

**HDC TRANSFORMATION PROGRAMME**  
**WORKSTREAM: FLEXIBLE WORKING**

**HIGHLIGHT REPORT: 21<sup>st</sup> February 2012**  
**Project Sponsor: Beverley Jolly**  
**Workstream Lead: Kate Frow**

**Brief Description of Workstream**

Design of flexible working arrangements and provision of HR support and advice for implementation.

Mixed location working has been undertaken by some teams at HDC on a pilot basis and the Hinckley & Bosworth Borough Council (HBBC) policy has been used to implement the initiative to date. To support the Property Workstream and to improve the work/life balance of staff it is intended to roll out mixed location working across the Authority as appropriate.

The work will be in 3 stages, preparation, consultation and implementation and will be phased to ensure those teams that can work flexibly are able to do so as quickly as possible in order to enable the council to move forward on the renovation and refurbishment of Adam and Eve Street.

**Period Covered To: 21<sup>st</sup> February 2013**

**Current Status:**    **Red**        **Amber**        **Green**   

Actions Completed	Date(s)	Status RAG/✓
<p>The following aspects of the project are complete:</p> <p>Project timeline drafted, Assessment of Infrastructure, telephony and support needed, Review of HDC flexible working pilot and wider learning, Drafting of policy, procedure and associated documentation, Methods and types of flexible working determined, Sourcing and identification of equipment needed together with costing, Roll out to CMT/ SMT and Unison with support provided for managers to roll out to staff, Property dependencies identified, Determination of restrictions due to role and data types, DMS dependencies identified, Decant dependencies identified, Lone worker issues identified, Health and safety considerations.</p> <p>Training for managers and staff regarding remote working was undertaken by SMT on 29<sup>th</sup> November.</p> <p>All flexible workers have now received the IT equipment enabling them to work from home.</p>	<p>29<sup>th</sup> November</p>	<p><b>G</b></p> <p><b>G</b></p> <p><b>G</b></p>

**Update**

- Further applications for flexible working have been received and these are being fulfilled as soon as possible.
- Several managers moved office location and team members have begun remote/mixed location working. Managers are working with their teams to ensure service delivery is maintained whilst the new arrangements settle in.
- This workstream links closely to the ICT advancements, decant of the building, new ways of working, the move towards electronic data and feeds into the cultural

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- change of the organisation.
- Furniture and equipment for flexible workers has been ordered and issued to remote workers in line with the decant deadlines.
  - Where relevant all applications have been approved and revised contracts of employment are being issued in line with the issue date of any assets.
  - The ICT team have allocated a team member to work through the equipment requirements in order to meet the deadlines required. They have kept staff informed of progress and worked closely with HR to ensure compliance with procedures.
  - Temporary (non technical) resource has been put into the helpdesk to free up technical staff to focus on the ICT issues they face during decant.

- Next Actions**
- Contracts of employment will need changing according to the flexible working arrangement. These have been drafted to coincide with the decant timescales and the start of flexible working.
  - Follow up sessions for remote/ mixed location workers will be scheduled to bring these employees together to encourage learning from each other and identify any risks/ issues at an early stage.
  - Managers will need to undertake risk assessments with their staff and schedule the 3 month review of each applicant's flexible working arrangements.
  - Review documentation will be issued to SMT members in March to facilitate the review of each of their staff's flexible arrangements.

<b>Key to Risks</b>					
<b>L = Likelihood</b>	1 Almost Impossible	3 Low	5 High		
	2 Very Low	4 Significant	6 Very High		
<b>I = Impact</b>	1 Negligible	3 Critical			
	2 Marginal	4 Catastrophic			
<b>Risk</b>	<b>Mitigating Actions</b>		<b>Owner</b>	<b>L</b>	<b>I</b>
Managers not addressing DMS requirements in a timely manner can prevent flexible working and successful decant	Ongoing discussion with SMT to encourage <b>continued</b> action		KF/RE	4	2
Budget to support flexible working is insufficient if significant numbers of staff apply	Review applications in March and assess financial need year on year not just year 1		CMT	3	2
Inability of our chosen supplier to provide a broadband service at a location for an affordable cost	Review alternative available options but may well prevent flexible working for an individual; however this should not be a common occurrence		ICT and broadband supplier	2	2