



AYLSHAM TOWN COUNCIL

Hybrid Working Policy

Policy Statement

Aylsham Town Council believes that its staff members are a valuable asset and are committed to retaining and attracting the best talent. It appreciates that the UK workforce is becoming increasingly diverse.

The Council recognises the importance of helping its employees balance their work and home lives by offering flexible working arrangements that enable them to balance their work commitments with other priorities. One such flexible working arrangement is hybrid working.

This policy sets out the ways that hybrid working will be managed. The continued aim is to increase the retention of staff, reduce absence, attract new talent, promote work-life balance and reduce employee stress. In doing so this will aim to improve efficiency, productivity and competitiveness.

Hybrid Working

Hybrid Working is defined as a working arrangement where staff conduct their duties both in the workplace and remotely. Whilst working remotely employees maintain the same contractual obligations.

The Council recognise that homeworking can be beneficial for individuals and will seek to accommodate it wherever possible. However it also recognises the benefits from a degree of onsite working. For that reason homeworking will be limited to no more than 40% of the contracted hours

There are two main categories of hybrid working

- Occasional/ad hoc hybrid working. This arises in relation to specific pieces of work for specific time periods. It does not follow a regular pattern and is subject to approval of a line manager.
- Regular hybrid working. This is an agreement for a permanent combination of homeworking and attendance at the workplace on a regular basis.

Eligibility

The Council maintains discretion to offer homeworking to staff. Hybrid Working is not suitable for all roles and must fit the business need.

The roles suitable for Hybrid Working at Aylsham Town Council are –

- Town Clerk
- Finance Officer (Occasional)
- Administrator (Occasional)

Hybrid working must be cost effective and ensure that there is no increase on colleague's workloads. Staff must also be mindful of the opening hours and requirements for staffing levels in the Town Council office.

Requests for hybrid working

Should the employee wish to request hybrid working they should do so by discussing the proposal with the staffing committee or line manager.

All requests will be considered in line with the Equality Policy.

The agreement for hybrid working should include the following-

- Date from which arrangements are to start
- Proposed number of days working from home
- Proposed hours of work from home
- Extent of availability to cover workplace for meetings, colleague cover, etc
- A trial period if applicable

Working from home agreement

The terms of the agreement are to include the following-

- The Council reserve the right to terminate the homeworking arrangement at any time on reasonable notice.
- Employees are required to be available during core hours.
- Homeworking arrangements are subject to regular review.
- Employees working from home will be expected to attend meetings and other office- based events when required.
- Employees working from home are required to comply with Council policies including holiday, performance, sickness reporting, etc.
- Employees are responsible for completing their working hours and taking rest breaks.
- The Council's health and safety policy applies to homeworkers.
- A risk assessment will be undertaken to determine any relevant risks and to prevent harm to the homeworker or anyone else who may be affected by their work, in respect of the workplace itself and the working arrangements.

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Review- December 2026