PEAK
DISTRICT
NATIONAL
PARK

Human Resources: Policy on hybrid working

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1. Introduction

1.1 The Authority recognises the need to develop modern working practices to enable employees to maximise their performance in order to enhance the efficiency and effectiveness of service delivery whilst maintaining a positive work life balance.

1.2 Hybrid working supports the modernisation of our working practices and is part of our focus to create sustainable success by being responsive to change.

1.3 Hybrid working is, in the simplest terms, a flexible working model. It affords employees a level of flexibility to decide where they will work. They can split their time between the workplace and remote working. Working from home is the most common way of working remotely.

1.4 Hybrid working will form a temporary agreement, it is not a variation to the contract of employment.

1.5 Hybrid working can enable employees to make efficient use of time and achieve a balance between the demands and pace of the employees work and personal commitments. Hybrid working can benefit the Authority by maximising the use of office accommodation and potentially reduce overheads through office/desk sharing, unless there is a specific operational need or reasonable adjustment for a specific employee.

1.6 Hybrid working can contribute towards the net zero carbon target for the National Park (as set out in the National Park Management Plan) through reduced travel.

1.7 Hybrid working may support more diverse recruitment and retention of skilled and experienced employees by offering a range of work styles to match work preferences.

2. Aims

2.1 The aim of this policy is to outline where, when and how employees can work.

3. Scope

3.1 Hybrid working is not available for certain operationally based posts – such posts where the job demands that they are on site at all times. These posts are listed in our Establishment document.

3.2 All remaining posts are eligible for hybrid working.

4. Process

4.1 The needs of service delivery, and being available to customers (internal and external) with efficiency and effectiveness, are paramount. Employees have no automatic right to hybrid working.

4.2 Requests to enter a hybrid working arrangement must be made via the line manager, to be authorised by the Head of Service. Where an employee's preferred working arrangements may compromise service delivery, customer service or team working, or the internet connectivity is not

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good enough for work use or the work station set up is not suitable, the Head of Service may decide to reject the application or withdraw support of existing hybrid working arrangement.

4.3 No fully remote working will be supported.

4.4 Individual hybrid working arrangements will be reviewed annually by the line manager as part of the Employee Performance Review process.

4.5 Hybrid working may be requested by the employee as a reasonable adjustment where there is a disability.

4.5 To vary contractual working hours/working patterns/location permanently an application must be submitted under the Flexible working policy.

5. Employee Responsibilities

5.1 Work within agreed work programmes and timelines, and discuss work performance through regular one-to -ones (physical or virtual) to ensure effective and efficient achievement of objectives in line with service plans.

5.2 Seek your manager's support with any issues arising from remote working.

5.3 Be flexible to work in the office or other locations as required for planned events (team meetings, training etc) and if requested by your line manager to work in the office or other locations on unplanned occasions (for cover resulting from sickness or to meet service/customer need etc).

5.4 Maintain your personal duty under the Health and Safety at Work Act, acting to ensure physical health and safety including fire safety and also mental wellbeing of yourself and colleagues.

5.5 Be responsible for ensuring that each workstation used (office or remote) fits you ergonomically by completing Display Screen Equipment awareness training, such as the ELMS module, prior to commencement of hybrid working.

5.6 Ensure your remote work station is safe and you have completed a PDNPA DSE User self-assessment form prior to commencement of remote working and it is reviewed periodically.

5.7 When hot desking, you must maintain clear desks which are clean, tidy and devoid of personal items (e.g. mugs) so it is suitable to be used by other employees.

5.8 Ensure that all Authority equipment is kept secure and any loss or damage is report to IT Support and line managers immediately.

5.9 Ensure all Authority information/data is kept appropriately secure and confidential.

5.10 Any loss of information/data or breach of GDPR (General Data Protection Regulations) must be reported immediately to the line manager and the Data Protection Officer.

5.11 Keep electronic diaries up to date to enable service provision and ease of contact by colleagues/internal and external customers, and to comply with lone working procedures, including when working away from your designated base during the day e.g. going on a site visit.

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5.12   Complete flexi or timesheets, as usual, to confirm that contractual hours have been worked and so that managers can ensure that unreasonable hours are not worked.

6. Manager Responsibilities

6.1   Ensure the duty of care for health, safety, lone working, equality and mental wellbeing of all employees in line with the appropriate policies, guidance and procedures.

6.2   Ensure that employees have completed Display Screen Equipment awareness training, such as the ELMS module and a PDNPA DSE User self-assessment for each workstation they will use and that this is reviewed at suitable intervals, so that employees know how to work safely.

6.3   Establish work programmes and timelines, and manage work performance through regular one-to-ones (physical or virtual) to ensure effective and efficient achievement of objectives in line with service plans.

6.4   Maintain regular communication, engagement and support of hybrid working employees through team meetings (physical or virtual), one-to-ones and telephone/video contact.

6.5   Ensure that employees are able to access relevant learning and development, coaching and support.

6.6   Ensure suitable storage facilities for employees in order to support the operation of desk sharing and the clear desk policy.

6.7   Ensure no employee works excessive hours or an unreasonable work pattern, ensuring that hybrid working has no negative impact on safety or wellbeing.

7. Heads of Service Responsibilities

7.1   Fair determination of posts eligible for hybrid working. You will ensure that any working arrangement maintains or improves the effectiveness and efficiency of service delivery and best use of resources, minimising cost, within and across services.

7.2   Determine if a hybrid working arrangement is to cease or change with one week's notice if it no longer meets the needs of service provision.

8. Human Resources Responsibilities

8.1   Advise Heads of Service, managers and employees on the fair and consistent implementation of this policy.

8.2   Maintain a list of posts eligible for hybrid working on our Establishment document.

8.3   Review the policy periodically and propose amendments in line with any changes in legislation, best practice or learning from implementing the policy.

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9. Equality, diversity and inclusion

This policy and relevant guidance will be applied and managed fairly, free from discrimination direct or indirect. A consistent and fair process will be ensured when considering applications for hybrid working, implementing hybrid working, varying or withdrawing hybrid working arrangements.

10. Relevant legislation and links to other policies and guidance

Relevant legislation:

- Health and Safety at Work Act 1974
- Health and Safety (Display Screen Equipment) Regulations 1992
- Data Protection Act 2022 UK and UK General Data Protection Regulation
- Equality Act 2010
- Employment Rights Act 1996

This policy should be read in conjunction with the following:

- Occupational safety and health policy
- Flexible working policy
- Absence management policy
- Information management policy framework
- Employee performance review guidance
- Working alone safely – code of practice for controlling the risks of working alone
- Accommodation framework
- Clear desk Guidance Note and Checklist
- Travel and Subsistence scheme
- Flexitime scheme

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