



ONE VOICE WALES

Checklist for managing homeworking

People who work for a council at home may work full-time or part-time and may be employed on either a permanent or fixed-term basis. They may work entirely at home or alternatively may split their work activities between their home and the workplace.

- ☐ When recruiting into a post that will involve homeworking, seek to assess whether the prospective employee has the necessary skills and qualities, including:
 - self-discipline
 - the ability to work without direct supervision
 - organisational skills
 - effective time management ability
 - effective communication skills
 - an ability to cope with potentially conflicting demands between work and home/family.
- ☐ Councils are under a duty to take care of the health, safety, and welfare of homeworkers in the same way as for employees working on the council's premises.
- ☐ Ensure that the worker's home environment is suitable for homeworking (for example in terms of the environment, the amount of space available and any equipment the worker will use) and as hazard free as is reasonably practicable.
- ☐ Depending on the type of work involved, the homeworker may have to be trained in the handling of any equipment and materials that form part of the job.
- ☐ If the work involves using a computer, provide the homeworker with written guidelines and procedures for the use of visual display equipment and require the homeworker to sign a copy of the guidelines, confirming that he or she has read, understood and agreed to them.
Web-Link <https://www.hse.gov.uk/pubns/ck1.htm>
- ☐ Think carefully about whether any furniture, tools and/or equipment (eg a computer) needed for the work should be provided by the council or the homeworker. In most cases the computer should be provided by the Council to ensure that GDPR requirements are managed and security issues addressed (e.g. anti-virus software installed).
- ☐ If the equipment is provided and paid for by the council, then they will be able to determine how it is used and set down rules or restrictions regarding its use.
- ☐ Check your insurance policies (e.g. councils' liability insurance) to make sure that the

necessary cover is in place for employees who work wholly or partly at home.

- ☐ Ask the homeworker to check his or her home and contents insurance policies and any mortgage/rental agreements to make sure they do not prohibit homeworking or invalidate cover in respect of the particular type of work to be performed at home.
- ☐ If the homeworker's job involves dealing with confidential or sensitive information, take appropriate steps to ensure that all working arrangements are secure and any documentation to be held in the home will not be subject to breaches of confidentiality.
- ☐ If there are children in the home, seek to agree measures with the homeworker that will prevent them from accessing filing cabinets or the computer that the homeworker will be using.
- ☐ If the homeworker is likely, in the course of his or her work, to obtain or use personal information about individuals, you should ensure he or she is trained fully in the requirements of the General Data Protection Regulation and current Data Protection Act relevant to data security. Issuing, or re-issuing, your data protection policy is advisable.
- ☐ Consider whether there should be any contractual provision preventing /limiting homeworkers from performing paid work for other councils.
- ☐ Put in place arrangements for work to be delivered to and collected from the worker's home. It should be clarified at the outset whether the council or the homeworker is to be responsible for this.
- ☐ It will be important to agree whether the homeworker should be contracted to work fixed hours or whether there can be flexibility as to how many hours he or she works and when those hours are worked. Often it is better to base the contract (and subsequent measurement of performance) on the amount of output the homeworker achieves.
- ☐ In the event that there are no fixed hours, it may nevertheless be appropriate to agree with the homeworker that he/she will be available at set times (core hours) so that telephone or email contact can be made.
- ☐ It is important to bear in mind that the Working Time Regulations 1998 apply to homeworkers.
- ☐ The contracts of homeworkers should stipulate whether, and if so, how often, they will be required to attend the council's premises for meetings or other purposes.

For guidance on allowances paid to employees working from home refer to the guidance from HMRC contained in the following web-link: -

<https://www.gov.uk/expenses-and-benefits-homeworking>

<https://www.gov.uk/expenses-and-benefits-business-travel-mileage/rules-for-tax>