



NOTTINGHAMSHIRE  
**POLICE**  
PROUD TO SERVE

PD 625 Home Working  
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**SECTION 1 VERSION CONTROL**

<b>Version No.</b>	<b>Date</b>	<b>Post Holder/Author</b>	<b>Post</b>	<b>Reason for Issue</b>
1.0	August 2013	Sue Peckham/ Pat Stocker	Senior HR Partner/ Information Security Manager	New Policy

**SECTION 2 BACKGROUND**

Nottinghamshire Police recognises that there may be a requirement for police officers or police staff to work from home. There are some roles and tasks that do not lend themselves to any form of home working as they must be carried out at specific locations or in police premises.

## SECTION 3 AIMS / OBJECTIVES

This procedure provides a framework within which police officers and police staff and line managers can agree arrangements for working from home.

The objective of the procedure is to clarify the circumstances and parameters under which some individuals may work from home on a regular basis or for occasional home working.

## SECTION 4 DETAILS

### 4.1. DEFINITIONS

**Occasional Home Working** is where the individual spends the majority of their time in the workplace but from time to time agrees with their line manager to work from home with use of their own personal computer.

**Regular Home Working** is where an individual has a regular pattern of working at home agreed with their line manager but has an office space at a Force property. The office space may not be a dedicated desk but a 'hot desk'.

**Designated Home Working** is where an individual is based at home rather than a Force property and for police staff this is reflected in their contract of employment if police staff.

### 4.2 FACTORS TO CONSIDER

When considering whether an individual should occasionally or permanently work some or all of their hours from home, the following areas need to be assessed in discussion with the individual.

- The suitability of the job or work tasks.
- The suitability of the home.
- The home environment i.e. will anyone else be at home and would the individual have caring responsibilities.
- Confidentiality and data protection – access to Force systems and the Information Security Policy.
- Operational and organisational need/demand.
- The individual's ability to work from home and meet deadlines.
- The individual should be able to demonstrate:
  - Self discipline.
  - The ability to work without direct supervision.
  - Good organisational skills.
  - Time management.
  - Management of the potentially conflicting demands of work and family to ensure work is undertaken.
  - Work with minimal supervision.
  - Safe home environmental factors and the safe use of equipment.
  - Health and safety considerations in the home environment.

### **4.3. CHILD CARE OR CARING RESPONSIBILITIES**

Where the request is for a permanent change due to childcare/ or carer responsibilities, the procedure under 4.4 should be completed and an application should be made under the overall PS149 Flexible Working Policy and PD613 Flexible Working Procedure.

PS 150 Discretionary Leave Policy and PS 154 Parental Leave Policy and the appropriate procedures may be more appropriate and these should be checked prior to authorising home working on either an ad hoc or regular basis.

### **4.4 PROCEDURE**

#### **Application**

##### **Designated Home Working/Regular Home Working**

To request a permanent change to either designated home working or regular home working the applicant should complete G2041 and meet with their line manager to finalise the form. The Flexible Working Policy and Procedure have explicit timescales which must be adhered to when considering a request. The line manager will take advice from specialists in Human Resources, Information Services, Health and Safety and Data Protection as necessary. The line manager will forward the approved form to HR Operations. In the case of police staff, an amendment to the employment contract will be issued. The line manager will liaise with Information Services prior to any application being approved as access through ssl gateway is limited and priority of access is based on business need and business continuity requirements.

##### **Occasional Home Working**

Individuals wishing to undertake occasional home working should complete G2041 and meet with their line manager to finalise the form. The form need only be completed once. The arrangement should be reviewed between 6 – 12 months at agreed intervals.

In all instances the application and approval via form G2041 must include actions and agreements and approval by the line manager and the Head of Department.

Individuals must have the approval of their line manager on every occasion of working from home. This may be an email confirmation, once a completed and authorised application form is approved.

##### **Health and Safety**

The line manager will ensure that the Health & Safety self assessment has been completed within G2041 form and appropriate actions agreed and documented. The line manager will check the self assessment provides evidence that a suitable environment is available to the individual to work from home.

All portable electronic equipment supplied to the individual will be subject to a Portable Appliance Test (PAT) at regular intervals as designated by the Health and Safety Manager. It is the individual's responsibility to bring the portable equipment to a Force site for it to be tested.

##### **Sickness Absence**

If an individual is unable to carry out home working due to sickness absence, they must follow the normal sickness absence procedures and contact their line manager to report

sick. Full details may be found in PS147 Attendance Management Policy and PD610 Attendance Management Policy 2012.

### **Leave**

If an individual requires annual leave, discretionary leave they must follow the normal rules of application. Full details may be found in PS 165 Leave Policy and PD614 Discretionary Leave Procedure

### **Contact Details**

Individuals working away from Nottinghamshire Police sites should provide contact details – location, home telephone number and a mobile telephone number if not in possession of a work mobile) to the line manager or designated departmental person.

### **Performance Development Review (PDR)**

An individual working from home will still be required to participate in a PDR review. The individual will be expected to attend a Nottinghamshire Police property/building at a mutually convenient date and time.

The line manager should provide reasonable notice of the PDR meeting.

### **Work Patterns and communication**

When home working has been agreed in principle, the individual and the line manager will agree working hours and patterns, contact times and availability in advance, otherwise normal conditions of employment/service apply. It is the responsibility of the individual to raise any concerns they may have with their line manager promptly.

### **Termination of home working arrangement**

Reasonable notice by the Force or the individual must be provided should either party wish to withdraw from the arrangement. This should be in writing providing reasons for the change. Any work equipment provided to facilitate home working by the individual must be returned promptly to the Force on termination of home working arrangements.

## **SECTION 5 LEGISLATIVE COMPLIANCE**

This document has been drafted to comply with the general and specific duties in the Equality Act 2010; Data Protection Act; Freedom of Information Act; European Convention on Human Rights; Employment Act 2002; Employment Relations Act 1999, and other legislation relevant to policing.