

**REVIEW OF HOMEWORKING POLICY**

**SUMMARY OF CHANGES**

The policy clarifies the position regards Homeworking for staff, to support the Council in maintaining a high standard of customer services and sufficient office cover to meet the needs of the service.

The policy applies to all employees including Senior Management Team.

Homeworking will only be agreed in exceptional circumstances and not on an ad hoc basis an exception may include the activation of the Service Area Business Continuity Plans, for example, working from home if there is a health and safety risk due to travelling in bad weather.

Homeworking will be permitted if an Officer is travelling to/from an external meeting and the Officer's home is closer than their office and the homeworking time does not exceed 3 hours.

The request for homeworking will be considered by Senior Management Team (and reviewed every six months).

Any appeal against a decision will be heard by the Chief Executive, this decision will be final.