

## **SLOUGH BOROUGH COUNCIL**

**REPORT TO:** Employment and Appeals Committee

**DATE:** 24<sup>th</sup> October 2017

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**WARD(S):** All

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

#### **SMART WORKING POLICY AND PROCEDURE - AMENDMENT**

**1. Purpose of Report**

The purpose of this report is to seek approval from the Employment Appeals Committee on the amendment to the definition of the types of smart workers as outlined in the Smart Working Policy and Procedure.

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

The Committee is requested to approve the new definitions.

**3. Supporting Information**

When we initially developed the Smart Working Policy and Procedure we had four definitions of the types of work styles outlined for staff and managers to assess their remote working needs against. However, during the initial consultation with staff around the work styles their feedback was that the definitions were hard to understand, in particular the differences between mobile and smart work profiles. Our proposal to address this feedback was to reduce the profiles to three, and the Employment and Appeals Committee ratified this decision on 20 June 2017.

However, since then, we have realised the benefits of maintaining the original four work profiles. Subsequent feedback from staff has been that since the policy is titled 'smart working' it seems beneficial to keep the category 'smart worker'. Staff additionally were unfamiliar with the term 'LIW' (Location Independent Worker) and therefore found this all the more confusing than the initial two categories (mobile and smart workers) – some staff were under the impression that location independent worker suggested working on your own as a lone worker, which was not the intention.

Therefore new wording was proposed with tighter definitions which made the distinctions much clearer. Additionally a decision tree had been developed and trialled with staff to support them in identifying which of the four work styles was appropriate to them (please see appendix A).

The use of four profiles has particular benefits in regards to the data gathering requirements to support the implementation of the Accommodation and Hub

Strategy and ensuring staff have the correct IT kit to enable them to work smartly.

We therefore sought approval from this committee to make this minor amendment to the policy to update the table of working styles, returning to the four originally proposed, but with enhanced wording to clarify the four categories. The rest of the policy remains unchanged.

The amendments proposed were as follows:

<b>Wording we proposed to remove</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 (LIW)	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.

<b>Wording we proposed to use instead (supported by attached decision tree)</b>	
Home worker	My main place of work is or could be at home
Mobile worker	I spend a significant proportion of my time delivering my services out in the field.
Smart worker	I have the potential to work flexibly from any location providing I have the right technology.
Fixed location worker	In future I will need to work from a fixed location because I need to work with specific equipment or technology or with customers (internal or external) in a specific location.

It was agreed that we would re-submit the policy to Employment and Appeals for formal ratification to ensure the change is fully documented.

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

None

#### **5. Appendices**

Appendix A – Decision Tree

Appendix B – Smart Working Policy and Procedure