

HDC TRANSFORMATION PROGRAMME
WORKSTREAM: FLEXIBLE WORKING

HIGHLIGHT REPORT: 21st May 2013
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: 21st May 2013

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

Actions Completed	Date(s)	Status RAG/✓
<p>.All flexible workers have now received the IT equipment enabling them to work from home. Contracts of employment have been changed according to the flexible working arrangement. Furniture and equipment for flexible workers has been ordered and issued to remote workers in line with the decant deadlines. The ICT team allocated a team member to work through the equipment requirements in order to meet the deadlines required. This has worked very well organisationally.</p> <p>Temporary (non technical) resource which was put into the helpdesk to free up technical staff to focus on the ICT issues they face during decant will be ceased in March.</p>	January 2013	G
	March 2013	G
	April 2013	G
	March 2013	G

Update

- A small number of applications are being received and assessed.
- 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 change of the organisation.
- Review of flexible workers took place in May. Lessons learned and other issues will be used to inform the re-occupation of the HQ building.

Next Actions

HDC TRANSFORMATION PROGRAMME
WORKSTREAM: FLEXIBLE WORKING

- Planning the remote workers session to ensure issues are addressed effectively.
- There is a need to start to capture the intentions of flexible workers as to whether they wish to continue the remote arrangements beyond the decant period as this information will soon be needed for the move back to the refurbished offices.
- Addressing any performance and health and safety issues raised in the initial reviews of flexible working. This will also include assessment of any costs associated with these requirements.
- An organisation wide training module will be put in place regarding improved/ more efficient/ effective use of emails. This will benefit all email users especially those working remotely.
- Prior to moving back to the refurbished offices, further promotion of flexible working will be necessary in order to capture any new applications and inform the numbers of staff to be located in the new offices.

Key to Risks				
L = Likelihood	1 Almost Impossible	3 Low	5 High	
	2 Very Low	4 Significant	6 Very High	
I = Impact	1 Negligible	3 Critical		
	2 Marginal	4 Catastrophic		
Risk	Mitigating Actions	Owner	L	I
Managers not addressing DMS requirements in a timely manner can prevent flexible working and successful decant	Ongoing discussion with SMT to encourage continued 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	1	2