

Standard Operating Procedure for Office/home attendance

- The following interim guidance has been produced to ensure that there is consistency of approach across the ICB in respect of Agile/Hybrid Working.
- The ICB has adopted an Agile/Hybrid worker model where an individual performs their duties across more than one location which includes their home address. Employees may be required to attend events or travel to other bases or locations on a more regular or ad hoc basis.
- The current agreed arrangements for hybrid working are that staff in the ICB will work in the office at least one day a week (unless there are specific service related reasons which require separate arrangements).
- The ICB will shortly be developing an Agile Working Policy which will set out other office locations where staff can work from (subject to line management agreement) where it might be more appropriate (e.g. a regular meeting with a partner organisation). This will enable the ICB to ensure consistency of approach across the system in line with national guidance.
- In the interim, (subject to service requirements) staff can work at other NHS premises across Lincolnshire where there are existing agreements in place to do so. Typically line managers will be aware of these arrangements already for example if attending a provider site can hot desk from there if available space. Future desk bookings will be made via an app which is currently being adapted for the ICB.
- There may be occasions when staff might make a request to work at a venue which is different to their normal office/home office and at premises that are not set up for home working. The general presumption is that staff should work from their own home or a recognised office location/partner premise unless there is a specific occasion where an employee has a sudden emergency or urgent request which necessitates an alternative arrangement. Employees must discuss this request with their line manager and have their managers agreement to do so. These circumstances should be exceptional rather than routine and line managers must be assured that any such arrangements agreed comply with the ICB's Information Governance Management Framework and Data Protection and Confidentiality Policy.
- Travelling to site to undertake the duties of the role at the beginning and end of the day is not classed as work time. In the course of work, travel between sites during the day is undertaken during work time. Where asked to travel further than their normal area employees will be supported to recover the additional time taken through working flexibly.