

Purpose

The purpose of this policy is to ensure that Councillors and Staff are aware of the procedures for Hybrid/Home Working. This policy covers Hybrid/Home Working.

It also seeks to provide guidance, security and support to employees.

Hybrid/Home Working

The process for this policy is as follows:

1. Employees are trusted to do the job well from wherever they may be. They will demonstrate that the role can function well and are able to perform duties on a remote basis.
2. Employers will ensure that all the necessary tools are available to carry out the job. This will be assessed on a case-by-case basis.
3. Full/Part Time remote employees will be required to work their contracted hours per week and attend any required meetings on-site when applicable.
4. When working offsite employees must be able to be contactable at all times, unless advised in advance.
5. Recommended 1-2-1 meetings should be held weekly between manager and employee.

Environment

It is the responsibility of the employee to designate a remote workspace, which is typically a space in your home. The designated workspace must be kept in a safe condition, free from hazards to both the employee and the equipment.

When working remotely from home that Teams or Zoom is kept on in the background, so if anything, untoward happens whilst working from home, a colleague is aware.

If any injuries are sustained in the designated workspace and in conjunction with your regular work duties, notify your manager of such injuries as soon as possible. The Parish Council is not responsible for any injuries to the employee or any third parties outside of the designated workspace or during the employee's non-working time.

If the employee experiences technical issues with their computer or internet access that prevent the employee from working remotely, the employee should notify their manager right away to ensure coverage of the work and to get support for the issue. If interruptions to work are caused by internet outages this may require the employee to

work from the main office for the remainder of the day, or until the outage is fixed.

Equipment

All remote employees must utilise DPC laptops to perform their work. A laptop will be provided, which will also contain necessary software and programs. Any other necessary equipment is available for loan upon request (additional monitors, keyboards, etc). DPC is only responsible for insuring items on loan.

Security and Confidentiality

The remote worker is responsible for keeping documents, sensitive business data, and other work-related materials confidential and secure in your home office location.

For security purposes, no work can be done on a public internet connection. Nor can any work be performed on non-DPC equipment. This is to make sure that the data of our customers and of our business is kept as private as possible.

Other

All DPC rules and policies apply while working from a designated workspace. These policies include, but are not limited to, policies regarding attendance, confidentiality, and policies prohibiting harassment etc.

Derek Wilson
Executive Clerk

13 April 2026
Adopted by Full Council