

**Surrey Heath Borough Council**  
**Employment Committee**  
**13 October 2022**

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**Agile Working Policy**

<b>Strategic Director/Head of Service</b>	Louise Livingston
<b>Report Author:</b>	Julie Simmonds – HR Manager
<b>Key Decision:</b>	no
<b>Wards Affected:</b>	n/a

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**Summary and purpose**

This report provides the Committee with details of the Agile Working Policy which we have adopted within Surrey Heath Borough Council. This policy is often under review as the Council continues to make adjustments to the working practices.

**Recommendation**

The Employment Committee is advised to RESOLVE that the Agile Working Policy, as set out at Annex A to this report, be adopted.

**1. Background and Supporting Information**

- 1.1 This policy continues to evolve as we continue our progress with agile working for staff.

**2. Reasons for Recommendation**

- 2.1 During Covid we had to quickly adapt to working from home and the Council is progressing towards reducing the space within Surrey Heath House that staff work in to allow greater flexibility both now and for the future.

**3. Proposal and Alternative Options**

- 3.1 Adoption of this Agile Working Policy.

**4. Contribution to the Council's Five Year Strategy**

- 4.1 No matters arising.

**5. Resource Implications**

5.1 There will be some resource implications as the space within the building is utilised to its full potential.

**6. Section 151 Officer Comments:**

6.1 This Agile Working Policy was sent to S151 Officer 6<sup>th</sup> September 2022 for comment and nothing has been raised.

**7. Legal and Governance Issues**

7.1 No matters arising.

**8. Monitoring Officer Comments:**

8.1 This Agile Working Policy was sent to Monitoring Officer on 6<sup>th</sup> September 2022 for comment and nothing has been raised.

**9. Other Considerations and Impacts**

**Environment and Climate Change**

9.1 Supports the Council's pledge.

**Equalities and Human Rights**

9.2 Equalities Impact Assessment will be completed.

**Risk Management**

9.3 Not applicable

**Community Engagement**

9.4 Not applicable.

**Annexes**

Annex A – Agile Working Policy