the start of the expected week of childbirth (or has already given birth);

- she provides an original MAT B1 form stating her expected week of childbirth; and
- she gives proper notification of her pregnancy on Form A: Maternity Notification
- she will be returning to work after her maternity leave for a minimum period of 3 months
- she gives at least 8 weeks written notice if she wishes to change her agreed return date by completing Form C: Request to change return date.

7.10 OMP is payable for up to 18 weeks after maternity leave starts. Maternity leave can start anytime after 11 weeks before the EWC

7.11 OMP is treated as earnings and is therefore subject to PAYE and national insurance deductions as appropriate.

7.12 For the first 6 weeks, OMP is paid at the equivalent of 90% of the employees average weekly earnings calculated over a specified period. For the purpose of calculating average weekly earnings, shift allowances and overtime payments, are all included.

7.13 For weeks 7 – 18 at 50% of average weekly pay plus any entitlement to SMP or Maternity Allowance up to a maximum of full pay.

7.14 For weeks 19 – 39 SMP at standard maternity pay rate, (subject to qualifying conditions above).

7.15 Women who have claimed OMP but who then decide to resign and not return to work for a minimum period of 3 months will be required to repay the OMP (net of their entitlement to SMP). This period will be extended proportionately if they gain agreement to return to work on a reduced hour's basis

## 8. Other Entitlements

### Time off for Antenatal Care

8.1 Once an employee has advised their Manager that she is pregnant, she will be entitled to take reasonable paid time off work to attend antenatal appointments as advised by her doctor, registered midwife or health visitor. She should endeavor to give her manager as much notice as possible of antenatal appointments and, wherever possible, try to arrange them as near to the start or end of the working day as possible. She must provide her manager evidence of appointments if requested.

8.2 Fathers and partners have the right to take time off work (unpaid) to accompany a pregnant woman at an antenatal appointment on two occasions. They are entitled to be absent for the appointment time for up to a maximum of 6.5 hours on each occasion and the appointment must be on the advice of a registered medical practitioner, midwife or nurse. The council may require the employee to provide a signed declaration confirming the employee's qualifying

relationship with the pregnant woman or her expected child that the purpose of the time off is to accompany the woman at her antenatal appointment and the date and time of the appointment.

### **Health & Safety**

- 8.3 Once notified of an employee's pregnancy, the manager must conduct a risk assessment with her to assess any workplace risks in light of her pregnancy. In addition, in advance of the employee returning to work (or as soon as they return if this is not possible), the manager should complete a further risk assessment to assess any workplace risks for women who have recently given birth or where breastfeeding is required on their return to work. A template Risk Assessment Form is available in Appendix E

### **Sickness Absence**

- 8.4 If an employee is absent from work during her pregnancy due to ill health, she will receive normal sick pay in the same manner as she would during any other period of sickness absence, provided she has not yet commenced maternity leave. If, however, the employee is absent from work due to a pregnancy-related illness after the beginning of the fourth week before her expected week of childbirth, her maternity leave will start automatically. If the employee is absent from work wholly or partly because of pregnancy during the four weeks before the expected week of childbirth, the employee must notify her manager in writing of this, as soon as reasonably practicable.

### **Pensions**

- 8.5 Employees will continue to pay their usual percentage pension contributions during their paid maternity leave. On their return from maternity leave they have the option to make up pension contributions for any period of unpaid leave. However, their request to repay these contributions to avoid a break in pensionable service must be within 30 days of returning to work. Payroll will provide the employee with a Pension Buy Back Form upon their return, which must be completed and returned to payroll within the stipulated 30 days.

## **9. Contact during maternity leave**

- 9.1 Shortly before an employee's maternity leave starts, the manager will discuss arrangements with her for keeping in contact during her leave. Whilst contact should be minimal and respect privacy during maternity leave, it may be necessary to contact the employee from time to time during her maternity leave. This may be to discuss changes within the organisation/service area, the employee's plans for return to work, to discuss any opportunities to support her return to work or simply to update her on important developments at work during her absence.

## **10. Keeping in touch days (KIT)**

- 10.1 Except during the first two weeks after childbirth, an employee can agree to work or to attend training for up to a total of 10 days during their maternity leave without that work bringing

their maternity to an end and without a loss of a week's SMP. These are known as 'keeping in touch' days. Any work carried out on a keeping in touch day shall constitute a day's work for these purposes. Payment is for hours attended only and will be paid at their current salary rate.

- 10.2 Any keeping in touch days worked will not extend the total period of maternity leave.
- 10.3 Keeping in touch days are optional and there is no requirement for an employee on maternity leave to carry out any work during her maternity leave. Equally, there are no obligations on the council to offer keeping in touch days during the period of maternity leave.
- 10.4 If an employee undertakes work for the council and all keeping in touch days have been exhausted, she will lose a week's SMP for any week in which she agrees to work.
- 10.5 The employee's manager must notify Payroll of any keeping in touch days worked (insert link) and the employee will receive payment on the next available monthly pay date.

## 11. Returning to work

- 11.1 The employee will have been formally advised in writing of the date on which she is expected to return to work. The employee is expected to return on this date, unless she notifies her manager otherwise. If she is unable to attend work at the end of her maternity leave due to sickness or injury, normal arrangements for sickness absence reporting procedures will apply.
- 11.2 While the employee is under no obligation to do so, it would be helpful if she confirms as soon as convenient during her maternity leave that she will be returning to work as expected.
- 11.3 If the employee wishes to return to work earlier than the expected return date, she must give her manager at least eight weeks' notice of her date of early return and submit a **Form C: Request to change return to work date** (insert link). If she fails to do so it may be necessary to postpone her return to such a date as will give eight weeks' notice, provided that this is not later than the expected return date.
- 11.4 If the employee wishes to return to work later than the notified end of maternity leave period, she must give her manager at least 8 weeks notice prior to her original agreed return date by submitting the **Form C: Request to change return to work date** as above. The notice requirement applies during both ordinary and additional maternity leave. The maternity leave period cannot be extended beyond the maximum entitlement of 52 weeks.

### Right to return to same position

- 11.5 On returning to work after ordinary maternity leave, the employee is entitled to return to the same position as she occupied before starting her maternity leave, on the same terms and conditions of employment as if she had not been absent.
- 11.6 It is also anticipated that in the vast majority of case, employees returning from additional maternity leave will also return to the same position as she occupied before starting her

maternity leave. However, in exceptional cases it may not be reasonably practicable for the employee to return to the same position in which case the council will offer her a suitable alternative position on similar terms and conditions.

### **Working patterns/part-time**

- 11.7 An employee who worked full time prior to maternity leave has no automatic right to return to work on a part time basis or to other changes to her working patterns. However, the council endeavors to support flexible on working patterns subject to service requirements. If an employee would like to explore flexible working options, she should submit a flexible working request as soon as possible in advance of her return in accordance with the Flexible Working Policy available at <http://insite/people/employment-terms-and-conditions/flexible-working/>

### **Breastfeeding**

- 11.8 The council wishes to support employees with continuing to breastfeed after they return to work and will make every attempt to provide suitable rest and storage facilities. The manager will carry out a Risk Assessment with the employee to assess and agree what arrangements should be put in place.

### **Childcare Vouchers**

- 11.9 Childcare vouchers are a government approved tax efficient way of paying for childcare. They can be used for all children (up to age 16) to pay for any Qualifying Childcare in a wide range of childcare settings. Further information on our childcare scheme is available at: <http://insite/people/pay-and-benefits/childcare/>

## **12. Resignation**

- 12.1 If the employee decides not to return to work after maternity leave, she must give notice of resignation as soon as possible and provide notice in accordance with the terms of her contract of employment. If the notice period would expire after maternity leave has ended, the council may require the employee to return to work for the remainder of the notice period. Women who have claimed OMP but who do not return to work for a minimum period of 3 months will be required to repay the OMP.

## **13. Exceptional Circumstances**

- 13.1 In the very sad event that the pregnancy ends in miscarriage in the first 24 weeks of pregnancy, the employee will not be entitled to maternity leave or pay but the employee's absence should be managed sensitively and the Council's Sickness Absence Policy and Leave Policy and Procedure should be referred to for guidance – [insert link](#)s. Managers should take into account the employee will be grieving/distressed and exercise leniency in the normal reporting procedures if required. Managers should show patience and understanding and ensure all possible support is provided to the employee. An employee whose partner has suffered a miscarriage before 24 weeks of pregnancy will be entitled to some time off under the statutory right to time off for dependants.

- 13.2 In tragic circumstances where the employee gives birth to a still born baby or the baby sadly dies at, or shortly after birth after 24 weeks of pregnancy, their entitlement to maternity leave and pay are unaffected. In the event an employee who has had a still birth or whose baby has died indicates she intends to return to work early but then changes her mind, or returns to work, but then goes off on sickness absence, managers should demonstrate patience and understanding and offer all possible support. An employee whose partner has had a stillbirth after 24 weeks of pregnancy, or whose child has died after birth, may be entitled to statutory paternity leave and pay, along with time off for dependants.
- 13.3 Managers should ensure the sensitive handling of an employee returning to work after such sad events. An employee with any concerns about the grieving process impacting on their work performance should discuss this in confidence with either their line manager or ODHR, to ensure that any reasonable adjustments that may be necessary are discussed and put in place and that the employee is supported in their return to the full range of duties and responsibilities that they had prior to the bereavement or their duties and responsibilities are adjusted (as necessary) with the prior agreement of line manager. The employee may want to return on a phased return basis, on reduced hours or take a period of unpaid leave. All requests must be carefully considered and confidential advice is available from ODHR. Employees can access support from the Councils Employee Assistance at [www.livewell.optum.com](http://www.livewell.optum.com), telephone 0800 282 193. Support may also be accessed through Child Bereavement UK guidance for employees and employers on returning to work. [www.childbereavementuk.org](http://www.childbereavementuk.org)

## 14 Summary

The table below summarises the various forms and steps that should be completed prior to, during and after the return from maternity leave

Form/Action	Purpose	Who actions	When
Mat B1	Certificate issued from Doctor or Midwife to Mother to confirm childbirth	Employee must provide original certificate to manager	At least 28 days prior to start of maternity leave
Form A	To confirm when employee anticipates starting maternity leave	Employee to manager	As soon as possible and no later than the 15 <sup>th</sup> week before EWC
Employers response letter	Letter from manager to confirm notification of maternity leave	Manager to employee	As soon as possible after notification
Form B	To confirm date of amended maternity leave if baby arrives prior to original maternity leave start date	Employee to manager	Only required if baby arrives early

Form C	Request to change agreed return to work date, giving 8 weeks notice	Employee to manager	8 weeks before
Form D	To confirm the return of the employee from maternity leave	Manager to payroll (Arvato)	Prior to return to work
Risk Assessment	To assess workplace risks to women who are pregnant and when they return to work and wish to continue breastfeeding	Manager with employee	At notification of pregnancy and on return to work in case of breastfeeding
Contact and 'keeping in touch' days	To agree arrangements for contact during maternity leave and any keeping in touch days	Manager/employee	Prior to commencement of maternity leave and during maternity leave in respect of KIT days
Pension Buy Back Form	For employees who wish to repay pension contributions to avoid a break in pensionable service	Employee to Payroll (Arvato)	Within 30 days of return to work

DRAFT



## FAMILY LEAVE: PARENTAL LEAVE POLICY AND PROCEDURE



<b>Policy Schedule</b>		
Policy owner and lead	ODHR: HR Policy Manager	
Consultation	Trade unions	Date
	Employee engagement forum	Date
	CMT	Date
	CCF	Date
Approving body	Employment & Appeals Committee	
Date of approval		
Date of implementation		
Version number	Version 2:01 (January 2017)	
Related documents	Family Leave Policies: <ul style="list-style-type: none"> <li>• Paternity Policy</li> <li>• Adoption, Surrogacy, Fostering Policy</li> <li>• Maternity Leave Policy</li> <li>• Shared Parental Leave</li> <li>• Flexible Working Policy</li> </ul>	
Review interval	Three yearly (December 2019)	

**Contents**

**Page Number**

1.	Introduction	3
2.	Eligibility	3
3.	Notification	4
4.	Applying	4

DRAFT

## **1. Introduction**

- 1.1 The right to unpaid parental leave applies to employees who have completed 1 year's continuous service with SBC and allows parents with a child born or adopted after 15<sup>th</sup> December 1999 to take unpaid parental leave to care for that child.
- 1.2 An employee has the right to take a total of 18 weeks' unpaid parental leave for each child under the age of 18 until the child's 18<sup>th</sup> birthday.
- 1.3 An employee who is the parent of a child placed with them for adoption each have a legal right to take up to 18 weeks' unpaid parental leave until the child's 18<sup>th</sup> birthday.
- 1.4 The parents or adopted parents of a child who has been awarded disability living allowance or personal independence payment are each entitled to take up to 18 weeks' parental leave until the child's 18<sup>th</sup> birthday.
- 1.5 The limit on how much parental leave can be taken in a year is 4 weeks.
- 1.6 Leave may be taken straight after the birth or adoption or following a period of maternity leave.
- 1.7 Normally parental leave should be taken in blocks of 1 week, with the exception that the parents of disabled children can take leave in multiples of 1 day.
- 1.8 A "week" equals an employees normal working week e.g. if an employee works part time, 3 days per week, then a week is equal to 3 days.

## **2. Eligibility**

Eligible employees can take unpaid parental leave if they comply with all of the following;

- Have 1 year's continuous service with SBC
- Be named on the child's birth or adoption certificate
- Have, or expect to have, parental responsibility
- Is not an agency worker or contractor
- Is not a foster parent (unless parental responsibility is secured through the courts)
- Has a child who meets the entitlement criteria above

### 3. Notification

- 3.1 Employees must give 21 days' notice before their intended parental leave start date. (If they or their partner are having a baby or adopting a child, the notice period is 21 days before the week in which the baby or child is expected or placed).
- 3.2 Employees must confirm the start and end dates in their notice.
- 3.3 It may be necessary for parental leave to be postponed if it is considered that the employee's absence will unduly disrupt the operation of the department. In this case, the line manager will provide written notice to the employee explaining the reason why and suggesting a new date within six months of the requested start date.
- 3.4 Leave cannot be postponed if:
  - the employer does not have a significant reason for the delay,
  - it is being taken by the father or partner immediately after the birth or adoption of a child, or
  - it means the employee would no longer qualify for parental leave e.g. postponing it until after the child's 18<sup>th</sup> birthday

### 4. Applying

- 4.1 To apply for parental leave the employee must complete **Form A: Parental Leave Request Form**, [insert link](#)
- 4.2 Provision of an original birth or adoption certificate is required.
- 4.3 The line manager will sign the form and return to the employee for safekeeping.
- 4.4 Employees must record any agreed parental leave for each child on their Leave Record. This record must be maintained by the employee and must record each parental leave request agreed by the line manager.

## FAMILY LEAVE: PATERNITY POLICY AND PROCEDURE



Policy Schedule		
Policy owner and lead	ODHR: HR Policy Manager	
Consultation	Trade unions	Date
	Employee engagement forum	Date
	CMT	Date
	CCF	Date
Approving body	Employment & Appeals Committee	
Date of approval		
Date of implementation		
Version number	Version 3 (April 2017)	
Related documents	Family Leave Policies: <ul style="list-style-type: none"> <li>• Maternity Policy</li> <li>• Adoption, Surrogacy, Fostering Policy</li> <li>• Parental Leave Policy</li> <li>• Shared Parental Leave</li> <li>• Flexible Working Policy</li> </ul>	
Review interval	Three yearly (December 2019)	

**Contents**

**Page Number**

1. Introduction	3
2. Paternity Leave	3
3. Notification – Paternity Leave: Birth of a child	4
4. Notification – Paternity Leave: Adoption	5
5. Paternity Pay	5
6. Shared Parental Leave	6
7. Exceptional Circumstances	6

DRAFT

## **1. Introduction**

- 1.1 This policy sets out the statutory rights and responsibilities of employees whose wife, civil partner or partner gives birth to a child and gives details of the arrangements for paternity leave and pay.
- 1.2 Paternity leave is also available to adoptive parents where a child is matched or newly placed with them for adoption. Either the adoptive father or the adoptive mother may take paternity leave where the other adoptive parent has elected to take adoption leave.
- 1.3 Paternity leave will not count towards Shared Parental Leave.

## **2. Paternity Leave**

- 2.1 In order to be eligible for paternity leave an employee must satisfy the following criteria:
  - The employee must be the father of the child or married to the civil partner or the partner of the child's mother, married to the civil partner or the partner of the child's adopter or one of a couple jointing adopting a child. They will also be expected to have responsibility for the upbringing of the child and be making the request to help care for the child and/or to support the child's mother.
  - Have 26 weeks continuous local government service at the 15<sup>th</sup> week before the baby is due to be born, or in respect of an adopted child, the week in which the child's adopter was notified of having been matched with a child.
  - The employee may be asked to produce evidence of entitlement to paternity leave by signing a self certification form declaring that he or she meets the statutory eligibility criteria.
- 2.2 Paternity leave is granted in addition to an employee's normal holiday entitlement. Paternity leave must be taken in a single block of one or two weeks within eight weeks of the birth or adoption of the child. If the child is born early, it must be taken from the time of birth but within eight weeks of the expected date of childbirth. Paternity leave can start either from the date the child is born or placed for adoption or from a chosen number of days or weeks after that date. In addition, employees who are the father or partner have the right to take unpaid time off work to accompany expectant mothers on up to 2 antenatal appointments.

- 2.3 To qualify for paternity leave, the employee must have, or expect to have, responsibility for the child's upbringing. Thus paternity leave is not available to biological fathers who are not likely to have parental responsibility for their child.
- 2.4 Only one period of leave is available to employees irrespective of whether more than one child is born as a result of the same pregnancy. Paternity leave is not available to partners where one is adopting the others' children.

### **3. Notification – Paternity Leave: Birth of a child**

- 3.1 Where an employee wishes to request paternity leave in respect of the birth of a child, he or she must complete **Form A: Paternity Notification** available on the SBCinsite no later than 15 weeks before the expected week of childbirth:
  - a) the expected week of the child's birth
  - b) whether they intend to take one or two weeks' leave; and
  - c) the date on which they want paternity leave to start.
- 3.2 The employee may change the date on which they want their paternity leave to start providing they notify their line Manager of the change at least 28 days before leave was due to start. If due to unforeseen circumstances the employee is unable to provide the required notice, their Manager has discretion to agree a revised date.
- 3.3 If an employee has chosen to start paternity leave on a pre-determined date, and the child is not born on or before that date, the employee must change their choice of date and notify their line Manager of the change as soon as possible.
- 3.4 In all cases, the employee must notify their line Manager as soon as possible after the child's birth, of the date on which the child was born.
- 3.5 If the employee has elected to start paternity leave on the date the child is born and they are at work on that date, leave will start the following day.
- 3.6 If an employee commences paternity leave without giving the required notifications it will be considered unauthorised absence.

### **4. Notification – Paternity Leave: Adoption**

- 4.1 In the case of an adopted child, the employee must notify their line Manager of their intention to take paternity leave no later than seven days after the date on which



notification of the match with the child was given by the adoption agency. He or she must complete **Form A: Paternity Notification** available on the SBCinsite.

4.2 The notice must specify the following:

- a) date the child is expected to be placed for adoption
- b) date the employee intends to start paternity leave
- c) length of the intended paternity leave period; and
- d) date on which the adopter was notified of having been matched with the child

4.3 The employee may change the date on which they want their paternity leave to start providing they notify their line Manager of the change at least 28 days before leave was due to start. If due to unforeseen circumstances the employee is unable to provide the required notice, their Manager has discretion to agree a revised date. If an employee commences paternity leave without giving the required notification it will be considered unauthorised absence.

## **5 Paternity Pay**

5.1 There are two types of paternity pay:

- Statutory Paternity Pay
- Council's Occupational Paternity Pay

### **Statutory Paternity Pay (SPP)**

5.2 Statutory Paternity Pay is paid for a maximum of 2 weeks. It is paid at a flat rate laid down by statute or 90% of average weekly earning if this is less.

5.3 To qualify for statutory paternity pay employees must have average earning at or above the lower earnings limit for the payment of National Insurance contributions.

5.4 An employee's average weekly earnings are calculated by taking their average earnings over the 8 weeks immediately leading up to the notification week (i.e. 15 weeks before the expected week of childbirth, or the date of placement of the child).

5.5 Statutory Paternity Pay will begin at the same time as an employee's paternity leave commences and will be paid on the same date that salary would have been paid and will be subject to deductions for tax, National Insurance and any pension contributions in the usual way.

## Occupational Paternity Pay (OPP)

5.6 Occupational Paternity Pay is more generous than SPP. An employee is entitled to OPP if:

- They have at least 12 months continuous local government service by the 11<sup>th</sup> week before EWC or in the case of adoption, the week you are notified by the adoption agency that you have been matched with a child.
- Gives at least 28 days written notice of the date they intend to start Paternity Leave
- They provide a copy of the mother's **MAT B1** form stating her expected week of childbirth at least 28 days prior to the start of paternity leave or in the case of adoption a copy of the Matching Certificate fully completed by the relevant adoption agency

## 6 Shared Parental Leave

6.1 The options to use these new Shared Parental Leave rights apply to parents who meet the eligibility criteria. Please refer to the Shared Parental Leave policy available on SBC insite – [insert link](#).

## 7 Exceptional Circumstances

7.1 In the very sad event an employee's partner has suffered a miscarriage before 24 weeks of pregnancy, the employee will be entitled to some time off under the statutory right to time off for dependants – [insert link to the Council's Leave Policy and Procedure](#). If the child is tragically stillborn after 24 weeks of the pregnancy, or is born alive but dies after this time, the employee is still entitled to Paternity Leave and Pay along with time off for dependants.

Managers should ensure the sensitive handling of an employee after such sad events. An employee with any concerns about the grieving process impacting on their work performance should discuss this in confidence with either their line manager or ODHR, to ensure that any reasonable adjustments that may be necessary are discussed and put in place and that the employee is supported in their return to the full range of duties and responsibilities that they had prior to the bereavement or their duties and responsibilities are adjusted (as necessary) with the prior agreement of line manager. The employee may want to return on a phased return basis, on reduced hours or take a period of unpaid leave. All requests must be carefully considered and confidential advice is available from ODHR. Employees can access support from the Councils Employee Assistance at [www.livewell.optum.com](http://www.livewell.optum.com), telephone 0800 282 193. Support may also be accessed through

the Child Bereavement UK guidance for employees and employers on returning to work.  
[www.childbereavementuk.org](http://www.childbereavementuk.org).

DRAFT

This page is intentionally left blank

**SLOUGH BOROUGH COUNCIL**

**REPORT TO:** Employment and Appeals Committee

**DATE:** 20<sup>th</sup> June 2017

**CONTACT OFFICER:** Kunal Prasad, Environmental Management Officer

**WARD(S):** All

**PART 1**  
**FOR INFORMATION**

**FLEET CHALLENGE – POOL ELECTRIC CAR AND E-BIKE (PILOT SCHEME)****1. Purpose of Report**

The purpose of this report is to update the Employment and Appeals Committee about the Fleet Challenge Programme and the launch of the Pilot Electric Pool Car and E-bike Scheme in June 2017 (Appendix 1).

**2. Recommendation(s) / Proposed Actions**

The committee requested to note the report and the launch of the pilot scheme in June 2017.

**3. Supporting information**

The purpose of Fleet Challenge Programme is to adopt a fleet challenge approach that is focused on:

- sustained decarbonisation of our fleet across the estate (significant reduction in CO2 emissions)
- implementing a pool electric car and e-bike scheme,
- formal adoption of a travel hierarchy aimed at sustainable travel options which links in with smart working,
- reduce our dependency on the use of grey fleet whilst reducing revenue spend (on mileage claims) as well as meeting CO2 targets within our Carbon Management Plan,
- increase the number and use of pool electric vehicles over the programme period (4 year),
- implementing a hire car scheme for longer (out of Borough) journeys,
- set out emission specifications with our fleet contracts to reduce carbon, air pollution emissions and to ensure fuel efficiency savings (i.e. Amey, Interserve)
- being an exemplar organisation within the Borough and in the region to decarbonise its fleet (including grey fleet).

SBC's grey fleet (this is staff owned cars driven on council business and reimbursed using a mileage rate) has the largest environmental impact which produced 401 tonnes of carbon dioxide in 2014/15 from staff driving 0.9 million

miles. The grey fleet is currently reimbursed at £0.45/mile and staff who exceed 1,000 miles/annum are entitled to claim a £1,000 lump sum allowance.

In 2014/15 there were 277 staff who exceeded this threshold and if all claimed we would have been paid £277,000 on which the council would have been liable for a further £38,226 in national insurance payments (the HMRC treats the lump sum as salary). **This means the real rate was closer to £0.79/mile in 2014/15.**

The pilot scheme will make available to staff (including agency workers) electric cars or e-bikes to use where they need to travel to fulfil their duties i.e. visiting a client.

Currently the following sites are providing the vehicles as part of this scheme:

Site	Electric Pool Cars	E-Bikes
St Martins Place (SMP)	Three	Four
Landmark Place (LMP)	None	Two

All employees who are undertaking business mileage journeys as part of their role will be required to register in order to benefit as a pool car user.

**The following are the benefits of staff joining the scheme:**

- No need to purchase Business Insurance
- Less wear and tear on personal vehicles
- Less mileage on personal vehicles
- Brand new vehicles will be available for staff to drive
- No need to complete expenses claim forms – saving time and effort
- Less maintenance cost (tyre replacement, oil etc...)
- Allows the promotion of more agile/home working significant cost savings in travelling to work
- More walking and cycling to work lead's to positive health outcomes and improved wellbeing of our staff
- No need to drive through congestion (less exposure to air pollution)

**3. Consultation**

This scheme has been developed as part of the Capital programme which was approved by the Capital Strategy Board in May 2016, with subsequent approvals from CMT and the cabinet in June 2016.

Cabinet members were briefed about the programme on 7<sup>th</sup> October 2016 by Kunal Prasad (Environmental Management Officer and Jason Newman (Environmental Quality Team Manager).

An Equality Impact Assessment (EIA) for the Fleet Challenge Project was presented to the Disability Forum on 9<sup>th</sup> March 2017.

Support from Employee Engagement Forum received in January 2017.

464 responses to the Staff Travel Survey (concluded on 18<sup>th</sup> May 2017).

Staff made aware of the fleet challenge programme in Staff conference held on 18<sup>th</sup> May 2017.

The Carbon Management Board is leading on the implementation of the Fleet Challenge pool car and e-bike scheme, and as part of this a Fleet Challenge Task & Finish Group was established to oversee the implementation of the programme.

#### **4. Implementation Process**

The pilot pool electric car and e-bikes scheme will be launched in June 2017 and service areas will voluntarily adopt the travel hierarchy. At that point electric cars and e-bikes will be booked on the existing room booking system which will be managed by Facilities Management.

The Pool Car and E-Bikes Scheme User Procedure will enable the implementation of the pilot scheme.

It is envisaged that there will be an increase in the number of electric pool cars from 2017/18 onwards.

Further, after 12 months a review will be undertaken with the intention of implementing the travel hierarchy in 2017/18 on a mandatory basis.

#### **5. Exemptions**

Blue Badge holders will be exempt as the pool cars and e-bikes available do not meet their needs

#### **6. Background Papers**

Fleet Challenge Business Case

#### **7. Appendices**

Appendix 1 – Electric Pool Car and E-Bikes Scheme User Procedure

This page is intentionally left blank



**ELECTRIC POOL CAR AND E-BIKES**

**USER PROCEDURE**

*(For the Duration of Elect Challenge Pilot Scheme)*



Procedure Schedule	
Procedure owner and lead	Environmental Quality : Environmental Management Officer
Approving body	Carbon Management Board
Date of implementation	June 2017
Version number	Version 1 (June 2017)
Related documents	<ul style="list-style-type: none"> <li>• Driving on Council Business Policy</li> <li>• Smart Working Policy</li> <li>• No Smoking Policy</li> </ul>
Review interval	April 2018

**Contents**

1. **AIM** ..... 4

2. **SCOPE** ..... 4

<b>3. OBJECTIVES .....</b>	<b>4</b>
<b>4. DEFINITIONS .....</b>	<b>4</b>
<b>5. PROCEDURE - POOL CARS USE .....</b>	<b>5</b>
5.1. Joining the Pilot Scheme .....	5
5.2. Licence Check Process .....	6
5.2.1. How to generate a Check Code on DVLA website .....	6
5.2.2. Routine Licence Checks .....	7
5.3. Roles and Responsibilities .....	7
5.3.1. Driver's Responsibilities .....	7
5.3.2. Community Transport's Responsibilities .....	7
5.3.3. Environmental Management Officers Responsibilities .....	8
5.3.4. Facilities Management's Responsibilities .....	8
5.3.5. Service Managers Responsibilities .....	8
5.4. Booking a Pool Car .....	8
5.5. Booking Cancellations .....	8
5.6. Using a Pool car .....	8
5.6.1. Key Collection .....	8
5.6.2. Key Return .....	9
5.6.3. Completing Vehicle Log Book .....	9
5.6.4. Pre-Journey Vehicle Check.....	9
5.6.5. Reporting Vehicle Defects.....	9
5.6.6. Charging EV .....	9
5.6.7. Collision Reporting .....	9
5.6.8. Breakdowns Process .....	10
<b>6. PROCEDURE – POOL ELECTRIC BICYCLE (e-Bikes).....</b>	<b>11</b>
6.1. Joining the Scheme .....	11
6.2. Safety .....	11
6.3. Personal Security .....	12
6.4. Insurance.....	12
6.5. Roles & Responsibilities .....	13
6.5.1. E-Bike Riders Responsibilities .....	13
6.5.2. Environmental Management Officer's Responsibilities .....	13
6.5.3. Facilities Management Responsibilities .....	13
6.6. Booking Pool E-Bikes .....	13
6.7. Booking Cancellation.....	13
6.8. Using a Pool E-Bike .....	14
6.8.1. Key Collection .....	14
6.8.2. Key Return .....	14
6.8.3. E-Bike Pre-Use Checks .....	14

6.8.4. Reporting Defects .....	14
6.8.5. Accident /Incident Reporting .....	14
<b>7. IMPLEMENTATION.....</b>	<b>14</b>
<b>8. FURTHER INFORMATION .....</b>	<b>15</b>
<b>APPENDIX 1 – CENTRAL CHECKS ON DRIVER LICENCE .....</b>	<b>16</b>
<b>APPENDIX 2 – TRAVEL HIERARCHY.....</b>	<b>17</b>
<b>APPENDIX 3 – FLEET CHALLENGE– POOL CAR SCHEME – INDUCTION CHECKLIST.....</b>	<b>17</b>
<b>APPENDIX 4 – DRIVER DECLARATION FORM .....</b>	<b>19</b>
<b>APPENDIX 5 – POOL E-BIKE USER DECLARATION.....</b>	<b>21</b>
<b>APPENDIX 6 – PRE DRIVING SAFETY CHECKS.....</b>	<b>22</b>
<b>APPENDIX 7 – ELECTRIC POOL CAR – DAILY CHECKS .....</b>	<b>23</b>
<b>APPENDIX 8 – POOL CAR UTILISATION LOG .....</b>	<b>24</b>

## 1. AIM

This procedure sets out the process for employees to access and make use of *electric pool cars and e-bikes* through the **Pilot ‘Fleet Challenge’ Project** and adoption of SBC’s *Travel Hierarchy*

**(Appendix 2).** This scheme is open to all employees who undertake business mileage in their own vehicles subject to initial registration.

This is a pilot scheme which aims to reduce the number of business miles travelled each year and to ensure that journeys undertaken are done so as efficiently as possible. This Pool Car Scheme is a core element in improving the mix of travel options available to employees. The scheme also aims to improve the safety, cost effectiveness and environmental impact of Slough Borough Council's fleet.

## 2. SCOPE

The scheme is aimed at those employees (including agency staff) who drive their own private vehicles for work purposes. Those sites currently operating vehicles as part of this scheme are:

Site	Electric Pool Cars	E-Bikes
St Martins Place (SMP)	Three	Four
Landmark Place (LMP)	None	Two

All employees undertaking business mileage journeys as part of their role should register and benefit as a pool car user.

**Exemptions:** Blue Badge holders are exempt as the pool cars and e-bikes available do not meet their needs.

## 3. OBJECTIVES

The objectives of this pilot Procedure are to ensure that:

- Employees take advantage of the opportunity to use pool electric cars and e-bikes to do business journeys.
- Employees understand the process and criteria to join the pilot pool car scheme.
- Employees understand the process for booking and using a pool car or e-bike.
- Employees have all information required to deal with any issues experienced while using a pool electric car or e-bike.
- Employees are aware of their responsibilities when making use of the scheme.

## 4. DEFINITIONS

**Grey Fleet:** Grey fleet refers to employees travelling in their privately owned vehicles for business purposes (driving during core working hours). The employee is reimbursed on a pence per mile basis for using their vehicle on business journeys.

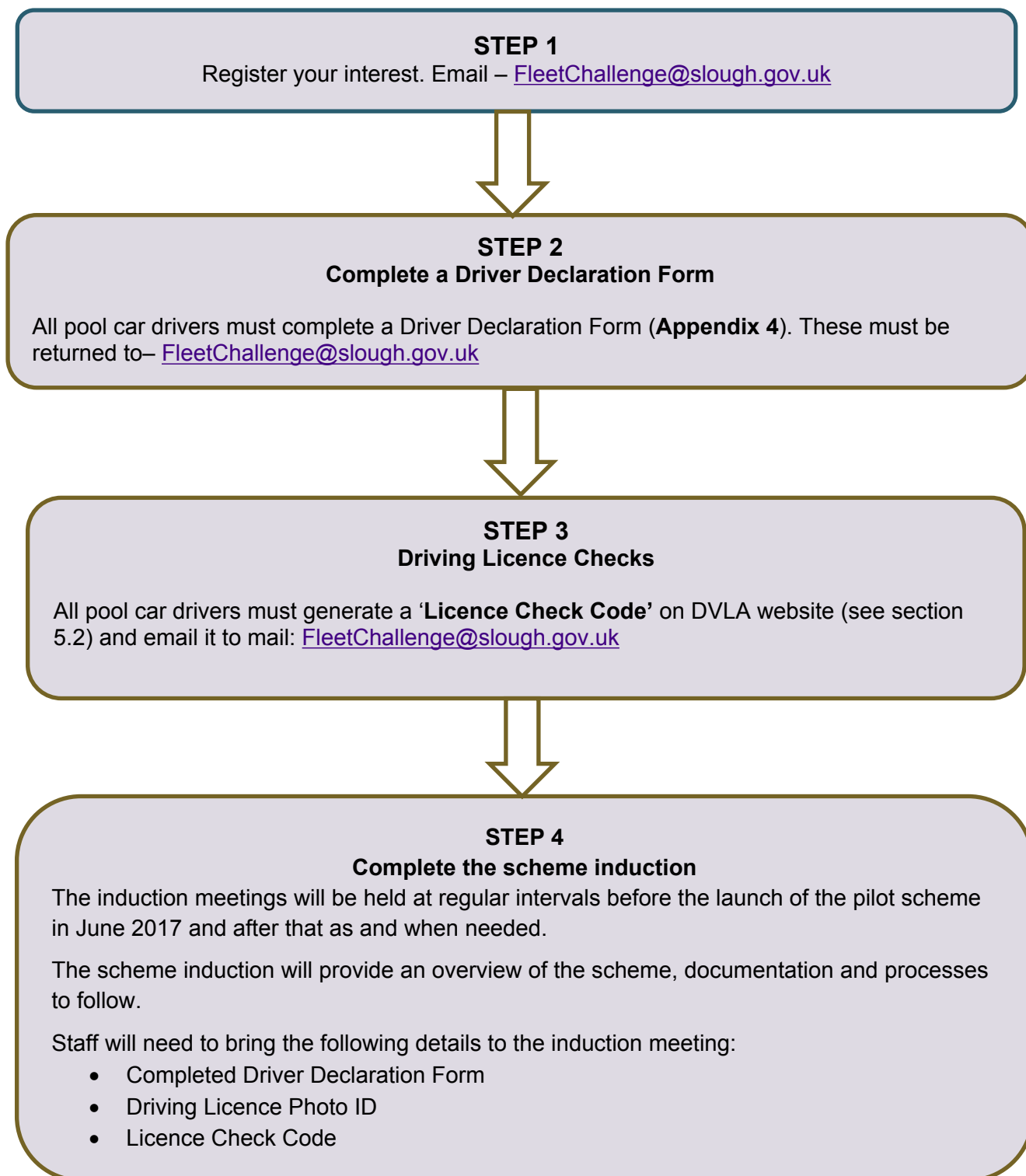
**Travel Hierarchy:** A travel hierarchy is a useful tool for employees to assess the options for the most efficient and environmentally conscious ways to travel for business purpose.

The purpose of the tool is to promote consideration about the necessity of travel, and whether it is cost effective in terms of financial savings, time savings and productivity. A travel hierarchy asks a variety of questions and offers alternatives to using conventional ways for business travel i.e. use of privately owned cars by SBC staff.

## 5. PROCEDURE - POOL CARS USE

### 5.1. Joining the Pilot Scheme

To use an electric pool car within this pilot scheme, employees must be registered as an authorised user. To become an authorised user employees must follow the steps below:

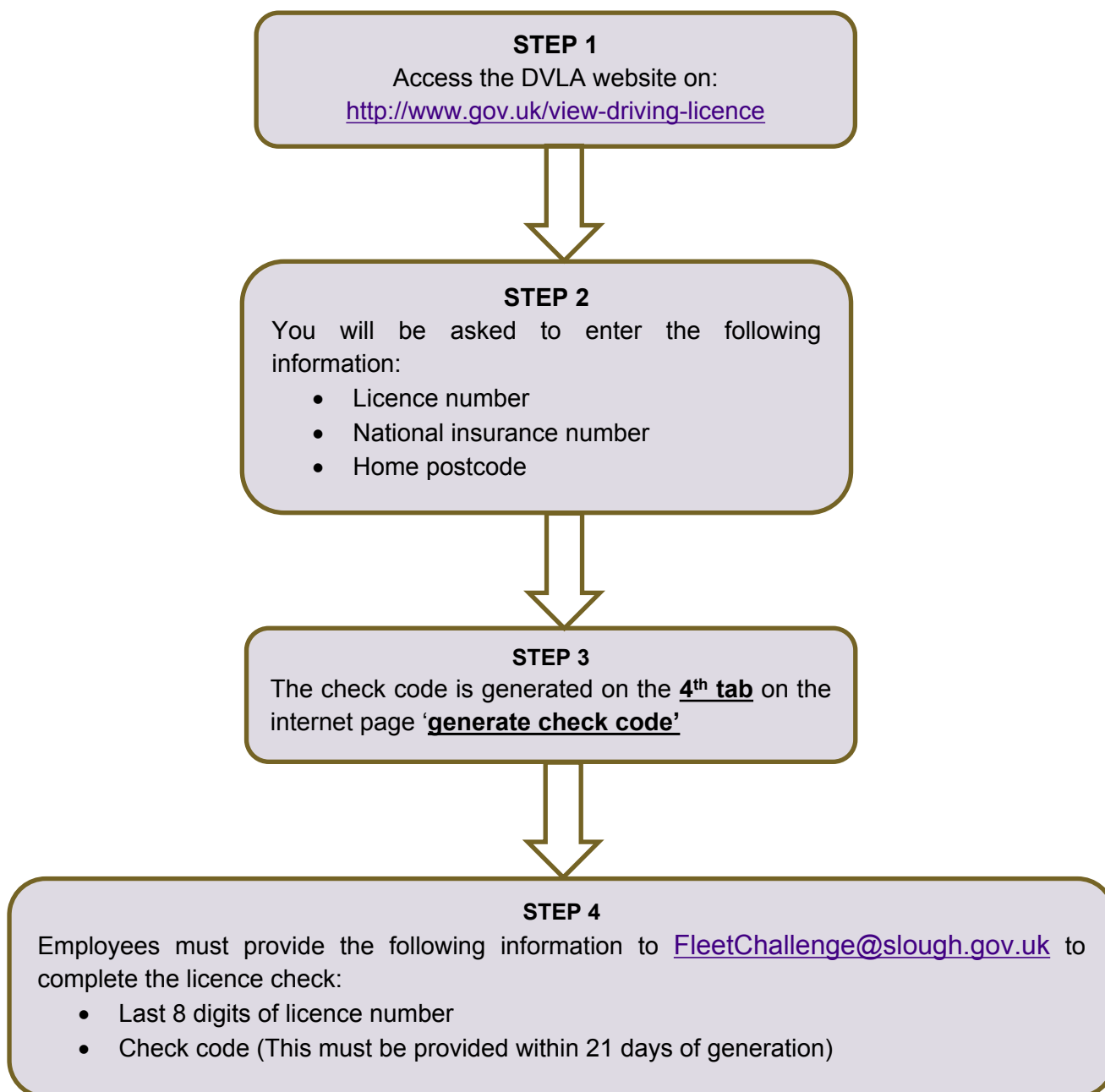


Once the induction is complete an employee will be registered as an authorised driver and be able to make pool car bookings.

## 5.2. Licence Check Process

Drivers shall generate a licence check code to provide to the Environmental Management Officer

### 5.2.1. How to generate a Check Code on DVLA website



### 5.2.2. Routine Licence Checks

While part of the Pilot Pool Car Scheme authorised drivers will be required to submit their licences for routine checks annually. The frequency of these checks will depend on the number of points associated with the driver's licence as set out below:

Points on Driving Licence	Checking Frequency
Employee with 0-3 points	Annually
Employee with 4 to 6 points	Six monthly
Employee with 7 to 9 points	Monthly or Quarterly
Employee with 9 or more points or a disqualification	Not allowed to use the pool cars. These instances will be reported to OD, HR & H&S and the employee's line manager.
These routine checks will be arranged and coordinated by the Environmental Management Officer in the Environmental Quality Team.	

### 5.3. Roles and Responsibilities

#### 5.3.1. Driver's Responsibilities

In addition to those responsibilities outlined in this policy, the drivers must ensure that he /she:

- Adheres to all aspects of the Highway Code at all times when in charge of a pool vehicle.
- Any fines or penalty points awarded while in charge of the vehicle will be the driver's responsibility to bear. This includes parking fines.
- Inform the Environmental Management Officer of any additional or pending penalty points that have been awarded since becoming an authorised user of the pool cars. These may require the frequency of licence checks to be increased.
- Smoking is strictly prohibited in all pool cars. Where smoking can be evidenced disciplinary action may be taken in accordance with the 'No Smoking Policy'.
- Shall not use mobile phones, hands free and Bluetooth devices while driving.
- Never use a pool vehicle when under the influence of drugs, alcohol or medication which may impair driving ability.
- A pool vehicle must only be used for work purposes. Under no circumstances may a pool car be used for personal reasons or commuting.
- Ensure that the electric car is connected to the charging point at SMP after journey completion.
- Ensure that the vehicle is in a good and clean condition. Any rubbish left in the vehicle should be taken by the driver when leaving the vehicle.
- The pool car should not be driven if the driver identifies any defect during the pre journey vehicle inspection should be immediately report the defect to Facilities Management and recorded in the Vehicle Log book.
- Should report any accidents according to the Council's reporting process which can be found in [Code of Practice 001](#).

#### 5.3.2. Community Transport's Responsibilities

- To ensure that daily checks are carried out and recorded on all the pool cars in the morning and at the end of the day.
- To ensure that any defect/damages are reported immediately to [fleetchallenge@slough.gov.uk](mailto:fleetchallenge@slough.gov.uk) .

### 5.3.3. Environmental Management Officer's Responsibilities

- To conduct the inductions for the pilot pool car and e-bikes scheme.
- To carry out licence checks on the employees participating in the pilot scheme.
- To liaise with Facilities Management in managing this Pilot Fleet Challenge Scheme.

### 5.3.4. Facilities Management's Responsibilities

- To manage the online booking system.
- To be key holders for the pool electric cars at the Helpdesk in St Martins Place (First Floor East).
- To ensure that drivers sign the Pool Car Utilisation Log at the Helpdesk in St Martins Place (First Floor East).
- To manage the electric vehicle parking bays at St Martins Place.

### 5.3.5. Service Managers' Responsibilities

- To adopt the SBC's travel hierarchy.
- To encourage team members to use electric pool cars / E-bikes for business use (site visits etc.)

## 5.4. Booking a Pool Car

- Pool electric cars and e-bikes can be booked on the existing room booking system on Insite **(add link)**
- Subject to availability a pool vehicle should be booked for any journeys where the total mileage is less than 80 miles (including return).
- Prior to booking a pool vehicle all users must first check vehicle availability through the online pool car booking system (same as existing room booking system). This system will be explained during the scheme induction process.
- Where a vehicle is available the booking should be requested through the online room booking system on Insite
- Regardless of vehicle availability users should always email: [fleetchallenge@slough.gov.uk](mailto:fleetchallenge@slough.gov.uk) **if their journey is 80 miles or more (as you will be able to use a hire)**

## 5.5. Booking Cancellations

- The Facilities Management and Environment Quality Team reserves the right to cancel pool car bookings with a minimum of a 24 hours notice to ensure the efficient management of the scheme. Less notice may be given in the event of unplanned technical or maintenance issues related to the vehicles. These will be communicated to the user as soon as possible.
- All users must inform email: [FleetChallenge@slough.gov.uk](mailto:FleetChallenge@slough.gov.uk) as soon as possible in the event of a booking no longer being required.

## 5.6. Using a Pool car

### 5.6.1. Key Collection

- Car keys can be collected from Facilities Management Helpdesk in St Martins Place (First Floor East). Keys should be collected for each booking and signed out on the vehicle utilisation log sheet which will be held at the reception.
- Should the vehicle be required for an early start the keys can be collected at the end of the previous day. ***However, employees must not take a pool vehicle home with them.***



### 5.6.2. Key Return

- The driver must return the keys to Facilities management Helpdesk in St Martins Place (First Floor East) at the end of each journey and make a note of the return time on the utilisation log.
- The driver is responsible for returning the vehicle in a good and clean condition. Any rubbish left in the vehicle should be taken by the driver when leaving the vehicle. **Drivers will be expected to pay for the cost of any cleaning required as a result of a vehicle being returned in an unacceptable condition.**

### 5.6.3. Completing Vehicle Log Book

- The driver must also **vehicle log book** kept in the car before when returning the keys (Appendix – 6).

### 5.6.4. Pre-Journey Vehicle Check

- All pool car drivers are responsible for the condition and use of the vehicle for the duration of their journey. All drivers must therefore check the vehicle is roadworthy prior to driving the vehicle (Appendix – 6).
- A vehicle log book is provided with each vehicle and should be carried out prior to each journey.
- Any defects or issues identified must be reported to Facilities Management immediately
- A pool car must not be driven if a defect is identified during the pre journey vehicle check.

### 5.6.5. Reporting Vehicle Defects

- In the event of a vehicle defect being identified either prior to, during or after a journey - the driver must report it to the key holder Helpdesk in St Martins Place (First Floor East) immediately. The defect must also be noted on the vehicle utilisation log sheet when signing the keys back in.

### 5.6.6. Charging EV

- All pool cars are fully electric and has a Chargemaster card attached to its keys to allow drivers to plug in to the charging post at SMP after returning from their journey.
- Drivers must always plug in the car on charge before returning the key back.

### 5.6.7. Collision Reporting

- In the event of a collision while in charge of a pool vehicle all drivers must stop and check for any injured parties. The safety of the driver is a priority so they must not undertake any actions which may put them at personal risk.
- Where an injury is obvious or alleged the police and ambulance services must be called as soon as possible by calling 999.
- The driver must contact Facilities Management as soon as possible to report the details of the incident 01753 87 5908. If safe and practicable to do so this should take place while at the scene of the incident.
- The driver must obtain a Vehicle accident report form from the Transport Team, complete the form and return it to the Transport Team as soon as reasonably practical and in no event more than two working days following the accident.

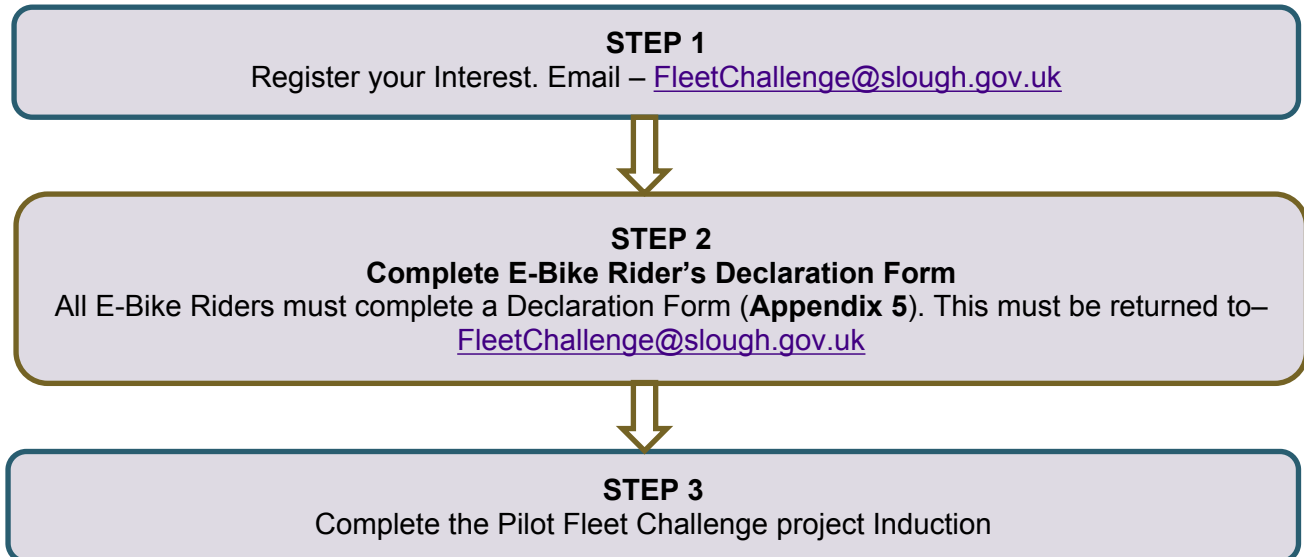
**5.6.8. Breakdowns Process**

- In the event of a breakdown while in charge of a pool vehicle drivers should report this to the vehicle's breakdown and recovery service (*details on the Vehicle Log Book*).
- **The driver must not drive the vehicle while a defect is present.**
- The driver must report any breakdown occurring to the key holder in SMP 1<sup>st</sup> Floor East at SMP and their Line Manager as soon as possible.
- **In the event of the vehicle not be repairable on the roadside the breakdown recovery service will return a member of staff to their requested destination.** (TBC)

## 6. PROCEDURE – POOL ELECTRIC BICYCLE (e-Bikes)

### 6.1. Joining the Scheme

To use a pool E-Bike within this pilot scheme, employees must be registered as an user. To become an authorised user employees must follow the steps below:



### 6.2. Safety

In recognition of the health and environmental benefits of cycling, **Slough Borough Council** is committed to promoting the use of cycles for short journeys on **Council's** business and cycling to work.

These safety guidelines provide advice on safer cycling and have also been produced to provide advice on the use of the pool e-bikes.

- Whilst acknowledging that cycling is beneficial for both the environment and personal health the Council considers the safety of its employees to be of primary importance. The main concern is the safety of employees whilst cycling on official business.
- As detailed in 6.1, the process for signing in and out will require the user to complete a Pool E-bike User Declaration (Appendix 5).
- Employees wishing to make use of the pool e-bikes are encouraged to take advantage of training available through Transport Team.
- Employees using their own cycles on Council's business must ensure that they are properly maintained and in a roadworthy condition. The pool cycles provided by the Council will be professionally maintained.
- Employees using the pool cycles must follow the safety requirements set out in these guidelines and comply with the contents of the Highway Code.
- Employees must wear safety helmets for all cycling trips. Reflective/fluorescent vests or clothing *must* be worn for *all* cycling trips. Helmets and reflective clothing will be provided and will be checked and replaced as and when necessary.
- Loose clothing, especially trouser legs should be secured before cycling to avoid accidents.
- Front and rear lights must be used whenever light or visibility is poor.

- If it is necessary to carry equipment, this should be carried securely in the panniers provided.
- Equipment provided with pool bikes will be inspected every week for damage and wear and tear but employees are required to report any damage that occurs within that period to Helpdesk in St Martins Place (First Floor East) or email: [FleetChallenge@slough.gov.uk](mailto:FleetChallenge@slough.gov.uk).
- Should an accident occur the normal Council's process must be applied. Employees should record the accident as per **Code of Practice 001**. Details of the accident must be reported to [Fleet.Challenge@slough.gov.uk](mailto:Fleet.Challenge@slough.gov.uk)
- Employees are reminded of the physical nature of cycling and should consult their GP first if they have any medical problems which may be affected by cycling.

### 6.3. Personal Security

- Before starting your journey it is recommended that you plan your route carefully and consider using quieter roads, bridleways and parks (if cycling is permitted). Bear in mind the following:
  - Road type – cyclists may wish to use routes which are more lightly trafficked and where vehicle speeds may be less. (you can use [City mapper app](#) available on Apple / Android in Slough).
  - Your aptitude as a cyclist
  - Availability of signed cycle routes
- Slough's cycle maps are available from the Transport Team and online.
- Employees should read and obey the Highway Code.
- Employees should consider their own personal safety when choosing a route and take precautions when cycling remote routes, or after dark.

### 6.4. Insurance

- The Council will provide insurance in respect of the theft of the bike providing there is evidence of the loss by forcible or violent means. It will therefore be necessary for staff to take adequate security measures, for the insurance is to be effective e.g. secured by a D-locking mechanism to a fixed object when not in use away from the building. (*Locks will be provided with the pool e-bikes*).
- All damage to the bikes should be reported to (email) or in person in EQ /FM.
- All accident should be referred to Health & Safety as any work place accident.
- The pool e-bikes will be secured and housed SMP's and LMP's cycle cage when not in use.
- Employees using their own cycles for commuting/personal use or on Council business should ensure that they have adequate insurance of their own. This is usually provided under a household insurance policy which should be extended to cover private and business cycling. Alternatively a specific pedal cycle policy can be obtained through many insurance companies or cycle organisations.

## 6.5. Roles & Responsibilities

### 6.5.1. E-Bike Riders Responsibilities

- It is the responsibility of the Pool E-Bike user to ensure that they are competent to ride and by signing the Pool E-Bike Declaration the user agrees to this.
- The pool bike user must complete an inspection of bike prior to their journey.
- A pool e-bike must only be used for work purposes. Under no circumstances may a pool car be used for personal reasons or commuting.
- It is the responsibility of the pool bike user to notify Helpdesk in St Martins Place (First Floor East) of any problems or damage to the bicycle or accessories before use.
- It is the responsibility of the pool bike user to keep the pool bike and accessories reasonably clean and tidy.
- It is the responsibility of the pool bike user to inform the key holder Helpdesk in St Martins Place (First Floor East) and their Line Manager of any accidents, damage or theft of equipment relating to pool bike whilst signed out.
- It is a condition of using the pool e-bikes that, when cycling on Council's, you always:
  - Wear a helmet
  - Use bicycle lights when conditions require
  - Securely lock the bicycle when not in use
  - Immediately report any loss of or faults in the cycle and safety equipment.

**If you fail to obey these rules you may be barred from using the pool cycles.**

- It is the responsibility of the pool bike user to ensure the bike is secure when leaving it at destination after they have signed the bike out.
- Pool Bike users are to ensure that they follow the Highway Code at all times and understand they are responsible for any traffic offences committed whilst the pool bike is signed out in their name.
- To report any defect and damages to the e-bikes to Helpdesk in St Martins Place (First Floor East)
- After use staff should secure the cycle in the cycle cage and return keys to the reception in SMP and LMP.

### 6.5.2. Environmental Management Officer's Responsibilities

- To conduct the inductions for this pilot scheme.
- To liaise with Facilities Management in managing this Pilot Fleet Challenge Scheme.

### 6.5.3. Facilities Management Responsibilities

- To ensure that the e-bike batteries are charged regularly.
- To be key holders for the 4 electric pool e-bikes at the Reception in SMP and 2 E-Bikes at LMP

## 6.6. Booking Pool E-Bikes

- Subject to availability a pool e-bike can be booked through an online booking system (same as the pool car booking system). This system will be explained during the scheme induction process.

## 6.7. Booking Cancellation

- The Facilities Management and Environment Quality Team reserves the right to cancel pool e-bike bookings with a minimum of a 24 hours notice to ensure the efficient management of the scheme. Less notice may be given in the event of unplanned technical or maintenance issues related to the vehicles. These will be communicated to the user as soon as possible.

- All users must inform email: [FleetChallenge@slough.gov.uk](mailto:FleetChallenge@slough.gov.uk) as soon as possible in the event of a booking no longer being required.

## 6.8. Using a Pool E-Bike

- Before you can use the pool cycles, you must read and understand the sections of the highways code relevant to cyclists [www.direct.gov.uk/en/TravelandTransport/Highwaycode/index.htm](http://www.direct.gov.uk/en/TravelandTransport/Highwaycode/index.htm) and these cycling guidelines, and sign a declaration that you have done so.

### 6.8.1. Key Collection

Keys can be collected from Facilities Management 1<sup>st</sup> Floor East at SMP and LMP (TBC). Keys should be collected for each booking and signed out on the e-bike utilisation log sheet.

### 6.8.2. Key Return

The e-bike riders must return the keys to SMP and LMP at the end of each journey and make a note of the return time on the utilisation log.

### 6.8.3. E-Bike Pre-Use Checks

Before use employees should:

- Check the seat height for comfort and safety and adjust if necessary. Users to note safety limits marked on seat stems
- Check that the reflectors are clean and the lights are working.
- Check that the tyres are inflated to the pressure shown on the tyre. A pump is provided in each bicycle cage (TBC).
- Check that the gears are working properly.
- Check that the brakes are working properly.

Faulty or damaged cycles should be reported to EQ / FM [kunal.prasad@slough.gov.uk](mailto:kunal.prasad@slough.gov.uk)

### 6.8.4. Reporting Defects

In the event of an e-bike defect being identified by the rider either prior to, during or after a journey the driver must report it to EQ/FM and to the key holder at the reception in SMP and LMP as soon as possible. The defect must also be noted on the 'Pool Car & e-bike Utilisation Log Sheet' (Appendix 8) when signing the keys back in.

**The e-bike user must not ride the bike while a defect is present.**

### 6.8.5. Accident /Incident Reporting

- In the event of an accident while in charge of a pool e-bike, the safety of the rider is a priority so they must not undertake any actions which may put them at personal risk.
- Where an injury is obvious or alleged the police and ambulance services must be called as soon as possible by calling 999.
- The driver must contact Facilities Management as soon as possible to report the details of the incident 01753 87 5908. If safe and practicable to do so this should take place while at the scene of the incident.

**7. IMPLEMENTATION**

The Carbon Management Board will be responsible for implementing this procedure.

The procedure will be communicated to staff through SBC Insite, global email system and Various Teams via Heads of Services (SLT).

The procedure will also be shared with all authorised pool car users as part of the induction process and included in each vehicles documentation pack.

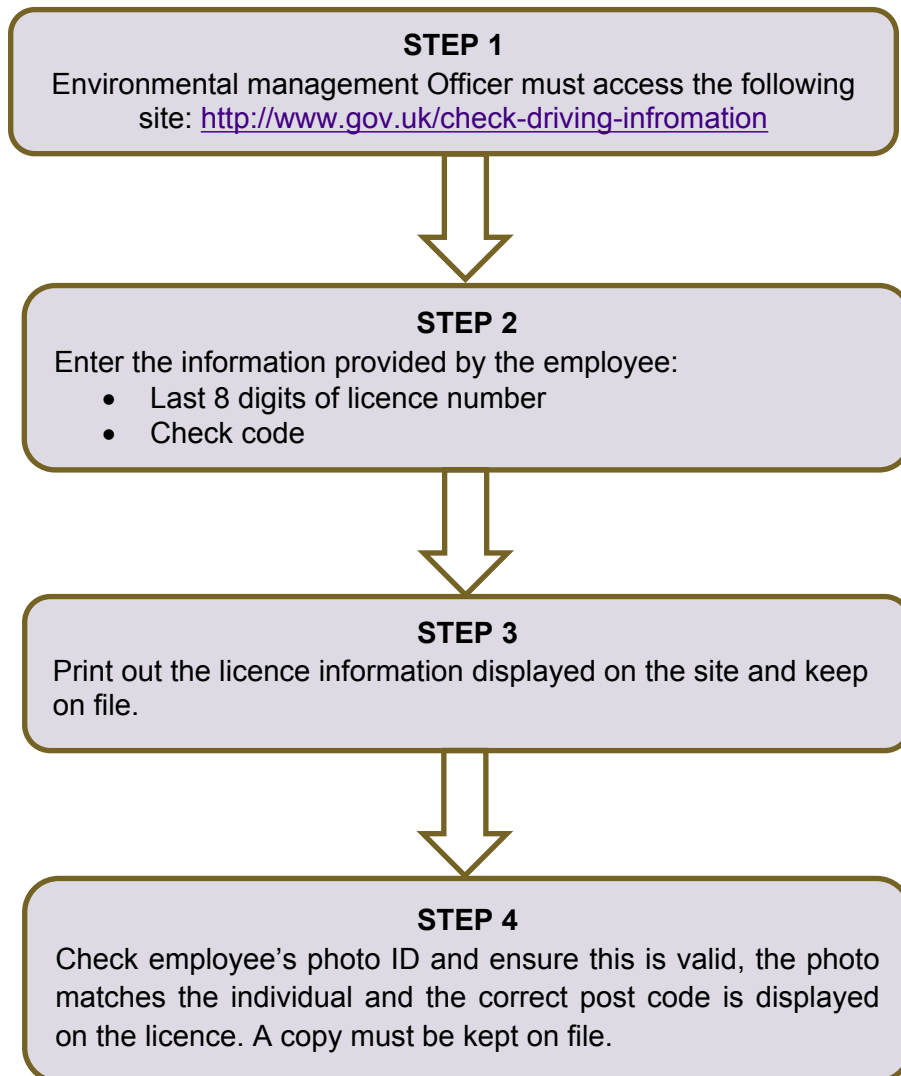
**8. FURTHER INFORMATION**

For further information please email [FleetChallenge@slough.gov.uk](mailto:FleetChallenge@slough.gov.uk)

Alternatively queries can also be directed to the Facilities Management at:  
Telephone 01753 87 5908

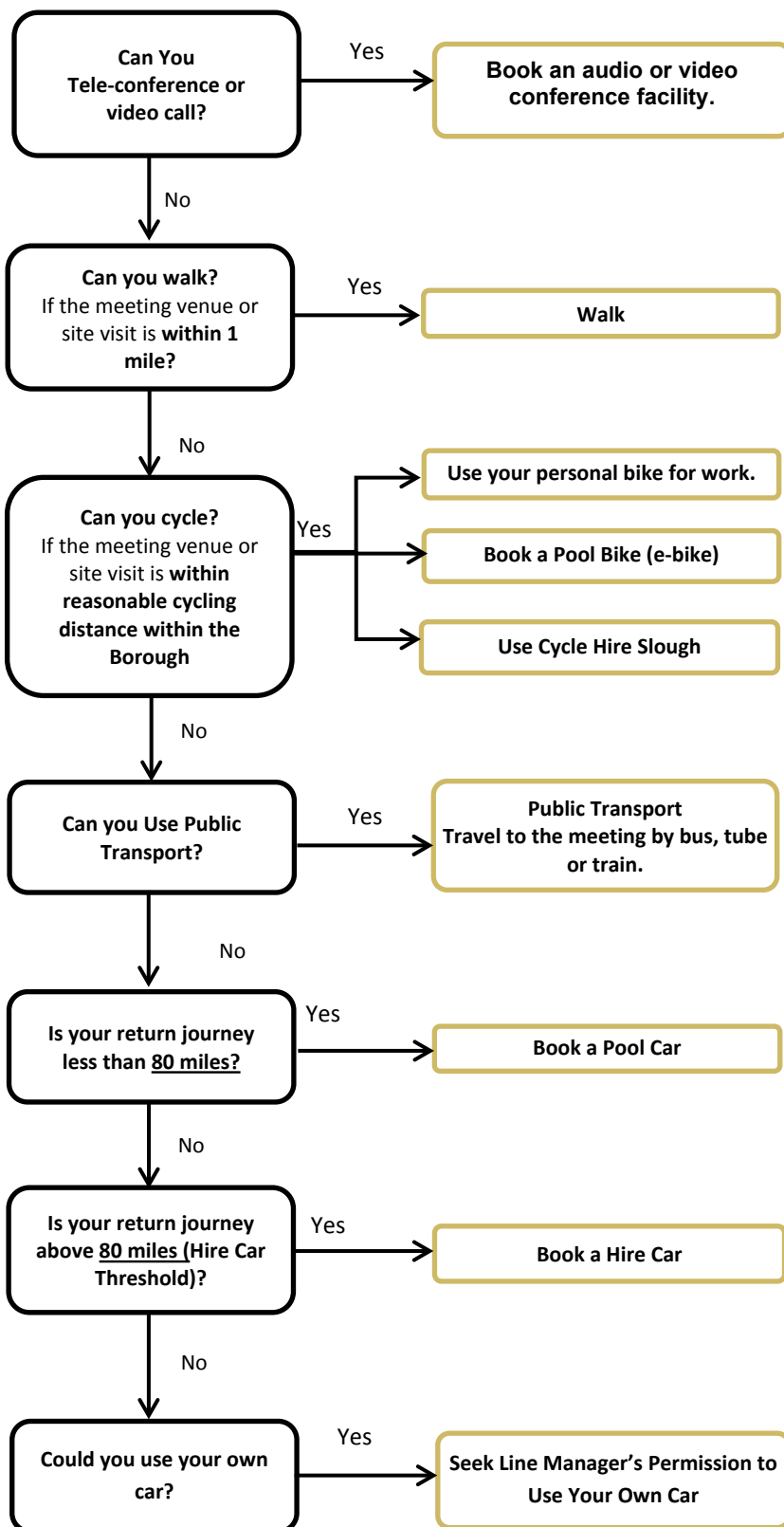
**APPENDIX 1 – CENTRAL CHECKS ON DRIVER LICENCE**

Once the employee sends the information (as detailed in Section 5.2.1 STEP 4), Environmental Management Officer will run an online check on DVLA website as below:





APPENDIX 2 – TRAVEL HIERARCHY



**Meeting Organiser?**

1. Is it a New Group? If so an initial face-to-face meeting may be best.
2. Which company or alternate venue will minimise total travel?

**Active Travel**  
Walking and cycling is the preferred option and it can be good for your health.

**Cycle mileage**  
Do you know that you can claim mileage claim @20pence/mile if you use your bicycle for business purposes only? (This does not include cycling to work).

**Public Transport**  
On a longer journey it is possible to work on public transport. This is not possible in a car and should be taken into account when comparing costs.  
**Pool Bus Passes for your team**

**Pool Car Fleet**  
Use for all journeys below the hire car threshold. Share if possible.

**Hire Car Threshold**  
The threshold is 80 miles/day. Please book a hire car if you exceed this threshold.

**Own Car Use (Grey Fleet)**  
Your car must be approved for business use. You must provide evidence as per Driving on Council Business Policy to show it is:

- Insured for Business Use.
- Valid MOT
- Signed Driver's Declaration.

Line Manager's Approval is required before you use your own car.

## APPENDIX 3 – FLEET CHALLENGE– POOL CAR SCHEME – INDUCTION CHECKLIST

### Fleet Challenge – Pool Car Scheme

#### Induction Checklist

All pool car drivers should complete an induction to the Fleet Challenge Scheme prior to becoming an authorised driver. Completion of the induction must be recorded by signing the checklist.

<b>Name</b>		<b>Job Title</b>	
<b>Team</b>		<b>Date</b>	

Items	Details	Complete (Y/N)
<b>Pool Car Booking process</b>	<ul style="list-style-type: none"> <li>• How to check availability</li> <li>• How to book Pool Cars and e-bikes</li> </ul>	
<b>Electric Car Charing</b>	<ul style="list-style-type: none"> <li>• How to use charging point card</li> <li>• How to unplug the charging cable (before start of journey)</li> <li>• How to plug-in the charging cable after journey completion</li> </ul>	
<b>Breakdown / Accident</b>	<ul style="list-style-type: none"> <li>• Who to contact</li> <li>• Forms to complete</li> </ul>	
<b>Key Collection / Return</b>	<ul style="list-style-type: none"> <li>• Where to collect the keys</li> <li>• Where to return the keys</li> <li>• Recording Vehicle log book</li> </ul>	
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Pre journey vehicle check</li> <li>• Drivers must inform any new penalty points on their licence</li> <li>• Driver must inform KP about late return</li> </ul>	
<b>Driving the vehicle</b>	<ul style="list-style-type: none"> <li>• Vehicle controls and locations</li> <li>• Location of vehicle equipment</li> </ul>	
<b>Telematics System</b>	<ul style="list-style-type: none"> <li>• How the Vehicle is tracked</li> <li>• What information is collected</li> </ul>	
<b>General Information</b>	<ul style="list-style-type: none"> <li>• Driver Handbook – Location &amp; Content</li> <li>• Vehicle Document Pack - Location &amp; Content</li> <li>• Intranet page - Location &amp; Content</li> </ul>	
<b>Signature</b>		

## APPENDIX 4 – DRIVER DECLARATION FORM

## DRIVER DECLARATION FORM

## Fleet Challenge – Pilot Pool Car Scheme

Completion of this form is required for insurance and risk mitigation purposes. All information submitted will be help securely and confidentially under the Data Protection Act.

<b>Name</b>		<b>Job Title</b>	
<b>Team</b>		<b>Licence Type</b>	

<b>Has the driver detailed above</b>		
Been convicted of any offences in connection with any motor vehicle(s) during the last 5 years or is any prosecution pending?	YES	NO
Defective vision or hearing, or and physical or mental infirmity, or suffered from diabetes, fits or any heart condition?	YES	NO
Been declined for motor insurance or had any special items imposed or a motor policy cancelled?	YES	NO
Had any incidents or claims in the past 5 years?	YES	NO
Do you take any regular medications for health condition which may impair you ability to drive?	YES	NO

**Physical and Mental Injury, Disease or illness:**

The conditions which must be declared to DVLA: <https://www.gov.uk/driving-medical-conditions>

You must tell DVLA if you have a driving licence and:

- you develop a 'notifiable' medical condition or disability
- a condition or disability has got worse since you got your licence

Notifiable conditions are anything that could affect your ability to drive safely. They can include:

- epilepsy
- strokes
- other neurological and mental health conditions
- physical disabilities
- visual impairments

*If in doubt the driver must contact their General practitioner*

**Minimum Eyesight Standards**

You must be able to read (with glasses or contact lenses, if necessary) a car number plate made after 1 September 2001 from 20 metres.

You must also meet the minimum eyesight standard for driving by having a visual acuity of at least decimal 0.5 (6/12) measured on the [Snellen scale](#) (with glasses or contact lenses, if necessary) using both eyes together or, if you have sight in one eye only, in that eye.

For more details: <https://www.gov.uk/driving-eyesight-rules>

**Declaration:**

**Pool Cars:**

I understand Slough Borough Council’s Pool Car Scheme Procedures (for Pilot Fleet Challenge Project) and the requirements relating to the use of a pool car at work. I acknowledge that it is my responsibility, whilst using a pool car for work purposes, to ensure that:

- I will adhere to all aspects of the Highway Code at all times when in charge of a pool vehicle.
- I will comply with Driving on Council Business Policy at all times.
- I will be liable for any fines or penalty points awarded while in charge of the vehicle. This includes parking fines.
- I will inform the Council of any additional or pending penalty points that have been awarded since becoming an authorised user of the pool cars.
- I will never smoke in any pool cars (including e-cigarettes).
- I will never use a pool vehicle when under the influence of drugs, alcohol or medication which may impair driving ability.
- I will use pool cars for work purposes only. Under no circumstances I will use the pool car for personal reasons or commuting.
- I will electric car is connected to the charging point at SMP after journey completion.
- That the vehicle is in a good and clean condition (no food or drink in the car). I will remove any rubbish left when leaving the vehicle.
- I will not drive the pool car if you identify any defect during the pre journey vehicle checks and report the defect to the relevant person as soon as possible.
- I will ensure that an appropriate risk assessment is on place.

I declare that the above information to be true and accurate at the time of signature

Driver’s Signature		Date	
--------------------	--	------	--

**APPENDIX 5 – POOL E-BIKE USER DECLARATION**

**POOL E-BIKE USER DECLARATION**

**Employees are reminded of the physical nature of cycling and should consult their GP first if they have any medical problems which may be affected by cycling.**

**I declare that I:**

- Accept full responsibility for the e-bikes loaned to me under the Slough Borough Council’s Pilot Fleet Challenge Pool Electric Car and e-Bike and agree to return it by the agreed time and date.
- Consider myself fit enough to ride the bicycle and am not aware of any medical reason why I should not do so.
- Have ridden a bicycle on the Public Highway before and consider myself competent to ride the bicycle loaned to me. I agree to ride the bicycle with due care and attention and in accordance with the requirements of the Highway Code.
- Have checked to ensure that the bicycle is in a safe and roadworthy condition, before using it.
- Understand that a safety helmet is available for my use and that I must use it when using the bicycles for business/work use.
- Understand how to fit a helmet appropriately.
- Will remove panniers from the bike when not in use and will lock it securely using the D-lock supplied.
- Understand that I cannot use the bicycle for recreational purposes.
- Understand that it is illegal to cycle on the pavement unless signage specifies otherwise. Non-compliance with Highway legislation resulting in a fine will be payable by me not the Council.

Name	Signature	Date

## APPENDIX 6 – Vehicle Log Book

Vehicle Log Book

Each time the electric pool car is used, the driver must conduct pre-driving checks. This should be repeated whenever another driver takes over the vehicle. They should walk around the vehicle to check for any defects. It is vital that employee report all defects and issues ASAP as it can be a serious health & safety issue.

<b>Reg. No:</b>		<b>Date</b>	
<b>Start Mileage</b>		<b>End Mileage</b>	

<b>Exterior Check</b>	<b>OK</b>	<b>Not OK</b>
Windscreen and windows are clean		
Tyre condition (any damages) – visually correctly inflated		
Any damages / scratches on the exterior		

<b>Interior Check</b>	<b>OK</b>	<b>Not OK</b>
Does the electric car have enough charge for your journey?		
Is the charging cable in the boot?		
Is the Chagemaster EV charging card in the car?		
Mirrors are correctly adjusted and clean		
Any damages		

<b>Any Issues Identified (Before)</b>		<b>Any Issues Identified (After)</b>	
<i>e.g. brake, steering, general handling etc.</i>		<i>e.g. brake, steering, general handling etc.</i>	
<b>Name:</b>	<b>Signature:</b>	<b>Name:</b>	<b>Signature:</b>

**APPENDIX 7 – ELECTRIC POOL CAR – DAILY CHECKS**

**Detailed Safety Checks**

Community Transport will carry out a detailed safety checks on all electric pool car at SMP in the morning and at the end of the day. All issues to be recorded in this checklist and any defects / damages to be reported to EQ / FM as soon as possible.

Vehicle Registration No: .....

	AM		PM	
	OK	Not OK	OK	Not OK
<b>Exterior Check</b>				
Windscreen washer fluid Level				
Brake fluid level				
Windscreen and windows are clean and undamaged				
Lights, including brake lights and indicators, are clean and working				
Tyre condition (any damages)				
Tyre pressure				
Tyre tread (at least 2.0mm across ¾ is recommended)				
Doors open and close properly				
Any damages / scratches on the exterior				
<b>Interior Check</b>				
Is the electric car fully charged in the morning?			N/A	N/A
Is the electric pool car plugged in for charging in the evening?	N/A	N/A		
Is the charging cable in the boot?				
Is the Chagemaster EV charging card in the car?				
Mirrors are correctly adjusted and clean				
Position and function / purpose of all dash board controls				
Position of the driving seat so controls can be operated comfortably				
Check brake				
Wipers and washers are working properly				
Seatbelts are undamaged and working properly				
Location of emergency equipment i.e. first aid kit, puncture kit etc.				
Location of documentation pack				
Any damages				
<b>Electric Vehicle Charge Points</b>				
All EV Charge point working?	OK	Not OK	OK	Not OK

Any Issues Identified (AM)		Any Issues Identified (PM)	
Name:	Signature:	Name:	Signature:

APPENDIX 8 – POOL CAR & E-BIKE UTILISATION LOG SHEET

DATE	REG NO. / E-BIKE	CAR / E-BIKE USER	TIME KEY OUT	SIGNATURE		TIME KEY IN	SIGNATURE		DEFECTS REPORTED
				CAR USER	FM		CAR USER	FM	



**SLOUGH BOROUGH COUNCIL****REPORT TO:** Employment & Appeals Committee      **DATE:** 20<sup>th</sup> June 2017**CONTACT OFFICER:**      Nadia Williams - Democratic Services Officer  
**(For all Enquiries)**      (01753) 875015**WARD(S):**      All**PART I**  
**FOR DECISION****APPOINTMENT OF APPEALS SUB-COMMITTEE****1. Purpose of Report**

This report recommends, in accordance with the Constitution, the establishment of an Appeal Sub-Committee and appointment of Members to serve on this Sub-Committee.

**2. Recommendations**

The Committee is requested to resolve:-

- a) That the Appeals Sub-Committee be appointed for the 2017/2018 Municipal Year
- b) That the terms of reference of the Sub Committee be as set out in Appendix A
- c) That seats be allocated to the Sub-Committee as shown in paragraph 5.1
- d) That Members be appointed to serve on the Sub-Committee in accordance with the wishes expressed by Political Groups in respect of seats allocated to them as set out in paragraph 5.1.

**3. Wellbeing Strategy Priorities**

There are no implications for the Council's Wellbeing Strategy priorities as this report is administrative in nature.

**4. Other Implications****(a) Financial**

There are no financial implications of proposed action.

**(b) Human Rights Act and other Legal Implications**

The recommendations meet the requirements of political proportionality as set out in the Local Government and Housing Act 1989 and associated Regulations. The Appointments Sub-Committee must include at least one Executive Member.

## 5 **Supporting Information**

### **Appeals Sub-Committee**

- 5.1 The Constitution provides for the Employment and Appeals Committee to appoint an Appeals Sub-Committee. Accordingly, the Sub-Committee seat allocations have been calculated to reflect group membership and statutory proportionality entitlements as follows:

<b>Sub-Committee</b>	<b>Seats</b>	<b>Labour</b>	<b>Conservative</b>
Appeals S/C	5 (+ 5 deputies)	4 (+4)	1 (+1)

- 5.2 The Constitution also provides for the Committee to establish an Investigating Sub-Committee and Appointments Sub-Committee as required, in accordance with the Officer Employment Procedure Rules. These Sub-Committees will be appointed if the need should arise.
- 5.3 Nominations have been sought from Political Groups and are confirmed as follows:

Members:

Cllr Brooker - Labour  
Cllr N Holledge - Labour  
Cllr M Holledge - Labour  
Cllr Plenty – Labour  
Cllr D Smith – Conservative

Deputies:

Cllr Rasib - Labour  
+ 4 vacancies

### 5.4 **Terms of Reference**

The terms of reference of the Sub-Committee are set out at Appendix A for consideration and agreement by the Committee.

## 6 **Appendix**

A - Terms of Reference of the Sub-Committee

## 7 **Background Papers**

'1' - Constitution

**Employment and Appeals Committee: Sub-Committee Terms of Reference**

**Appeals Sub-Committee**

1. To determine appeals against refusal by the Local Education Authority of applications for home to school transport which do not fall within the LEA's policy for the provision of such transport.
2. To consider complaints about the school curriculum and collective worship in accordance with Section 23 of the Education Reform Act 1988.
3. To deal with requests for the allocation of accommodation outside the Council's approved policies on referral by the Officers or by three Members of the Council.
  - a) Decisions on Appeals:- To deal with requests:
    - i) against exclusion from various schemes on matters of interpretation or value judgement;
    - ii) against cancellation of applications for false or incomplete information;
    - iii) against rent arrears recovery action and proceedings for possession;
    - iv) in respect of any discretionary housing service provided from time to time not within the established criteria, where special circumstances apply and the Assistant Director Housing and Environment has refused the application;
    - v) against assessments made under the Amenity Points Scheme for housing rents or any other method of rent assessment;
    - vi) against an Officer decision concerning the re-housing of applicants on urgent medical grounds, where in the view of Members the applicant(s) should be dealt with as a priority in the light of the facts of the case, taking into account the agreed definition of guidelines;
    - vii) against determination of improvement grants.
  - b) To deal with unusual matters of day to day management referred by the Director of Resources, Housing and Regeneration or Service Heads for guidance.
4. To hear representations and determine appeals under the statutory provisions relating to nurseries, playgroups, child minders and residential homes.
5. To consider and determine appeals against refusal by the Authority of application for Local Council Tax Discount.
6. To consider and determine appeals in accordance with Section 17(3) of the Health & Social Services and Social Security Adjudication Act 1983.

This page is intentionally left blank

**MEMBERS' ATTENDANCE RECORD 2017/2018**

**EMPLOYMENT AND APPEALS COMMITTEE**

<b>COUNCILLOR</b>	<b>20/06/17</b>	<b>24/10/17</b>	<b>25/01/18</b>	<b>11/04/18</b>
<b>Sarfraz</b>				
<b>N Holledge</b>				
<b>Bains</b>				
<b>Bedi</b>				
<b>Brooker</b>				
<b>M Holledge</b>				
<b>Qaseem</b>				
<b>R Sandhu</b>				
<b>Sharif</b>				

P = Present for whole meeting  
Ap = Apologies given

P\* = Present for part of meeting  
Ab = Absent, no apologies given

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank