

# Pinchbeck Parish Council

## Hybrid Working Policy

### 1. Purpose

This policy sets out the approach of Pinchbeck Parish Council to hybrid working for its office-based staff. It aims to promote flexible working practices that support wellbeing and efficiency, while maintaining effective and responsive Council services.

### 2. Status and Contractual Compatibility

This policy does not vary the terms of any staff member's contract of employment. It provides a framework to support and clarify hybrid working arrangements within the scope of existing contracts. Where there is any conflict between this policy and a contract of employment, the contract shall take precedence.

### 3. Definition and Scope of Hybrid Working

Hybrid working is defined as an arrangement in which staff carry out their duties from a combination of home and Council designated locations.

### 4. Working Arrangements

Staff may occasionally be required to travel to other locations within South Holland District or the UK for training or Council business.

### 5. Working Hours and Availability

When working remotely, staff must:

- Be contactable by phone and email during their agreed working hours.
- Keep shared calendars up to date to reflect their location and availability.
- Respond promptly to calls and correspondence.
- Attend virtual or in-person meetings as required.

### 6. Equipment and IT Support

The Council will provide staff with essential IT equipment (e.g. laptops and associated equipment) to facilitate effective remote working. Staff must:

- Use Council issued equipment in accordance with the Council's [IT & Equipment Policy](#)
- Ensure equipment is kept safe and secure.
- Promptly report any issues or faults to the Clerk.
- The Council may consider contributions towards home office and personal equipment use for Council work (see separate agreement or policy).

### 7. Data Protection and Confidentiality

All staff must:

- Comply with the Council's data protection, IT security, and confidentiality policies.
- Ensure that work conversations and materials are not overheard or accessed by others

in the household.

## **8. Health and Safety**

Staff working from home are responsible for ensuring a safe and suitable working environment. The Council may request a self-assessment form and provide reasonable support where health and safety risks are identified.

## **9. Performance and Oversight**

- Hybrid working must not impact performance or responsiveness.
- The Clerk is responsible for managing and reviewing other office staff working arrangements and for reporting concerns to the Parish Council Chair or to the Personnel Committee.
- Oversight of the Clerk's working arrangements rests with the Personnel Committee.

## **10. Review, Flexibility and Variation of Arrangements**

- The Council may review and adjust discretionary elements of hybrid working (e.g. the number of office days for the staff) where justified by operational needs or service requirements, following reasonable consultation.
- This policy will be reviewed annually or earlier if required.