

Policy

Ways of Working

Policy Statement

This policy sets out the Council's approach to modern ways of working that allow staff to adopt a work style that is subject to job role and service needs. Work styles are an important element of our:

- Strategy for adapting to, and thriving in a modern working environment
- Enabling an output driven engaged workforce
- Commitment to supporting a positive work-life balance for our staff

Scope

This policy applies to all Council staff except:

- Those employed in schools
- Those employed under the JNC for Chief Executives and the JNC for Chief Officers Conditions of Service (Note: In the absence of corresponding provisions in those JNC Conditions of Service, the provisions within this policy may be applied in whole or in part)

Principles

The purpose of these guiding principles is to provide an over-arching framework for both staff and managers to understand working arrangements in a modern workplace setting. We want to ensure that we can continue to provide excellent services to residents and communities, whilst also taking account of personal preferences and the need for our staff to retain a healthy work/life balance. We want our workforce to remain productive, engaged and healthy, whilst also making the best use of the Council's office accommodation.

The principles that articulate the Council's approach to its way of working:

- The implementation of the Council's ways of working programme is paramount to the delivery of services to its residents
- The Council's accommodation strategy will utilise work spaces in the most cost effective and efficient way using technology to optimise building occupancy levels
- The majority of staff will work remotely and reflects the Council's preferred default position. This does not constitute a change to the employment contract
- Performance will be managed on results and personal and team outcomes rather than time or presence in the workplace

- There is not a 'one-size fits all' approach to implementing varied workstyles, therefore directorates and services will have different needs and requirements
- Each team must develop their own operating practices taking full account of business needs, but also reflecting the preferences and circumstances of staff
- Workstyles will be assigned to all job roles, approved by the Council's Directors

Resources

Access to further resources are found here (insert link)

Effective date	Review date	Owner	Approved by