

**OFFICER DELEGATION SCHEME  
RECORD OF COUNCIL DECISION**



**TO BE UPLOADED TO THE INTERNET BY DEMOCRATIC SERVICES**

<b>Date:</b> 25/06/2021	<b>Ref No:</b> (To be completed by DS)
<b>Responsible Officer:</b> Sam McVaigh, Director of People and Inclusion	
<b>Type of Decision:</b> Council	
<b>Freedom of Information Status:</b> This report can be made public	
<b>Title/Subject matter:</b> Agile Working Policy	
<b>Budget/Strategy/Policy/Compliance</b> – Is the decision:	
(i) within an Approved Budget	YES
(ii) in accordance with Council Policy	YES
<b>Equality Impact Assessment</b> [Does this decision change policy, procedure or working practice or negatively impact on a group of people? <b>If yes</b> – complete EIA and summarise issues identified and recommendations – forward EIA to Corporate HR]	YES  (EIA appended)

**Summary:**

On 26 May 2021 Cabinet agreed the roll out of an Agile Working Model for all Council staff from Stage 4 of the national roadmap out of lockdown. This report noted the development of an Agile Working Policy as a key action prior to go-live of this new model of working.

This policy has now been finalised and is provided for approval by the Chief Executive. In line with the Council's constitution the Employment Panel has been consulted on the draft Policy and their views are reflected. (see below). The Council's Trade Unions have also been consulted.

**Employment Panel Feedback**

At the Employment Panel meeting on 24 June Members were fully supportive of the Agile Working model and proposed Policy. A number of points were raised which relate to the broader Agile Working model and key considerations in its planned implementation and evaluation. In summary, these included:

- Officers' confidence in delivering the £5m identified from property rationalisation linked to Agile.
- The importance of a wider wrap around support model to individuals working in an agile way. This included the need to continue to ensure support to colleagues' wellbeing, engagement and development (in particular the development and induction of new staff)
- Ensuring that there will be sufficient office space for those staff wishing to work from a Council building given that the policy approach is voluntary at this point
- The importance of ensuring clear messaging to potential new employees, that working remotely is not an essential requirement
- Ensuring that staff can access necessary equipment, particularly chairs, to support home working and avoid musculoskeletal issues
- The importance of clear communication routes for both residents and colleagues in relation to staff working off-site and how new technology will support this
- Assurance that agile working will not stop staff being able to access the Council's broader flexible working policy
- The importance of buddying and mentoring to support agile workers.

Members were provided with reassurances on the above areas, which will all be considered as part of the broader Agile Working programme and factored into the structured evaluation of Agile Working due to take place in December 2021.

**Wards affected:** All**Consultations:** Employment Panel. Trade Unions**Scrutiny & Review Committee Interest:** Overview and Scrutiny Committee

**Options considered:**

The development and approval of a formal HR Policy to support Agile Working is essential to the effectiveness of the overarching model. Its development was included within the broader report on Agile Working agreed by Cabinet on 26 May 2021.

**Decision:**

I am happy to approve the Agile Working policy which will support the implementation of Agile Working across the Council in accordance with the border Agile Working model agreed by Cabinet on 26 May 2021.

In approving this policy I am taking account of the discussion and suggestions made by Members at the Employment Panel on 25 June and in consultation with the Cabinet Member for Corporate Affairs and HR and the Director of People and Inclusion.

<b>Decision made by:</b>	<b>Signature:</b>	<b>Date:</b>
Chief Executive		25.6.2021
<b>Members Consulted [see note 1 below]</b>		
Cabinet Member	Cllr Rafiq 	19.6.2021
Employment Panel	Minutes of which can be found on the Bury.gov website	24.6.2021

## **Notes**

1. Where, in accordance with the requirements of the Officer Delegation Scheme, a Chief Officer consults with the appropriate Cabinet Member they must sign the form so as to confirm that they have been consulted and that they agree with the proposed action. The signature of the Opposition Spokesperson should be obtained to confirm that he/she has been consulted.
2. **This form must not be used for urgent decisions.**
3. Where there is any doubt, Corporate Directors should err on the side of caution and seek advice from the Council's Monitoring Officer.