

Stoke Golding Parish Council

Homeworking Policy

Adopted 5th September 2018

Stoke Golding 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.

Councillors may attend the Clerk's home address if necessary to assist the Clerk with carrying out her duties and only by pre-arranged appointment.

Is the Home Suitable?

- The Clerk will be responsible for health and safety of their workspace.
- The Clerk will assess the workspace for security and privacy.
- The Parish Council will provide any necessary equipment to allow the Clerk to carry out their duties.

Health and Safety

- The Parish Council will ensure PAT testing of any electrical office equipment owned by the Council.

Insurance

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

Homeworker Allowance

- The Parish Council will provide the HMRC homeworker benchmark allowance to cover any additional costs to the Clerk for space, lighting, heating, electricity.
- The allowance will be paid monthly through the Clerk's petty expenditure scheme.

Office Equipment and Consumables

- The Clerk will purchase any small items of equipment and consumables, such as stationery and stamps; the cost of these will be claimed back monthly through the Clerk's petty expenditure scheme.
- Any large items of equipment will be agreed by full council prior to purchase.

Data protection and security

- All PC electronic equipment containing sensitive data will be password protected .
- All documents being held in the Clerk's home on behalf of the Council should be kept in a locked storage unit; only to be accessed by the Clerk, or other Parish Councillors in the case of an emergency.
- All important documents being held exclusively at the Clerk's home should be kept in a fireproof box.

Hours of work

- Core hours will be agreed on appointment, but flexible hours of work are necessary to meet the needs of the Parish Council.

Attendance at other workplace venues

- The Clerk will attend monthly Parish Council meetings and additional meetings where appropriate at the Stoke Golding Methodist Church.

Mileage Allowance

- The Parish Council will reimburse mileage incurred in the performance of Council business, for example training, collection of printing and supplies.
- Mileage incurred for attendance of Parish Council meetings will not be reimbursed.
- Mileage will be claimed back monthly through the Clerk's petty expenditure scheme.
- HMRC guidance on rates and reporting should be adhered to.

Last Reviewed: This policy will be reviewed annually, unless required earlier by legislation or additional material.

Reviewed November 2023