

Hybrid and Homeworking Policy
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NORFOLK
CONSTABULARY



SUFFOLK
CONSTABULARY

HYBRID AND HOMEWORKING

Owning Department: People Directorate

Department SPOC: Policy, Reward & Employee Relations Manager

Risk Rating: Medium High

Legal Sign Off: 09.08.2024

JNCC: March 2024

Published Date: 05/05/2026 (v2.3)

Review Date: 13.03.2027

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Legal Basis

Legislation specific to the subject of this policy document:

- The Flexible Working Regulations 2014
- The Employment Rights Act 1996 (Part 8A)

Other relevant legislation which you must check this document against (required by law)

- Human Rights Act 1998 (in particular A.14 – Prohibition of discrimination)
- Equality Act 2010
- Crime and Disorder Act 1998
- Health and Safety at Work etc. Act 1974 and associated Regulations
- General Data Protection Regulation (GDPR) and Data Protection Act 2018
- Freedom Of Information Act 2000
- The Civil Contingencies Act 2004

Other documentation which you must check this document against:

- College of Policing – Code of Ethics
- Norfolk and Suffolk Constabularies' Standards of Professional Behaviour
- College of Policing – Authorised Professional Practice
- Guidance for Changing Organisational Category
- Guidance for Changing Person Category
- Secondments Policy

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1. Statement of policy

- 1.1 The purpose of this policy is to support hybrid and homeworking in the organisation wherever possible, subject to business considerations and personal circumstances. It specifically outlines what it means to work in a hybrid or homeworking way for the individual and the organisation and the processes that will apply.
- 1.2 Norfolk and Suffolk Constabularies (the Constabularies) are committed to ensuring this policy complies with relevant legislation and that consultation has been undertaken with all relevant staff groups. Unless we have expressly stated that a policy is contractual (Police Staff), all our policies and procedures are non-contractual. We can change them at any time following consultation with UNISON and/or Federation as applicable. Our policies may also be periodically updated to reflect changes in legislation and police regulations.
- 1.3 The Constabularies will review this policy periodically to ensure that it reflects appropriate standards and continues to meet our needs.
- 1.4 The policy promotes equality, eliminate unlawful discrimination and actively promotes good relations regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, economic or family status.
- 1.5 Managers have a specific responsibility to ensure the fair application of this policy and all officers and staff are responsible for supporting colleagues and ensuring its success.
- 1.6 The Director of People has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. Day-to-day responsibility for operating the policy and ensuring its maintenance and review has been delegated to the HR Managers, HR Delivery and Head of People Services.

2. Introduction

- 2.1 The Modern Workplace Principles embed the benefits of agile working for the Constabularies in a business as usual manner.
- 2.2 A modern workplace means:
 - Our work takes place at the most effective locations and at the most effective times.
 - Flexibility of work is our norm rather than the exception.
 - Everyone is eligible for Modern Workplace agility, subject to business considerations and personal circumstances.
 - We support and trust our workforce to work differently.

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- Supervisors manage performance by outcomes and treat individuals fairly regardless of the individual's location.
 - We encourage positive dialogue between the business, Officers and Staff to challenge and improve our working practices.
- 2.3 Hybrid and Homeworking enables people to work when and where it is appropriate, at the most effective times and locations. The hope is that as many people as possible can benefit from this policy in some way.
- 2.4 The benefits of a Modern Workplace are:
- Reduced travel.
 - Better work-life balance.
 - Increased productivity and fewer distractions.
 - A happier and healthier workforce.
 - Enhanced ability to attract and retain talent.
- 2.5 Hybrid and Homeworking are proactively offered by the Constabularies as an option for people in suitable roles at the start of a new role or following a change.
- 2.6 The Constabularies are committed to supporting teams working off premises to stay connected; maintain a healthy work-life balance and provide timely support to people who need it.
- 2.7 There is no mandatory requirement for individuals to work from home or in a hybrid way, but it is hoped that where their role is suitable, individuals consider their own personal circumstances for working in a more agile way and reap the personal benefits.

See FAQs

3. Applicability

- 3.1 The policy applies to Police Staff and Police Officers, regardless of length of service, subject to:
- The requirements and suitability of the role.
 - The requirements and suitability for the individual.
- 3.2 This policy also applies to Police Officers and Police Staff on internal secondments. Further information relating to such matters can be found in the Secondments Policy.
- 3.3 Police Support Volunteers (PSV) are also eligible, subject to:
- The requirements and suitability of the role.
 - The requirements and suitability for the individual.

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- The Police Support Volunteer Policy.

4. Recruitment

- 4.1 All advertised vacancies include a description of the organisational category for the role (see Definitions section), with consideration given to requests from the applicant to work differently.
- 4.2 New starters may be asked to work on Constabulary premises more regularly during their settling-in period, in order for training to be undertaken or whilst organisational/culture familiarisation is underway. Formal induction processes should be conducted on-premises unless there are extenuating circumstances which mean this is not possible.
- 4.3 For agency workers or contractors, the hiring manager will confirm the hybrid and homeworking organisational category. If homeworking is requested, the individual and manager must complete the Hybrid and Homeworking Suitability Assessment Form (SAF) to confirm if this is possible.

5. Definitions

For the purpose of this policy the following definitions apply.

Term	Definition
Premises	Norfolk or Suffolk Constabularies' premises.
Home	The individual's primary place of residence. In agreed circumstances this may extend to an alternative residential address, owned/occupied by a person/persons within the individual's vetting sphere (e.g. a partner, parent or sibling). Prior authorisation must be obtained from the line manager and this should be recorded on the individual's personal file. Please note however that PNC / LEDS cannot be accessed at any private/residential dwelling other than the user's primary place of residence.
Alternative Venue	A venue or location agreed by the line manager as suitable for working, i.e. within the community, Police Partner agencies, various Constabulary Premises. Excludes public areas like a coffee shop for regular, prolonged periods of working.
Organisational Category	How the job role can be worked, as signed off by the Head of Department, i.e. On Premises; Hybrid; Hybrid (Homeworker); or Homeworker.
Person Category	The way the person actually works, which can either match the role's organisational category or differ by agreement. See Section 9 .

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Hybrid	An individual divides their time working between Home, Alternative Venues and on Premises.
Team Zone (OCC and PICs only, bookable desks at other locations)	An area on Premises dedicated to a particular department or team. Desks here are allocated to a person who works On Premises or Hybrid (as defined below in Section 6).
Open Zone (OCC and PICs only, bookable desks at other locations)	An area with desks and facilities available to book for anyone without a dedicated desk in that location, i.e. mainly Hybrid workers (see Section 6) in that location.
Creative Zone (OCC only)	A larger meeting area / collaborative space available to book for creative working or meetings.
Specialist Zone	A zone for specific teams requiring a confidential environment to book, e.g. HR/Finance.

- 5.1 The Estates will be updated on a rolling programme and as such, allocated team spaces remain the same, unless you are told otherwise. Communications will be issued to confirm when Open Zones become available.

6. Role requirements and categorisation

- 6.1 All roles within the Constabularies are assigned to one of the following organisational categories by the Heads of Department, based on the organisational requirements of the role and services delivered by that department, as follows:

Category 1: On Premises – Roles/functions are based on premises due to kit, equipment or operational requirements e.g. NRT / Response Officer or Vehicle Technician.

Category 2: Hybrid – Elements of the role, determined by the Head of Department, require regular presence on premises to fulfil the core functions of the role and support team performance. Parameters will be set by the Head of Department and in some instances, a formal rota may be put in place, also determined by the Head of Department.

Category 3: Hybrid (Homeworker) – The core function of the role can be delivered all / predominately from home, but attendance of premises will be required for specific purposes.

Category 4: Contracted Homeworker – The circumstances for someone being a contracted homeworker will be by exception, for example if someone moves / is recruited out of county and the role otherwise would have been considered Category 3.

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See FAQs.

- 6.2 The criteria used to categorise each role by the Head of Department will be shared with the relevant role holders.
- 6.3 Individuals have the option to challenge the organisational category for their role and criteria in the event that:
- They believe that the information provided as justification is inaccurate.
 - They believe that information was missing from the decision-making process.
 - They believe the process was conducted unfairly.
- 6.4 Concerns should be raised in writing to the Head of Department. They will either meet with the individual/team raising the concerns or provide a response in writing.
- 6.5 In the event that a decision is made to change the organisational category, the manager should refer to the Guidance for Changing Organisational Category.
- 6.6 If the individual/team is not satisfied with the decision taken, they should follow the grievance procedure for further review.
- 6.7 The organisational categorisation does not dictate the outcome for an individual in the way they may wish to work, and therefore the “person category” may be different from the organisational category. This is covered in section 7.
- 6.8 It should also be noted that the organisational categorisation does not limit flexible use of police premises. This is covered in the next section.

See FAQs

7. Individual requirements and suitability for Hybrid and Homeworking

- 7.1 The following process determines the person category for individuals in line with the 4 categories stated in section 6.
- 7.2 If the organisational category is determined to be Category 1, that is “On premises” due to factors that mean that role cannot be performed anywhere else, then the person category should also be Category 1. Individuals whose role are categorised as organisational category 1 may not apply for a different person category but they can submit a Flexible Working Application (FWA) (see Flexible Working Options section).
- 7.3 If the organisational category is determined as 2, 3 or 4, line managers will have a structured conversation with the individual in order to complete the Hybrid and Homeworking Suitability Assessment Form (SAF). This form determines whether an individual is eligible to work in a hybrid manner,

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considering their homeworking space and conditions against set criteria e.g. normally strong broadband, health and safety and information security considerations.

- 7.4 The SAF must be completed the first time an individual agrees to work in a hybrid role eg a new starter or a mover commencing a role which has been assigned organisational category 2-4. In the case of new starters, this should be undertaken as part of the pre-employment process. A new SAF must be completed should an individual's circumstances change, such as a change of address, role vetting level, additional occupants in their property or a new disclosable association.
- 7.5 In the event that an individual wishes to work under a different person category from their organisational category, a second line manager check will be required. If an individual wishes to work as person category 4, Head of Department approval will be required.
- 7.6 In the event that the individual's circumstances are not considered suitable for Hybrid and Homeworking, arrangements will be made for working on premises.
- 7.7 Ongoing suitability should be assessed at least once a year between the line manager and individual as part of their ongoing 1:1 meetings. Any concerns which cannot be resolved through line management discussions should be referred to an HR Advisor.
- 7.8 It should be noted that regardless of the category an individual selects in agreement with their Head of Department, as per the above process, a manager may request Police Staff to attend premises inside of their normal working hours (with reasonable notice) for reasonable business purposes. Police Officers are required to be available for duty at any time.
- 7.9 Managers are expected to ensure a balanced focus on wellbeing and performance.

See FAQs

8. Flexible Working Options

- 8.1 Hybrid and Homeworking complements our existing flexible working provision (see Flexible Working (Police Officer) Policy and Flexible Working (Police Staff) Policy).
- 8.2 Working in a Hybrid or Homeworker category, gives greater flexibility for the individual. However, individuals are not excluded from submitting a request for other forms of flexible working for consideration under the appropriate policy (see below).
- 8.3 All Police Staff are eligible to make a request to change the number of hours they work, the times when they work or the location where they work (see Police Staff: Flexible Working Policy).

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- 8.4 Police Officers can make flexible working requests to change their hours or pattern of work (see Police Officer: Flexible Working Policy).
- 8.5 Police Officers can request an alternative posting via the Deployment Policy for Officers.
- 8.6 Adjustments to ways of working prompted for medical reasons can continue to be considered through the Sickness Absence Management Policy or Limited Duties Policy (Police Officers). For reasonable adjustments in relation to a disability or other long term health condition please refer to the Disability Management Policy.
- 8.7 Police Support Volunteers are not subject to Flexible Working Regulations and so change requests will be managed via the Citizens in Policing Team and Police Support Volunteer Policy.

See FAQs

9. Health & Safety Requirements for Hybrid and Homeworkers

- 9.1 The Constabularies' duty of care is the same for everyone working for and on their behalf, regardless of their agreed work location.
- 9.2 When an individual agrees to be a Hybrid or Homeworker the individual must complete:
 - the online learning package for DSE (Display Screen Equipment); followed by
 - a Homeworker DSE Assessment, which must be sent to their line manager.
- 9.3 The DSE Assessment remains available to complete in the same way for those working on premises for some or all of the time.
- 9.4 All new starters are directed to complete Display Screen Equipment (DSE) training via the Learning Management System (LMS) upon joining the Constabularies.
- 9.5 It is important that Hybrid and Homeworkers understand that to maximise their wellbeing whilst working from home, they should review the guidance in the Hybrid and Homeworking Health, Safety and Wellbeing Guidelines and the Wellbeing intranet pages.
- 9.6 Managers with teams including Hybrid and Homeworkers should review training available for managing Hybrid and Homeworking on the Learning Management System (LMS).
- 9.7 Hybrid and Homeworkers should not regularly work longer than their contracted hours and take adequate breaks as set out in the Working Time Regulations, to maximise health and wellbeing.

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- 9.8 Any accident, incident or near miss arising out of or in connection with work when at home, must be reported to the Health and Safety Team using the 'Accident, Incident and Near Miss (AIM) form available from the 'I want to...' menu on the home page of the intranet.
- 9.9 The following should be referred to as necessary:
- Health and Safety Policy
 - Physical and Personnel Security Policy
 - Lone Working Health and Safety Arrangement

10. Equipment and Facilities

- 10.1 The requirement for home workstation furniture and equipment for Hybrid and Homeworkers will be informed by the individual's Homeworker DSE Assessment. There is a standard provision of equipment for each category of worker, which managers can approve from the Homeworker DSE Assessment and order directly. Items required over and above the standard list will be endorsed via the Health & Safety Team. For full details of standard homeworking equipment, on premises equipment and how to order please see Hybrid and Homeworker Workstation Equipment.
- 10.2 For individuals working some or all of their time on premises from different desks, an initial set up check should be undertaken to adjust equipment appropriately (See DSE guidance provided by Health and Safety).
- 10.3 All equipment provided remains the property of the Constabularies, who are responsible for replacement, wear and tear, maintenance and upgrade.
- 10.4 Category 2 and 3 workers are responsible for transporting portable equipment into premises for relevant testing or maintenance, including ICT interventions and PAT testing (see Use of Portable Electrical Equipment Policy). If a Category 4 worker is unable to transport their equipment into premises for relevant testing or maintenance due to the distance between their home and the premises, such equipment will be securely couriered to and from their home. In such scenarios, these costs will be borne by their department. ICT will arrange for an approved secure courier service to be used. No other courier methods will be deemed acceptable due to Information Security protocols.
- 10.5 Use of equipment provided to a Hybrid or Homeworker for non-work purposes is prohibited and such equipment must only be used by the assigned individual.
- 10.6 The Hybrid or Homeworker is responsible for keeping the equipment in good condition, aside from normal wear and tear, and for reporting any faults promptly.
- 10.7 The Hybrid or Homeworker is responsible for collecting and returning their allocated equipment (or organising through the Estates team) on the first and last day of employment/service or where requested.

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11. Expenses

- 11.1 For Category 2 and 3 hybrid workers, travel between their home and place of work, as detailed in their terms and conditions of employment, will be considered their normal commute, with other journeys payable as per the Pay and Allowances policies (see FAQs [link](#)).
- 11.2 For Category 4 Homeworkers, their place of work will become their home address and so travel expenses to police premises will be payable from their home address. Attendance on premises will be occasional and approved by their line manager. The following Pay and Allowances policies should be referred to as necessary:
- Pay and Allowances Policy (Police Staff)
 - Pay and Allowances Policy (Police Officers)
- 11.3 Hybrid and Homeworkers are responsible for any additional costs such as heating, electricity and internet, which are expected to be offset against reduced travel for most individuals.

12. Insurance and Mortgage/Lease Implications

- 12.1 Individuals are responsible for checking that all home and contents insurance policies provide adequate cover for the fact that they work from home.
- 12.2 Individuals are responsible for checking applicable mortgage or rental agreements to ensure they are permitted to work from home and obtaining any permissions necessary to work from home.
- 12.3 Any accidental damage to Constabulary owned furniture and equipment being used at home or whilst being transported will be covered under the employing Constabulary's property insurance policy.

13. Security Practices

- 13.1 All individuals working on behalf of or for the Constabularies must adhere to the Information Security policies and procedures (see below) to protect the confidentiality, integrity and availability of information. This obligation remains the same wherever individuals work.
- 13.2 Individuals must not use any personal devices, accounts, email etc for a policing purpose.
- 13.3 Individuals must ensure that no one else has access to confidential information on their computer, laptop or other device i.e. lock their screen when not using it and power down at the end of the day.
- 13.4 Individuals must ensure that their conversations including audio and video conversations cannot be overheard and should follow instructions outlined in the Clear Wall, Monitor, Desk and Surface Policy.

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- 13.5 Individuals must ensure that their wireless network is secure i.e. has a password and follow the instructions on wireless network security, see Remote Access Policy.
- 13.6 Electronic copies of documents should be used in preference to hard copy documentation, including handwritten notes. Where hard copy documents including handwritten notes are created, individuals must transport and store them appropriately according to their security classification (see Government Security Classification Scheme (GSC) Policy). If upon review the individual cannot store or transport the documents in line with the policy standards, further guidance must be sought from their line manager or direct from InformationSecurity@suffolk.police.uk.
- 13.7 All documentation must be returned promptly to police premises for secure disposal or document retention in accordance with GSC and the Remote Access Policy.
- 13.8 Refresher training is available at any time via the Learning Management System (LMS).
- 13.9 The Constabularies operate non-intrusive monitoring of individuals' use of all its resources. If action is required as the result of inappropriate use, then the issue will be referred to the relevant line manager for remedial action. This may include withdrawal of privileges, access rights and disciplinary action, depending on the circumstances (see Lawful Business Monitoring Policy).
- 13.10 The following policies should be referred to as necessary:
- Acceptable Use of Information Systems and Assets Policy and Procedure
 - Information and Cyber Security Policy and Procedure
 - Anti-Fraud and Corruption Policy
 - Email, Internet and Intranet Use Policy and Procedure
 - Information Security Incident and Data Breach Reporting and Mgt Policy and Procedure
 - Remote Access Policy
 - Clear Wall, Monitor, Desk and Surface Policy and Procedure

14. Hybrid and Homeworker Responsibilities

- 14.1 Hybrid and Homeworkers are expected to conduct themselves in the same way as they would on premises and in keeping with Standards of Professional Behaviour and Code of Ethics.
- 14.2 Where applicable, individuals who have previously disclosed an association to the Anti-Corruption Unit must email psd-acu@norfolk.police.uk to inform them of their intention to move to Hybrid or Homeworking to allow a reassessment of the control measures to be completed (see Disclosable Associations Policy).

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- 14.3 New disclosable associations must be declared to PSD as per the Disclosable Associations Policy.
- 14.4 There is an adjusted dress standard for Hybrid and Homeworkers see Uniform and Standards Procedure.
- 14.5 Hybrid and Homeworkers should ensure their electronic calendar is kept up-to-date and visible to relevant parties clearly showing when they are contactable and available. For deployable officers, there is a requirement to be easily contactable and respond promptly to short notice deployments, including when working from home. In such circumstances, it is expected that officers make themselves available at the required location as quickly as possible.
- 14.6 It is vital that Hybrid and Homeworkers follow health and safety guidance as per the Homeworker DSE Assessment and Display Screen Equipment (DSE) training via the Learning Management System (LMS).
- 14.7 Sickness absence must be reported as soon as possible in accordance with the Sickness Absence Management Policy.
- 14.8 Hybrid and Homeworkers should follow the guidance in the Working Time Policy to record their working hours.
- 14.9 If an individual is unable to complete their work due to a domestic failure, which is beyond the control of the Constabularies e.g. broadband failure or loss of power, they must notify their supervisor as soon as possible and make use of on premises facilities at their nearest location. Any time lost will not be recorded as working time. Arrangements to re-coup lost time on that day or on a different date, whether on premises, at an alternative venue or at home are at the discretion of the supervisor.
- 14.10 If a Constabulary IT connection, software or hardware failure prevents the individual effectively working, they must contact their supervisor as soon as possible, but there will be no reduction in recorded working time.
- 14.11 Hybrid and Homeworking relies on trust and goodwill from all sides. If an individual is found to be misusing Hybrid or Homeworking arrangements, managers may consider if action under the relevant disciplinary/misconduct policies is appropriate.
- 14.12 Hybrid and Homeworking is expected to benefit those with caring responsibilities, subject to the nature of an individual's role, through enabling alternative work schedules and locations, providing more flexibility across the working day. However, caring responsibilities should not be undertaken at the same time as working, even if working from home.
- 14.13 If you are a Hybrid or Homeworker you can discuss any requirements to flex your hours within your normal working day with your line manager. Agreement to this will be subject to the nature of your role. Alternatively, you may wish to consider a separate flexible working application – please see the Flexible Working (Officers) Policy, or the Flexible Working (Police Staff)

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Policy. If unplanned circumstances arise where you need time off in relation to responsibilities for a dependant, please refer to the policy on Time off for Dependants (ToD) in the Leave and Time Off (Officers) Policy, and Leave and Time Off (Police Staff) Policy. ToD is a provision necessitated by short-term circumstances as set out in the policy and is not an alternative for having long-term care solutions in place.

- 14.14 Hybrid and Homeworkers attending 'Teams' meetings will normally be expected to have cameras turned on and be compliant with the Clear Wall, Monitor and Surface Policy to protect information security (see training on how to use Microsoft Teams).
- 14.15 Hybrid and Homeworkers must inform their line manager or Head of Department if they intend to move house, so that their continued suitability for homeworking can be assessed. Hybrid and Homeworking, as a rule, is restricted to the UK only. Anyone seeking to work abroad will require approval from their Chief Officer to do so. See FAQs.
- 14.16 Hybrid and Homeworkers should familiarise themselves with the manager and employee guides on the Learning Management System (LMS) to maximise the benefits of agile and collaborative working. Further content will be uploaded and reviewed periodically.

15. Manager Responsibilities for Hybrid and Homeworkers

- 15.1 Managers should have contact with Hybrid and Homeworkers via phone, Teams or face to face at least once a week.
- 15.2 Managers should maintain regular video contact with their direct reports working from home and encourage them to maintain contact amongst other team members wherever possible. This is important to minimise feelings of isolation and to help recognise where people need more help or support.
- 15.3 Managers should refer to the Microsoft Teams Meeting Guidelines for running Microsoft Teams meetings and for technical instructions on how to use Teams functions via the Microsoft 365 Hub.
- 15.4 Managers should support Hybrid and Homeworkers to complete their Homeworker DSE Assessment and obtain the agreed equipment and furniture, liaising with the Health & Safety Team as appropriate.
- 15.5 Managers should ensure team members have clear and up-to-date goals to work towards. Refer to LMS for relevant training.
- 15.6 Managers should conduct regular 1:1s with Hybrid and Homeworkers to support their performance, give praise and constructive feedback as appropriate. Refer to LMS for relevant training.
- 15.7 Managers should support individuals reporting to them equally, regardless of how and where they work.

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- 15.8 Managers should work with their team to try and achieve the best mix of working hours for the organisation, department and individuals. Agreed times can be recorded in 1:1s on the PDR if helpful for the individual or the manager.
- 15.9 Managers should review working hours with Hybrid and Homeworkers to ensure they do not regularly work longer hours than contracted and are taking adequate breaks in accordance with the Working Time Policy.
- 15.10 Managers must ensure appropriate Business Continuity arrangements are in place in accordance with the Business Continuity Policy.

16. Changing Hybrid and Homeworking Arrangements

- 16.1 Every individual's performance will be reviewed by their line manager and feedback provided on an ongoing basis through regular 1:1 meetings and as part of the Professional Development Review (PDR) process. These provide opportunities for continual review of Hybrid and Homeworking arrangements.
- 16.2 Unfortunately, there may be occasions where Hybrid and Homeworking arrangements have not worked out as the individual or the organisation had hoped. Every effort will be made to resolve any issues, with involvement from the HR team, UNISON and Federation as appropriate. The Constabularies do, however, reserve the right to withdraw Hybrid or Homeworking from the individual for business or performance reasons after appropriate discussion and consultation.
- 16.3 Performance issues believed to relate to Hybrid or Homeworking or affecting a Hybrid or Homeworker will need to follow the existing informal and formal procedures as per any performance issue outlined in the following:

Performance Management for Police Staff Policy

Capability (Performance and Attendance) Police Staff Policy

Police (Performance) Regulations (2012)

Unsatisfactory Performance Procedures – Police Officer

- 16.4 Where circumstances change, an individual can complete a flexible working application form to request a change to their Hybrid or Homeworking person category, for consideration under the appropriate policy (see section 8). Police Support Volunteers will agree changes via the Citizens in Policing Team.
- 16.5 Where changes to organisational categories for roles are required, due to, for example, changes in legislation, Authorised Professional Practice or College of Policing guidance; Federation and UNISON will be consulted and the Change Management Policy followed as appropriate for Police Staff. Please see Guidance for Changing Organisational Category for information on the process to be followed.

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