

Yattendon Parish Council

Home Working Policy

Version number	1.1	Minute reference	
Adopted by	Full Council	Review due	Annually
Date adopted		Review date	September 2021

Yattendon Parish Council does not have a designated office building; therefore, it will be necessary for the Clerk to work from home. This will be the Clerk's main place of work. The Clerk's home is not a public office and visits by members of the public should be discouraged. Members of the public can raise issues at any Parish Council meeting or by phone or email.

1. Health and Safety

- 1.1 The law requires employers to consider carefully and deal with any of the Health and Safety risks for employees working from home. The Health and Safety Executive considers office work to be a low risk type of work.
- 1.2 The Clerk will be responsible for health and safety of their workspace. The Clerk will assess the workspace for security and privacy.
- 1.3 The Parish Council will provide any necessary equipment to allow the Clerk to carry out their duties.
- 1.4 It is the Clerk's responsibility to report all employment related incidents or hazards to the Parish Council Chair.
- 1.5 As an employer the Parish Council has a duty to report and keep a record of certain accidents, injuries, diseases and dangerous occurrences. There is also a duty under social security legislation to record accidents involving personal injury (the Statutory Accident Book requirement).
- 1.6 The Parish Council has overall responsibility for ensuring there are arrangements for identifying, evaluating and managing the risk associated with home working. The Parish Council's Risk Assessment requires the Clerk to undertake a risk questionnaire relating to the risks arising of the use of his / her home as an office not less than every four years. The result of the questionnaire is to be reported to the Parish Council and any issues arising from this are to be reviewed and actioned. If deemed necessary, an inspection will be undertaken by a councillor with prior notification and agreement with the Clerk.

- 1.7 The council recognises the need of the Clerk as a home-based worker to be “kept in the loop”. Regular meetings are scheduled with the chair to discuss work progress, issues etc. and give feedback on performance. The chair is also approachable by phone and email.
- 1.8 The Council will ensure measures are in place preventing the Clerk from being isolated from the rest of his/her professional community. Means are in place as part of the job description for Membership of the professional body the Society of Local Council Clerks. Attendance at training and other events organised by organisations such as Berkshire Association of Local Councils and West Berkshire District Council is encouraged

2. Insurance

- 2.1 Any equipment owned by the Parish Council will be covered by the Parish Council’s insurance policy.
- 2.2 The Parish Council’s insurance includes employer liability, public liability and loss of money cover.

3. Office Equipment and Consumables

- 3.1 The Clerk will purchase any small items of equipment and consumables, such as stationery and stamps using the Council corporate card. The cost of these will be reported on the Finance Report at the next Full Council meeting.
- 3.2 Any large items of equipment will be agreed by full council prior to purchase.

4. Attendance at Other Workplace Venues

- 4.1 The Clerk will attend monthly Parish Council meetings and additional meetings where appropriate at Yattendon Village Hall.