

## **WOTTON PARISH COUNCIL HOMEWORKING POLICY**

This policy describes the working arrangements and expectations that will apply to employees working from home. The policy applies to the Parish Clerk, the only employee of Wotton Parish Council.

### **Safe working environment**

The Parish Clerk mainly works from home and attends meetings at Wotton Parish Hall and other locations as needed. Health and safety for home-based staff applies in the same way as office-based staff insofar as is reasonably practicable. Staff should work in a safe manner and follow any health and safety instructions issued by the Council.

Some of the most important considerations include: -

- If possible, an area should be set aside from the rest of the living space to ensure that the Clerk is able to work from home without distractions
- The home office should have adequate space to work safely and comfortably
- The desk should be large enough to accommodate equipment and paperwork
- There should be sufficient storage available and the workspace should be organised so equipment is close to hand
- The work area should be well lit, with natural lighting if possible
- Equipment and sockets should be situated to avoid potential trip hazards
- Visual checks should be carried out regularly to ensure that cables of any electronic equipment supplied by the Council are free from defects.

### **Facilities and equipment**

The Council provides the following equipment for the Clerk to work from home and will maintain and replace these items when necessary.

- Printer
- Laminating machine
- Laptop computer

All equipment belongs to the Council and the Clerk will be required to return it promptly when leaving the Council's employment.

### **Hours of work**

The position of Parish Clerk and Responsible Finance Officer is part-time. Hours of work are agreed with the Chairman of the Council.

### **Potential conflicts of interest**

During the Clerk's hours of work, the Council expects that the Clerk's work environment enables them to work effectively and not be distracted by domestic matters. It is not appropriate to combine homeworking with caring for a dependant.

### **Data protection**

As a home-worker the Clerk is responsible for keeping all documents and information associated with the Council secure at all times. Specifically, homeworkers are under a duty to:

- Keep filing cabinets and drawers locked when they are not being used
- Set up and use a unique password for the laptop computer
- Ensure that documents are saved to the server rather than the laptop computer's hard drive

If the Clerk has a telephone conversation where they are discussing confidential work matters, such calls should take place in privacy to avoid inadvertent breach of confidentiality.

### **Insurance**

Whilst the Council's Employer's Liability Insurance extends to home-based staff, and any Council equipment installed in the Clerk's home will also be covered, the Clerk should ensure that any agreement with a landlord or mortgage lender allows them to work from home, and that their house buildings and contents insurance will not be invalidated by them working from home.