

TOWN AND CINQUE PORT OF HYTHE



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WORKING FROM HOME POLICY

WWW.HYTHERTC.GOV.UK/POLICIES/HR

This Policy was adopted by the Council at its meeting held on: 26 April 2021

Minute 318/20

This policy was reviewed and ratified by the Council at its meeting on 24 June 2021

Minute no 71/21

GOVERNING BODY: HYTHE TOWN COUNCIL, TOWN COUNCIL OFFICES, OAKLANDS, 1 STADE STREET,
HYTHE, KENT. CT21 6BH



Working from Home

Working from home is a very different way of working which requires independently using technology to remain in contact with the Town Clerk and colleagues. It requires trust, openness, and transparency to ensure that homeworking is appropriate, not excessive, and not detrimental to performance or service delivery.

There is no absolute right to work from home and it is at the discretion of the Town Clerk to limit or prevent home working in specific individual cases where trust or performance has been compromised.

Therefore, subject to approval in advance by the Town Clerk, ad hoc home working is only supported by the Council when it is appropriate or beneficial to do so. This would typically be on occasions when the diary is clear, and work requires concentration and no need to interact face-to-face with others. Another example might be where there is travel disruption due to adverse weather preventing the home-to-work journey from being made.

Ad hoc homeworking is most likely undertaken by 'office-based flexible workers' if it is irregular in nature. In this category, adopting a regular pattern of home working – for example, assigning a set day each week as 'my working from home day' – does not fit within the principles of flexibility as it is too rigid an arrangement and as such will not be approved.

It is important that you make it clear to your colleagues when you are working from home and maintain good and regular communications via email or telephone. When working from home this must be in accordance with the core hours to ensure communication and completion of projects within set deadlines.

If you work from home, you will need to access the Council's IT systems using a Council laptop (that you will have been provided with) via a secure VPN gateway.

The council is not responsible for the maintenance, replacement, or repair of any personal equipment that is used, including telephones and broadband lines and no costs incurred because of ad hoc home working will be reimbursed unless, in the case of a pandemic, you are forced to work from home following Government guidelines.

You must ensure that information and equipment are kept securely and comply with all Council's policies, particularly the Information Security Policy.

If you are unable to work at home, you should return to the office at the earliest opportunity.

