



# Barrowby Parish Council

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## Home Working Policy

### Document control

- **Owner:** Staffing Committee
- **Responsible officer:** Clerk / Proper Officer
- **Adopted:** 11.05.2026 (Minute ref: 8e [26/008])
- **Version:** 2026.1
- **Review:** Annually or earlier if legislation/guidance changes
- **Next review due:** January-March 2027 at Staffing for formal adoption at Parish Council  
May 2027

### 1. Purpose

Barrowby Parish Council operates on a predominantly home-based working model. This procedure sets out the practical arrangements for employees working from home so that council business can be carried out safely, securely and effectively.

This procedure should be read alongside the employee's contract of employment, the Flexible Working Policy, the Lone Working Policy, the Health and Safety Policy and the Data Protection Policy. The current Clerk contract confirms that home is the normal place of work.

### 2. Scope

This procedure applies to all employees who work from home, whether on a regular or occasional basis.

### 3. General principles

Employees working from home are expected to:

- a. carry out their duties within their contracted hours or otherwise agreed working pattern;
- b. remain reasonably contactable during agreed working periods;
- c. attend council meetings, site visits, inspections or other in-person duties where reasonably required;
- d. maintain confidentiality and handle council information securely; and
- e. raise any concerns about workload, wellbeing, equipment or homeworking arrangements promptly.

Homeworking does not change the employee's duty to carry out their role properly or the Council's expectations around performance, communication and professionalism.

### 4. Working environment

Employees should have a homeworking space that is reasonably suitable for council work, including:

- a. a safe and comfortable place to work;
- b. adequate lighting, heating and ventilation;
- c. sufficient space to work safely; and
- d. arrangements for keeping council papers and equipment secure.

Employees should notify the Clerk, or the Chair of the Staffing Committee where relevant, if their homeworking environment becomes unsuitable for work.

## **5. Equipment and workstation**

Employees must take reasonable care of any council equipment provided to them.

Employees should use display screen equipment, chairs and work surfaces in a sensible and safe way and take reasonable breaks from prolonged screen work.

Any faults, breakages, loss, theft or other issues affecting council equipment or the ability to work safely from home must be reported promptly.

## **6. Confidentiality and data protection**

Employees working from home must maintain confidentiality at all times and comply with the Council's data protection requirements.

In particular, employees must:

- a. keep paper records secure;
- b. avoid leaving confidential documents where they may be seen by family members, visitors or others;
- c. use passwords and council systems appropriately;
- d. take care when printing, storing or transporting documents; and
- e. dispose of confidential waste securely.

Particular care should be taken with employment matters, complaints, personal data, burial records, draft council documents and other sensitive information.

## **7. Communication and availability**

Because the Council operates with part-time and flexible home-based roles, clear communication is essential.

Employees should:

- a. make clear when they are working and when they are unavailable;
- b. respond to emails, calls and messages within a reasonable timescale for their role;
- c. notify the appropriate person of any significant unavailability during normal working arrangements; and
- d. ensure council business is not delayed unnecessarily through lack of communication.

## **8. Health, safety and wellbeing**

Employees must take reasonable care of their own health and safety when working from home. Any work-related accident, incident or health and safety concern arising while homeworking should be reported as soon as possible.

Employees should also raise concerns promptly if homeworking is affecting their wellbeing, for example through stress, isolation, excessive workload or unsuitable working conditions.

Lone working risks arising from working alone, site visits or other duties are addressed separately in the Council's Lone Working Policy.

## **9. Expenses and council property**

Any expenses relating to homeworking or council business must be claimed in accordance with the employee's contract and any council expenses arrangements.

Employees must take reasonable care of council property and return it when required. The current Clerk contract already contains provisions on council equipment, council property and homeworking allowance.

## **10. Monitoring and Review**

This policy will be reviewed periodically to ensure compliance with current legislation and best practice.