


Request for Approval by Chief Executive - HR Policies and Procedures

Date	26th February 2016
<i>Following the resolution of the Council meeting held on 14th December 2006 to delegate decision making power to approve new or revised HR policies and/or procedures to the Chief Executive, approval is sought for the following policies and/or procedures:</i>	
Type of documentation for approval	<p>New policy <input type="checkbox"/></p> <p>Revised policy <input checked="" type="checkbox"/></p> <p>New procedure <input type="checkbox"/></p> <p>Revised procedure <input checked="" type="checkbox"/></p> <p>Other <input type="checkbox"/></p>
Title	Mobile and Flexible Working Policy and Procedure
Contact Name	Katie Penlington
Background (Including reasons for new/revised policy/procedure)	<p>The changes have been made in response to feedback from managers that problems with availability of equipment are arising where flexible employees issued with laptops are not bringing them into the office each time they work – resulting in pressure on the availability of PCs.</p> <p>Minor amendments have been added to the policy and procedure to require staff issued with a lap top (both free and home flex) to bring them to the office each time they work there, and to connect to the network for at least one day every month for updates.</p> <p>An additional point has been added to require managers to consider ordering a laptop trolley or contacting ICT for further options where bringing a laptop to work is causing the employee problems.</p> <p>The table of equipment issued to employees at appendix one of the document has been updated to reflect current equipment in use.</p>
Consultation details	<p>Human Resources and ICT have been consulted on the amendments.</p> <p>The unions have been consulted. GMB and the Association of Educational Psychologists had no comments on the revisions; Unison submitted comments (appendix 2). These comments</p>

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	were considered by HR and ICT. A suggested wording change was incorporated into the revised document. Unison's other comments were not accepted due to cost implications of providing trolleys and lighter laptops to all flexible workers, and lack of evidence that employees' personal safety would be put at greater risk by having to transport laptops (Free workers currently transport laptops). The full response to Unison can be found at appendix 3.
Other Options Considered	None
Appendices	Appendix 1 Revised draft Mobile and Flexible Working Policy and Procedure Appendix 2 Unison comments Appendix 3 Response to Unison comments Appendix 4 Equality Impact Assessment Appendix 5 Draft Reporter article to publish the changes
Scheme of Delegation Ref:	B.3.6 (c)
Approved by the Chief Executive	
Date Decision Made	8.3.2016
Date from which procedure and advice notes will be effective	As soon as possible after expiry of call in.

This decision is eligible to be 'called-in'. However, if the decision has not been 'called-in' by 5.00pm on ~~dd-mm-2016~~, then it will be implemented.

15/03/16

If you have any queries regarding this decision, please contact:

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