

# **FRAMEWORK HOMEWORKING POLICY**

## DOCUMENT CONTROL SHEET

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### Implementation Plan:

<b>Development and Consultation</b>	Developed in conjunction with corporate services and ratified by the relevant committees of the Hertfordshire, West Essex and [CCG/Trust/HCC]
<b>Dissemination</b>	This policy will be communicated to staff representatives. It will be communicated electronically to all staff and managers and will be published on the [CCG/Trust/HCC] intranet.
<b>Training</b>	Statutory and Mandatory training modules are delivered in Health and Safety and Display Screen Assessments to support. his policy
<b>Monitoring and Review</b>	The HR and ODL Shared Service will work with the corporate services directorate to monitor applications and outcomes, assessments of suitability for homeworking.
<b>Equality &amp; Diversity</b>	Equality Impact Assessment
<b>Associated Documents</b>	<ul style="list-style-type: none"><li>• COVID-19 Guidance and FAQ's</li><li>• Agile Working Policy</li><li>• Attendance Management Policy</li><li>• Flexible Working Policy</li><li>• Equality &amp; Diversity Policy</li></ul>
<b>References</b>	<ul style="list-style-type: none"><li>• Agenda For Change Terms and Conditions</li><li>• Equality Act 2010 /</li><li>• Employment Rights Act 1996</li><li>• Coronavirus Act 2020 / <a href="http://www.gov.uk">www.gov.uk</a></li></ul>

**Document Status:** FINAL

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## **1. Introduction**

- 1.1. The [CCG/Trust/HCC] is an Equal Opportunities organisation committed to offering homeworking to support work-life balance. Homeworking has become ever more important since the Covid 19 Pandemic of 2020, resulting in the [CCG/Trust/HCC] having to promote its homeworking, agile and flexible arrangements for employees in the medium and longer term.
- 1.2. To work effectively, any homeworking arrangement must meet the business needs of the service, as well as employees' individual needs, to ultimately ensure the continued delivery of safe and high quality care to our service users.
- 1.3. The Flexible Working Policy and Procedure supports this policy in terms of working time and patterns.

## **2. Policy Statement**

- 2.1. This Policy develops the commitment by the [CCG/Trust/HCC] to support home working arrangements to deliver value for both staff and the organisation. It sets out the steps to be taken to support staff working from home, including agreeing the homeworking arrangement, making an assessment of potential risks and the need to maintain contact and involvement.
- 2.2. The objectives of the policy are to:
  - Ensure the [CCG/Trust/HCC] acts responsibly by fulfilling its legal obligations to support staff to work safely from home;
  - Ensure managers and staff understand the process for establishing the homeworking arrangement;
  - Ensure our staff members understand how to set up safe homeworking.

## **3. Scope**

- 3.1. The policy applies to all employees, substantive and fixed term where a homeworking arrangement is established or where a pandemic or extenuating circumstances occurs.
- 3.2. The [CCG/Trust/HCC] will ensure that the application of any part of this policy does not have the effect of discriminating, directly or indirectly, against staff on grounds of race, colour, age, nationality, ethnic (or national) origin, sex, sexual orientation, marital status, religious belief or disability.
- 3.3. This policy covers accessibility and equipment.
- 3.4. Risk, hazards and risk assessments are covered by this policy. Many of the hazards that might compromise health and safety while working at home will be the same as in the workplace, but there may be additional hazards to consider when staff are working at home or from different locations.
- 3.5. This policy covers the different ways of maintain contact and continuing participation of all members of the team using the available technology.

## 4. Definitions

### 4.1.

<b>Homeworking</b>	Those staff members working from home on an occasional, temporary, prolonged period or on a permanent basis. Homeworking in the context of the COVID-19 pandemic means working from home for a fixed period on a full or part-time basis as directed by the government, and as agreed between the staff member and their [CCG/Trust/HCC].
<b>Homeworking that changes your 'place of work'</b>	This is when staff members' have agreed a new working arrangement with the [CCG/Trust/HCC]. It is where your home becomes one of your working bases for at least some of the week/ month, temporarily or permanently.
<b>Remote workers</b>	Members of staff who usually, sometimes or unusually (eg during the Covid-19 pandemic) work from other appropriate locations other than their usual site.
<b>Remote access</b>	The ability to access shared or personal folders and documents held on the [CCG/Trust/HCC] servers and networks.
<b>Server</b>	A server is a computer that provides data to other computers. It may serve data to systems on a local area network (LAN, in which computers are close by) or a wide area network (WAN, in which computers are geographically some distance apart) over the Internet. Many types of servers exist, including web servers, mail servers, and file servers. Each type runs software specific to the purpose of the server, and enables staff to access email, documents and files, the intranet and the internet.
<b>Network</b>	A network is defined as a group of two or more computer systems linked together.
<b>Virtual meetings</b>	Virtual meetings are held on computers using, where enabled, cameras and microphones to enable the participants to see and hear each other, and hold discussions (as they would normally in a room) in the variety of different locations in which the participants are working. This can only happen where they are connected to the internet for the duration of the meeting.
<b>Hardware</b>	Hardware is the physical computer equipment and its attachments.
<b>Software</b>	Software are the systems that enable work to be done and includes the operating system which enables other systems such as Microsoft Office, HealthRoster, electronic staff record (ESR), PECOS etc
<b>Internet / web</b>	The internet is a global computer network providing a variety of information and communication facilities, consisting of interconnected networks using standardised communication protocols.
<b>Risk assessment</b>	A risk assessment is the analysis of the potential hazards in any specific circumstance or environment, and the identifying of mitigating actions to reduce or eliminate the likelihood of risks arising and the impact they have if they do.

- 4.2. This policy does not focus on occasional homeworking; it is aimed at homeworking arrangements that change your “place of work”.
- 4.3. Homeworking does not entitle a staff member to choose when and how they work, it simply means they do their job from home. Employees’ contractual obligations, including their core working hours, continue to apply. Any changes will need to be agreed between the staff member and their line manager and based on the requirements of the department or service.
- 4.4. Homeworking remains a privilege and will not become a contractual right. It is an agreement between the employer and the employee and could be revoked based on performance, conduct, behaviour or organisational need. In the event that the homeworking arrangement is revoked, the employer will give the employee a reasonable time (up to 30 days) to make appropriate arrangements to return to the offices of the [CCG/Trust/HCC].

## **5. Duties (Roles and Responsibilities)**

### **5.1. Employer responsibilities:**

Under the Health and Safety at Work Act 1974, employers have a duty to ensure the health, safety and welfare of employees. Under the Management of Health and Safety at Work Regulations 1999, employers are required to assess all significant risks, which include risks to home workers. Employers must also make adequate arrangements for managing their control measures. In addition, under the Health and Safety (Display Screen Equipment) Regulations 1992, employers are required to assess display screen equipment risks; ensure that workstations meet the minimum requirements; inform users; plan work for changes of activity and breaks; provide eye tests and provide health and safety training. The employer must also arrange a workstation assessment of all display screen equipment users and are required to ensure that all equipment used by people for work, is suitable and safe and, importantly, that adequate training has been given.

### **5.2. Employee responsibilities. Employees have a duty:**

- To familiarise themselves with the content of this document, carry out the appropriate actions outlined and comply with related guidance to implement safe homeworking;
- To take reasonable care of their own health and safety; and that of other people who may be affected by their activities at work;
- To co-operate with their employer to enable the employer to comply with health and safety duties;
- To use all work items provided by their employer in accordance with the training and instructions they receive to enable them to use the items safely;
- To familiarise themselves with the local processes and guidance for notifying absence and follow such processes at all times;

- To maintain contact with their manager, team, colleagues and clients/service users as appropriate;
- Report any major changes to their health that may have an impact on their ability to carry out the full requirements of their role to their line manager. This is to enable the [CCG/Trust/HCC] to make reasonable adjustments where appropriate or where required due to the provisions of the Health and safety at Work and Equality Act 2010;
- To inform their employer of any work situation that could present a serious danger to health and safety or of any shortcomings in the employer's health and safety arrangements.

### **5.3. Line Managers are expected to:**

- Familiarise themselves with the content of this document and other related guidance on homeworking and apply these fairly and consistently;
- Keep accurate and up to date records of attendance and store this information safely and securely, ensuring that payroll are notified of all absence in line with the agreed system in operation at the time;
- Attend training as appropriate to support management of staff working remotely;
- Set objectives for staff that are Specific Measurable Achievable Realistic and Time bound (SMART), ensuring the staff member is clear about the type of output required and the quality of work that to be produced;
- Support staff to work effectively from home.
- Where appropriate, to have a visible presence on-site. From a leadership perspective it is acknowledged that visible on-site leadership remains a fundamental and essential element of leading others. Where needed, appropriate on-site, available and supportive leadership should remain in place.

**5.4. The Information Management and Technology Team** are responsible for supporting the appropriate use of [CCG/Trust/HCC] hardware and software used on the equipment through the usual approaches for logging calls.

**5.5. Senior Leaders in Directorates [add others as applicable]** are responsible for collating records of [CCG/Trust/HCC] equipment being used within each area and making requests for remote access for individuals.

**5.6. The Workforce Directorate** is responsible for providing advice and guidance to homeworking staff and managers of homeworking staff.

## **6. Homeworking**

### **6.1. During a Pandemic**

- 6.1.1. Where there is a pandemic and the government implements 'lock-down', measures or guidance requiring offices to close resulting in people having to stay at home, the [CCG/Trust/HCC] will follow government guidance and homeworking will apply.
- 6.1.2. It is important to ensure the support of a work-life balance and provide appropriate equipment and access for staff to work from home wherever possible and a risk assessment. Whilst protecting staff from excessive travel or disease, it is not to expose them to other kinds of risks. Therefore it is important as part of the provision of access to work systems and networks, that the manager and staff members discuss the available work space and environment at home so that the difficulties or challenges of working from home are discussed, and where possible, appropriate support is given.
- 6.1.3. The [CCG/Trust/HCC] supports homeworking for staff who wish to remain at home, to reduce exposure to external dangers caused by a pandemic, particularly if the person is in a vulnerable group (such as being pregnant; older; Black; Asian or Minority Ethnicity (BAME) or with an underlying health condition). Managers may not always be aware that staff have underlying health conditions or other conditions such as pregnancy. Different combinations of these may place people in different levels of risk (for example, having being born with a heart condition or being pregnant may put you in the 'high' risk group, whilst having both will put you in the 'very high risk' group). It is therefore essential, particularly in a pandemic, that a risk assessment is undertaken. In such circumstances where a manager might not be aware of employees' individual circumstances that places them in higher risk categories, it is also incumbent on staff to share this information through completing a risk assessment. Where it is obvious to managers that some employees may be in a higher risk area, it is the responsibility of the manager to have a discussion with the employee about the risks of remaining at work or in a specific work area, discuss the potential to work from home and undertake a risk assessment. See Risk Assessment.

## **6.2. Homeworking Arrangement**

- 6.2.1. Homeworking that changes your 'place of work' is when staff members have agreed a new working arrangement with the [CCG/Trust/HCC] as defined in the table above – see 4.1.
- 6.2.2. Where individuals choose homeworking, a written agreement (see template at Appendix 3) will be issued confirming the below and the individual employee will be asked to provide written consent to these changes:
- Place of work (home);
  - Expected duration of homeworking if applicable; or date of review;

- Hours of work (state staff should not work for longer than usual hours; link to Working Time Regulations 1998);
- [CCG/Trust/HCC] expectations during this period (potential trial period);
- Agreement reviewed regularly with line manager and may cease when no longer deemed necessary;
- All other terms and conditions of employment remain unchanged.

### **6.3. Working Environment (Home or other location)**

- 6.3.1. The staff members home environment must be suitable for homeworking. This includes having a decent working area and a reasonably strong internet connection.
- 6.3.2. When staff are working from home they must act in a professional way at all times during working hours. This includes satisfying all organisational policies and reasonable management instructions. The focus of their attention should be on working matters and they should be available to respond to work requests including emails and phone calls. Except in exceptional circumstances (such as in a pandemic in which the usual childcare arrangements may have broken down), staff should not have the role of principal carer while working from home.
- 6.3.3. Managers of staff who will be working from home should discuss the health and safety aspects of homeworking (including the available space and potential hazards and the psychological impact of working away from the usual environment and colleagues) in a joint risk assessment (see below).

### **6.4. Risk Assessment**

- 6.4.1. The [CCG/Trust/HCC] duty of care for staff health, safety and wellbeing extends to homeworking. Reasonable provisions must be made to check an individual's home environment is suitable for homeworking and is not placed under any undue risk. To assess this, the following should be completed:
- Individuals should carry out a Health and Safety Risk Assessment of their workspace /Display Screen Equipment (DSE) workstation assessment (refer to local DSE Policy/arrangements) and share this with their manager. Managers are required to share homeworking guidance with staff members;
  - Managers must assess each individual's personal safety and mental/physical health and wellbeing as part of assessment of suitability to work from home, eg whether staff may be a vulnerable risk whilst at home compared to the workplace (potential domestic abuse/isolation risks);
  - Managers should discuss, actively promote and share with staff, details of the Employee Assistance Programme, Mental Health First Aiders/Champions should staff require support at any time and take reasonable

steps/responsibility to review staff mental health/wellbeing while they are working from home;

- Online Health and Safety training must be completed;
- Managers will need to complete a home/remote working checklist with employees – see Appendix 2.

6.4.2. Each staff member will be required to complete a DSE risk assessment of their workstation to assess its suitability and a health and safety risk assessment. They are required to arrange any necessary modifications. Homeworking requests may be refused if those modifications are not made within a reasonable timeframe, or if they do not rectify any health and safety risk(s) identified.

6.4.3. Individuals will be required to carry out a data protection risk assessment as part of the homeworking assessment process. They are required to be compliant in information governance. Managers are required to ensure the employees mandatory training for information governance (GDPR/data protection) is in date. Managers will need to ensure confidential information is safe at home as part of assessment of suitability to work from home.

6.4.4. Reasonable adjustments for long term health conditions or disabilities previously implemented (eg: assistive technology) in the workplace must be applied to the home environment. This may result in further occupational health assessment to ensure provisions are still fit for purpose at home. Sensitive issues should be managed on a case by case basis, items for consideration as part of the risk assessment process.

## **7. Setting up the Homeworking**

### **7.1. Property and equipment**

7.1.1. The [CCG/Trust/HCC] will provide individuals with the things they will need to do their job properly and safely from home.

7.1.2. Staff members must take good care of anything belonging to the [CCG/Trust/HCC] and return it to us when requested.

7.1.3. Individuals may, within reason and considering the values, data security and confidentiality regulations of the [CCG/Trust/HCC], use the equipment or other property provided for reasonable and lawful personal use.

7.1.4. If staff intend using any personal equipment such as a computer for homeworking, they must check with the [CCG/Trust/HCC] first. The [CCG/Trust/HCC] will need to

make sure that it is suitable. Any personal equipment that is agreed for use remains the individuals' responsibility.

## **7.2. Household bills**

7.2.1. Employees must be expected to cover the cost of utilities including heating and electricity necessary for homeworking.

## **7.3. Mortgage, lease and insurance**

7.3.1. Employees are responsible for making sure that their mortgage or lease and home insurance does not restrict or prevent their home being used for work.

7.3.2. Staff members should discuss with their home insurer any changes that may need to be made to their policy to ensure that they are fully protected while working from home. Individuals are responsible for any additional premiums if any necessary changes mean and increase in their premium.

## **7.4. Tax**

7.4.1. There may be tax implications to homeworking. Employees can get specific advice on this through HMRC <https://www.gov.uk/tax-relief-for-employees/working-at-home>

## **8. Managing homeworking**

8.1. Employees who work from home are subject to the same rules, procedures and expected standard of conduct and performance as all other employees. Contractual obligations, duties and responsibilities remain in place, as do our workplace policies.

8.2. Staff should remain as involved as possible in the work of the [CCG/Trust/HCC] and our activities while they are working from home. This includes having access to [CCG/Trust/HCC] news, staff briefings, team meetings, social events and benefits, as well as opportunities for professional development, training and promotion.

8.3. Managers must keep in regular contact with employees during homeworking via phone, email, video conferencing and face to face meetings.

8.4. If individuals feel isolated, left out, are lacking guidance or support, employees should discuss this with their line manager.

8.5. Where an IT problem prevents employees from working effectively, they should contact the IT helpdesk straightaway.

8.6. If an individual cannot work on a homeworking day because of illness or injury, they must follow the procedure set out in our Absence Management Policy.

## **9. Expenses**

9.1. The [CCG/Trust/HCC] will reimburse staff members for reasonable costs of travel in respect of meetings with the [CCG/Trust/HCC], its partners, clients or patients. Please refer to the expenses claim policy.

9.2. Staff should record their expenses using the electronic expense system for authorisation by their line manager at the end of each month. See expense claim policy for further guidance.

## **10. Security, confidentiality and data protection**

10.1. Employees should familiarise themselves with the [CCG/Trust/HCC] Data Protection Policy in particular. Data protection risk assessments will be carried out periodically.

10.2. The CCG provides all staff with the necessary IT equipment to enable them to perform their role for the organisation effectively; this includes laptops for all staff. Any additional equipment that is purchased by the employee to enhance their remote working environment must be compatible and complement the corporate IT equipment that has been provisioned by the CCG.

10.3. Employees must report any actual or potential breach of security, confidentiality or data protection to the [CCG/Trust/HCC] information governance lead immediately.

10.4. If employees are unsure about any aspect of security, confidentiality or data protection, they must speak to their manager or the IT manager.

## **11. Accessing your home**

11.1. In rare instances the [CCG/Trust/HCC] may need to access an employees' home to carry out risk assessments, checks and repairs to our equipment.

11.2. It may also be necessary to gain access to an employees' home in order to retrieve the [CCG/Trust/HCC] property, whether during the homeworking, at the end of the homeworking arrangement or when your employment ends.

11.3. The [CCG/Trust/HCC] will give employees as much notice as possible whilst it is expected that employees will co-operate with such reasonable requests.

## **12. If employees move house**

12.1. The [CCG/Trust/HCC] will re-assess the homeworking arrangement.

12.2. If the [CCG/Trust/HCC] considers that a house move would make, or has made, homeworking unsuitable, we will discuss this with the individual and we may decide to bring the homeworking to an end. If that happens, the individual will usually be able to return to the previous contractual place of work, although that cannot be guaranteed.

### **13. Ending the homeworking arrangement**

13.1. If an employee wants to bring homeworking to an end, they should speak to their manager. Current government restrictions will need to be taken into consideration as appropriate.

13.2. The [CCG/Trust/HCC] may decide to end an employees' homeworking arrangement on reasonable notice if it considers that the arrangement is not working as it should, or that it has become, or will become, unsuitable.

13.3. If homeworking has been unsuitable because of an employees' conduct or performance, the [CCG/Trust/HCC] may terminate the homeworking arrangement immediately and require staff to return to the normal or traditional offices of the [CCG/Trust/HCC] that has been allocated to an individual.

13.4. The [CCG/Trust/HCC] may decide to implement the Disciplinary Policy or our Performance Improvement Policy, which could lead to an employee being suspended and/or your employment being brought to an end.

13.5. If an individual moves roles within the [CCG/Trust/HCC], they will be required to agree a new arrangement with their new manager. The request will be considered in the context of their new role.

## **APPENDIX 1**

### **Top Tips for Healthy Remote Working**

- **Be kind**  
Remote conversations can easily be misinterpreted as it's harder to read body language, tone of voice and other visual and audio cues. Stay mindful of this when delivering difficult messages or feedback. Challenging times call for greater sensitivity and kindness.
- **Discourage presenteeism**  
If you're unwell, take leave and do your best to give an update or handover on urgent work. As a manager or team leader, encourage people to take time off if unwell and model the behaviour yourself.
- **Foster relationships**  
Make time for non-work chats as you would in the workplace and use video calling to maintain face-to-face contact.
- **Have a weekly virtual huddle**  
This is essential for keeping connected and a means for managers to check in on their team's physical and mental well-being and discuss any additional support they need to fulfil their roles from home.
- **Know when to step away from your desk**  
Be clear about when your working day begins and ends and take breaks to refresh. When work is over, be sure you switch off to avoid burnout. Cultivate healthy habits such as taking exercise and fresh air every day.
- **Minimise stress**  
Managers should set clear expectations about the way employees should deliver and receive communications throughout the working day. This will help alleviate pressure and anxiety.
- **Offer support on well-being**  
[CCG/Trust/HCC] should remind staff of their existing health and well-being benefits (such as employee assistance programmes or occupational health) and how to access them when working remotely.
- **Put safety first**  
Encourage managers to conduct risk assessments with their teams, to ensure the home workplace is suitable. Make sure all workers know about health and safety policies. If supplying equipment, it must pass relevant safety tests.
- **Set expectations and trust your colleagues**  
Be clear about mutual expectations and trust your colleagues to get on without micromanaging. Focus on results rather than activity. Working relationships can deteriorate quickly and well-being can suffer without trust.
- **Show the big picture but prepare to flex**  
Managers should remind teams of the big picture and how their work fits into it. Review short-term goals regularly and adjust as needed. If some members can't carry out all their usual work, consider other skills they can lend to others to meet team goals.

## **APPENDIX 2**

### **Homeworking Self-assessment Checklist**

This form should be completed initially by the home worker and returned to the line manager. Any matters of concern should be resolved before home working commences, if at all possible.

**Name:**

**Department:**

**Address of homeworking/ remote working site:**

<b>Please tick the boxes to confirm you will carry out or have carried out the necessary actions</b>	
I am able to work from home and confirm that I have read and understood these guidelines.	
I agree to complete a Display Screen Equipment self-assessment online, return to the DSE coordinator, discuss the recommendations with my manager, and agree with them the suitability of working from home for my individual circumstances.	
I will inform my manager of changes to my home or personal circumstances, which could affect the suitability of homeworking for me such as a change in caring responsibilities, becoming sick etc.	
If required, I will inform my landlord/mortgage provider of my intention to work at home.	
If required, I will notify my insurance company of my intention to work at home and inform them of any additional equipment which has been provided by the [CCG/Trust/HCC].	
I agree to take reasonable steps to ensure the safety and security of [CCG/Trust/HCC] equipment and data.	
I am aware of and understand my responsibility to notify my manager when I am absent from work due to sickness or for any other reason.	
I understand that if I have an accident while working remotely I must inform my manager as soon as is practicable, seek appropriate medical help, and record the incident through completing an Accident Incident Report.	

**Employee signature:**

**Date:**

### APPENDIX 3

#### Homeworking Arrangement Form

This form should be completed by the home worker and returned to the line manager. Any matters of concern should be resolved before home working commences, if at all possible.

<b>Organisation:</b>	
<b>Employee Name:</b>	
<b>Job Title / Department:</b>	
<b>Homeworking Address:</b>	
<b>Expected duration of homeworking:</b> (if applicable; or date of review)	<b>Start date:</b> <b>Review date:</b>
<b>Hours of work:</b> (Staff should not work longer than their usual hours). Please refer to Working Time Regulations 1998 if unsure.	<b>Full Time / Part Time</b> (delete as applicable) <b>Hours:</b> <b>Is there a flexible working agreement in place in line with the flexible working Policy?</b> Yes / No

This agreement will be reviewed regularly with your Line Manager and may cease based on any of the terms outline in the Homeworking Policy. Please note, all other terms and conditions of your employment remain unchanged.

I confirm I have completed, signed and returned the Homeworking checklist at Appendix 2.

<b>Employee Signature:</b>	<b>Line Managers Name:</b>
	<b>Signature:</b>
<b>Date:</b>	<b>Job Title:</b>
	<b>Date:</b>

## **APPENDIX 4**

### **Equality Analysis & Impact Assessment**

<p><b>Title of policy, service, proposal etc being assessed:</b> Homeworking Policy</p>
<p><b>What are the intended outcomes of this work?</b> Include outline of objectives and function aims.</p> <p>This document sets out the CCGs policy and process to enable effective homeworking during the COVID-19 pandemic, and beyond. In addition it ensures the CCG demonstrates its duty of care for staff health, safety and wellbeing during home working, where there may be a requirement to work from home for an extended long-term period (potentially above and beyond updated government guidance) or possibly permanently.</p> <p>The objectives of this policy are to:</p> <ul style="list-style-type: none"><li>• Ensure the CCG acts responsibly fulfilling its legal obligations to support staff to work safely from home during the COVID-19 pandemic and beyond.</li><li>• Adopts a fair and consistent approach to handling employee requests for homeworking in the long-term beyond government instruction for COVID-19.</li><li>• Ensure our staffs understand how to set up safe homeworking.</li></ul>
<p><b>How will these outcomes be achieved?</b> What is it that will actually be done? What is it that the proposal will stop, start or change?</p> <p>The intention is to implement the policy to support existing homeworking guidance to ensure staff and managers are clear about their obligations in line with government guidance on COVID-19 and the Health and Safety at Work regulations for safe homeworking practices.</p>
<p><b>Who will be affected by this work?</b> e.g. staff, patients, service users, partner organisations etc.</p> <p>If you believe that there is no likely impact on people explain how you've reached that decision and send the form to the equality and diversity manager for agreement and sign off</p> <p>All [CCG/Trust/HCC] employees will be affected by this policy.</p>

<p><b>Evidence</b></p>
<p><b>Impact Assessment Not Required</b> There may be occasions the papers presented do not require a decision and/or will have no impact (positive or negative) on people from the equality and health inequality groups, for example papers presented for information or for assurance. Where you can show that this is the case use this box to explain why. You will not need to complete the rest of the template. The template will still need to be sent to EDI Lead who will, if it is the case, confirm that no equality impact assessment is required. <b>This policy has been developed to support the current homeworking guidance. The [CCG/Trust/HCC] homeworking guidance was implemented in March 2019 with an accompanying Equality Impact assessment.</b></p>

**Impact Assessment Required** What evidence have you considered? Against each of the protected characteristics below list the main sources of data, research and other sources of evidence (including full references) reviewed to determine impact on each equality group.

If you are submitting no evidence against a protected characteristic, please explain why.

If there are gaps in evidence, please state how (and when) you will gather evidence and review the equality impact assessment in the Next Steps section of this document.

Evidence for all groups could include population data and service usage data,

**Age** Consider and detail age related evidence. This can include safeguarding, consent and welfare issues.

There is nothing to suggest that this policy would cause an adverse impact in relation to people of different ages. National evidence vis Public Health England to suggest that during the COVID-19 Pandemic clinically and extremely vulnerable staff will benefit from working at home i.e. those that are pregnant, have a long standing health condition etc. There may be some advantage in relation to improving work / life balance due to a reduction in the need for commuting to and from the office. The age profile of staff at Herts Valleys is as follows:

<b>Age</b>	<b>Total</b>
20 – 29	7.93%
30 – 39	17.62%
40 – 49	34.36%
50 – 59	30.40%
60 – 69	9.25%
70 – 79	0.44%

**Disability** Detail and consider disability related evidence. This can include attitudinal, physical and social barriers as well as mental health/ learning disabilities.

Current information that we hold suggests that 5.73% of our staff are disabled. There may be some advantage in relation to improving work / life balance due to a reduction in the need for commuting to and from the office. However, employees will not be able to work from offsite if a specific disability compromises their ability to do this. During COVID-19 and beyond homeworking will offer enhanced protection for staff within this group.

**Gender reassignment (including transgender)** Detail and consider evidence on transgender people. This can include issues such as privacy of data and harassment.

There is nothing to suggest that this policy would cause an adverse impact in relation to gender reassignment. There may be some advantage in relation to improving work / life balance due to a reduction in the need for commuting to and from the office.

**Marriage and civil partnership** Detail and consider evidence on marriage and civil partnership. This can include working arrangements, part-time working, caring responsibilities.

There may be some disadvantage for staff who have partners at home during the day if this will interfere with their ability to work. However, there may be some advantage in relation to improving work / life balance due to a reduction in the need for commuting to and from the office.

**Pregnancy and maternity** Detail and consider evidence on pregnancy and maternity. This can include working arrangements, part-time working, caring responsibilities.

There is nothing to suggest that this policy would cause an adverse impact in relation to pregnancy or maternity. There may be some advantage in relation to improving work / life balance due to a reduction in the need for commuting to and from the office.

**Race** Detail and consider race related evidence. This can include information on difference ethnic groups, Roma gypsies, Irish Travellers, nationalities, cultures, and language barriers.

There is nothing to suggest that this policy would cause an adverse impact in relation to race. There may be some advantage in relation to improving work / life balance due to a reduction in the need for commuting to and from the office. During COVID-19 and beyond homeworking will offer enhanced protection for those within this group.

**Religion or belief** Detail and consider evidence on people with different religions, beliefs or no belief. This can include consent and end of life issues.

There is nothing to suggest that this policy would cause an adverse impact in relation to religion or belief. There may be some advantage in relation to improving work / life balance due to a reduction in the need for commuting to and from the office.

**Sex** Detail and consider evidence on men and women. This could include access to services and employment.

There is nothing to suggest that this policy would cause an adverse impact in relation to sex. There may be some advantage in relation to improving work / life balance due to a reduction in the need for commuting to and from the office. During COVID-19 and beyond homeworking will offer enhanced protection to men who have been identified as vulnerable to the infection.

**Sexual orientation** Detail and consider evidence on heterosexual people as well as lesbian, gay and bisexual people. This could include access to services and employment, attitudinal and social barriers.

There is nothing to suggest that this policy would cause an adverse impact in relation to sexual orientation. There may be some advantage in relation to improving work / life balance due to a reduction in the need for commuting to and from the office.

**Carers** Detail and consider evidence on part-time working, shift-patterns, general caring responsibilities.

During COVID-19 those with home-schooling responsibilities will benefit from homeworking as it

offers greater work/life balance. Outside of COVID-19 we do not carry comprehensive information about staff's caring responsibilities. 3 members of staff indicated that they had caring responsibilities during a recent staff consultation. There may be some disadvantage for staff who have relatives at home during the day for whom they have caring responsibilities if this will interfere with their ability to work. However, there may be some advantage in relation to improving work / life balance due to a reduction in the need for commuting to and from the office.

**Other identified groups** Detail and consider evidence on groups experiencing disadvantage and barriers to access and outcomes. This can include different socio-economic groups, geographical area inequality, income, resident status (migrants, asylum seekers).

None known at this time.

### Engagement and involvement

How have you engaged stakeholders with an interest in protected characteristics in gathering evidence or testing the evidence available?

This guidance is being circulated to various staff groups for comment prior to ratification- SIG, Policy forum, Executive Team.

How have you engaged stakeholders in testing the policy or programme proposals?

This guidance is being circulated to various staff groups for comment prior to ratification- SIG, Policy forum, Executive Team.

For each engagement activity, please state who was involved, how and when they were engaged, and the key outputs:

Executive Team will review policy and authorise wider engagement in development as necessary.

### Summary of Analysis

Considering the evidence and engagement activity you listed above, please summarise the impact of your work. Consider whether the evidence shows potential for differential impacts, if so state whether adverse or positive and for which groups and/or individuals. How you will mitigate any negative impacts? How you will include certain protected groups in services or expand their participation in public life?

Key impacts will be on:

- All staff but especially those affected by COVID-19 Pandemic. Those staff defined by the government as clinically vulnerable and clinically extremely vulnerable. And beyond COVID-19 long-term / permanent homeworking to work offsite /from home for part of the working week

Most staff will realise an advantage from the arrangements in relation to work / life balance due to a reduction in commuting to and from the office. Those staff who might experience some disadvantages are those staff who:

- Their ability to work offsite / from home is compromised due to illness or COVID-19 Symptoms/ Illness, injury or disability
- Would find it difficult to work from home as they have family / caring responsibilities there during the day.

Mitigation which could be offered is as follows:

- Promotion of corporate responsibility for duty of care for staff safety and wellbeing whilst homeworking through the implementation of this policy to support existing homeworking guidance.
- DSE assessments can be completed to ascertain whether the provision of special equipment will facilitate working from home

Now consider and detail below how the proposals could support the elimination of discrimination, harassment and victimisation, advance the equality of opportunity and promote good relations between groups.

This is the part of the Public Sector Equality Duty (see page 2).

**Eliminate discrimination, harassment and victimisation**

**Advance equality of opportunity**

**Promote good relations between groups**

**Next Steps**

Please give an outline of what you are going to do, based on the gaps, challenges and opportunities you have identified in the summary of analysis section. This is your action plan and should be SMART.

Seek authorisation to implement the policy.

How will you share the findings of the Equality analysis? This can include sharing through corporate governance or sharing with, for example, other directorates, partner organisations or the public.

The completed EqIA will be published on the Herts Valleys CCG website either as part of the report on the proposals or separately on the equality and diversity pages.

This assessment will become part of the policy approval process.

### Health Inequalities Analysis

#### Evidence

**1. What evidence have you considered to determine what health inequalities exist in relation to your work?** List the main sources of data, research and other sources of evidence (including full references) reviewed to determine impact on each health inequality group. If there are gaps in evidence, state what you will do to mitigate them.

A health and wellbeing survey is currently being carried out and will be considered as part of this work

#### Impact

**2. What is the potential impact of your work on health inequalities?** Can you demonstrate through evidenced based consideration how the health outcomes, experience and access to health care services differ across the population group and in different geographical locations that your work applies to?

N/A

**3. How can you make sure that your work has the best chance of reducing health inequalities?**

This policy expresses the organisations legal obligation to look after the health and wellbeing of staff while homeworking.

#### Monitor and Evaluation

**4. How will you monitor and evaluate the effect of your work on health inequalities?**

Staff survey will be conducted. Sickness absence monitoring is in place in addition this policy will become part of the programme of work for the policy forum.

**For your records**

**Name of person(s) who carried out these analyses:**

Christine Cornwall/ Amanda Yeates

**Date analyses were completed:** 04.06.20