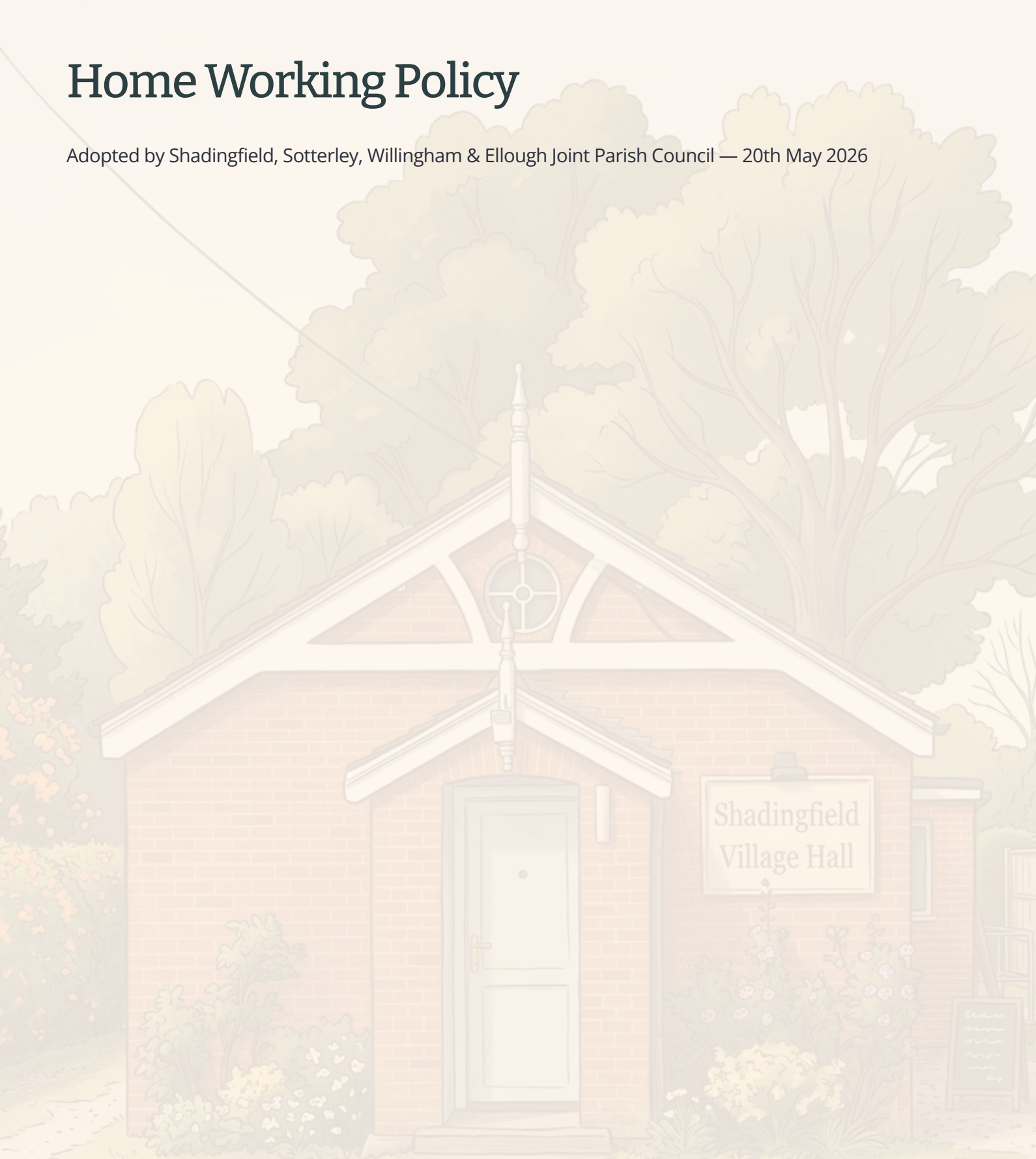
Home Working Policy

Adopted by Shadingfield, Sotterley, Willingham & Ellough Joint Parish Council — 20th May 2026



This policy was last reviewed in April 2026. **Next review: April 2028.**

Policy Statement

The Parish Council recognises that the Clerk and other designated employees may work from home as part of their contractual duties. Home working does not alter the Council's legal responsibilities as an employer. Employees working from home are entitled to the same rights, protections and support as those working from Council premises.

The Council will ensure that employees are properly remunerated and reimbursed for agreed expenses arising from home working.

Data Protection

The Clerk must comply with the Council's Data Protection Policy in all aspects of home working.

Data Security

To protect confidential information when working from home, the following requirements apply:

- Household members must not have access to Council data.
- Devices must be password-protected and locked when unattended.
- Antivirus and security software provided by the Council must be installed and kept up to date.
- Confidential waste must be securely destroyed.
- Access to Council systems must be protected by strong, individual passwords. Where emergency access is required, a secure procedure must be agreed in writing with the Chair.
- Cloud storage or remote backup solutions must comply with UK GDPR.

Privacy and Work–Life Balance

The Council respects the privacy of home-based employees.

- Contact outside agreed working hours should not occur except in emergencies.
- Home visits by councillors or auditors must be pre-arranged and at mutually acceptable times.

Equipment and Technology

The Council will provide and maintain the equipment necessary for the role. This includes, for example, a laptop, printer and software. The Council will also maintain and replace equipment as required, provide technical support, and ensure systems meet security standards.

If personal equipment is used:

- A written agreement must set out compensation for wear, tear and depreciation.
- The employee must ensure safe and appropriate use, including avoiding use that would breach the law or the Council's data security requirements.

Health and Safety

The Clerk must comply with the Council's Health and Safety Policy in all aspects of home working.

Before home working commences, and periodically thereafter, a workstation risk assessment will be carried out for the home working environment. The Clerk is responsible for reporting any hazards, accidents or injuries to the Chair promptly.

⚠ A workstation risk assessment must be completed before home working begins and repeated periodically. All hazards, accidents or injuries must be reported to the Chair without delay.

Personal Security

Given the Clerk's statutory role as Proper Officer, the following arrangements apply to meetings and public contact:

- Meetings with members of the public should take place by appointment only.
- Where possible, meetings should occur in public buildings or with another councillor present.
- No meetings should take place outside agreed working hours.

Organisation of Work

To prevent isolation and ensure effective performance, the following support arrangements will be in place:

- Regular check-ins with the Chair will be scheduled.
- The Clerk will be supported to maintain professional networks, including membership of relevant professional and county associations, attendance at association events and training, and participation in relevant conferences.