



HOME WORKING POLICY FOR EMPLOYEES

Document history

Notes of changes	Version No.	Date of approval and adoption
Home working policy in original format	1.0	24 April 2021
Reviewed no changes		27 March 2023
Revised - Changed reference to CCC to Cumberland Council and slight change to reflect that two office based employees now work permanently from home and the office.	2.0	5 April 2025
Revised to make CO contact with employees on teams weekly rather than monthly.	3.0	11 April 2026

**THIS HOME WORKING POLICY FOR EMPLOYEES IS PUBLISHED AS APPROVED BY
CUMBRIA ASSOCIATION OF LOCAL COUNCILS ON 11 APRIL 2026**



Cumbria Association of Local Councils

Home Working Policy

1. Introduction

CALC is committed to promoting flexible working in order to facilitate effective and efficient working. This policy outlines the circumstances under which CALC allows employees to work from home.

2. What is Home Working

Home working is about using the employee's home as a base for work instead of the employee coming into a workplace. There are various ways that home working may operate, ranging from rare occasions that arise and do not form a routine, to formal arrangements that are identified as such in the contract of employment:

Occasional Home Working is about taking work home occasionally, on an ad hoc basis, to concentrate on a particular project or task.

Regular Home Working when staff are office based but work from home for a percentage of the time on a regular basis, the individual comes into the office for the balance of time.

Permanent Home Working is working from home 100% of the time, or spending a percentage of time working from home and making outside visits for meetings etc.

CALC employs staff that work from home permanently and staff that are office based and work from home on a permanent basis.

3. Assessing the Home Environment

An employee who works from home is afforded the same protection under health and safety legislation as an employee who is office based. It is therefore vital to ensure the home working environment is suitable before any home working agreement is reached.

The employee needs to take personal responsibility for the health and safety aspect of home working. An employee needs an environment at home which offers the following:

- Suitable "office" space, ideally a separate room but at least a dedicated space;
- Freedom from interruptions and distractions;
- Security and confidentiality;



- Ability to meet Health and Safety requirements; This includes the requirement for employees to report any work-related accidents.

4. The management of Home Working

To ensure that a home working employee is working effectively and feels part of the wider team the Chief Officer will contact the employee on a regular basis and will arrange for Team meetings to occur either virtually or face to face on a weekly basis. To make the scheme work effectively, working relationships have to be based on trust, however, such trust should not be a substitute for clear indicators of what the Chief Officer and the employee expect from work.

5. Provision of Equipment

CALC provides all employees whether home workers or office based with laptops and the facility to log onto CALC systems remotely. In relation to maintaining the equipment it may be necessary for employees to bring the equipment to a Cumberland Council office or to allow someone to visit them at home in order to carry out the relevant maintenance and PAT Testing. Any equipment provided by CALC for workers remains the property of CALC and can be recalled at any time. CALC through Cumberland Council will provide IT helpdesk support during standard working hours (this does not include a home visit). CALC will also take responsibility for the repair/replacement of lost, damaged or stolen equipment, provided the employee has taken appropriate precautions to safeguard the equipment. CALC also provides mobile phones for all employees.

6. Insurance

CALC will provide third party insurance for employees working from home. It will also provide insurance cover for any CALC equipment located at the home of the employee.

Whilst working from home is unlikely to have an impact, employees are advised to notify their landlord/mortgage and insurance companies of the fact that they will be working from home.

7. Data Security

Employees who work from home are required to comply with all IT security and confidentiality requirements of CALC. This includes acceptance and adherence to the Cumberland Council Internet and Email Policy. The home worker will have a direct responsibility for all CALC information material held at their home and must ensure that it is not accessible to non-authorized people (e.g. other members of the household).



8. Working Hours

The Chief Officer will agree working hours with each employee whether office based or working from home. Additional hours will be taken as TOIL or paid if approved by the Chief Officer.

9. Visits to the Home Worker

Arrangements should be made to permit the Chief Officer to visit the home worker at home for purposes connected with work. This should be by prior arrangement and at a mutually convenient and reasonable time. Due to the health and safety risks, CALC would not expect or advise employees to allow members of the public to visit them whilst working from home.

10. Contractual Terms

It should be noted that employees whose normal place of work is home may still be expected to attend from time to time the CALC office or a mutually agreed venue (e.g. to attend meetings).

11. Expenses

For occasional and regular home workers car mileage expenses will only be paid for those miles travelled which are over and above the number of miles which the home worker would previously have incurred by having to travel into the office and return home on a daily basis, i.e. their normal commuting journey.

For permanent home workers, car mileage expenses would be payable for work related journeys beginning and ending at the home base.