

Surrey Heath Borough Council
Employment Committee
1st February 2024

Agile Working Policy

Head of Service: Sally Kipping – Head of HR, Performance & Communications
Report Author: Julie Simmonds – HR Manager and Bobbie Ludlow, HR Advisor
Key Decision: No
Wards Affected: n/a

Summary and purpose

This report provides the Employment Committee information on our Agile Working Policy following a review with the aim of giving managers and staff updated information. All changes to the policy are tracked change for ease.

Recommendation

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

1. Background and Supporting Information

1.1 The Agile Working Policy has been reviewed to update information from an HR, ICT and Health & Safety perspective with input into the policy from each of those areas. We are lucky to have a good ICT set up with almost all software used being cloud based. This allows staff to work productively from home if they so wish and their role in the Council supports this. There remains the requirement for staff to be in the office a minimum of 1 day per week.

2. Reasons for Recommendation

2.1 To give Managers and staff clear information of how agile working within the council works and allow them ways of working to help with work/life balance. This in turn can help reduce stress which could lead to sickness absence. It can also be appealing to anyone wishing to apply for roles at SHBC.

3. Proposal and Alternative Options

3.1 It is proposed that the revised policy is adopted, with or without any further amendments considered appropriate.

4. Contribution to the Council's Five Year Strategy

4.1 No matters arising.

5. Resource Implications

5.1 n/a

6. Section 151 Officer Comments:

6.1 This policy was taken to CMT for their comments on 12th December 2023

7. Legal and Governance Issues

7.1 No matters arising.

8. Monitoring Officer Comments:

8.1 This policy was taken to CMT for their comments on 12th December 2023

9. Other Considerations and Impacts

Environment and Climate Change

9.1 n/a

Equalities and Human Rights

9.2 Equality Impact Assessment will be completed

Risk Management

9.3 No matters arising.

Community Engagement

9.4 n/a

Annexes

Annex A - Agile Working Policy

Background Papers

n/a