

SAMBOURNE PARISH COUNCIL

HOME WORKING POLICY

Sambourne 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 under Public Participation at a Council meeting or contact the Clerk by email: clerk.sambournepc@aol.com.

Is the home suitable?

- The Clerk will be responsible for health and safety of their work space.
- The Clerk will assess the work space for security and privacy, in line with the Data Protection Policy.
- The Parish Council will provide any necessary equipment to allow the Clerk to carry out their duties.

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 Council will pay the HMRC allowable tax free allowance for working from home to cover all normal expenses. (Currently £6 per week).
- The allowance will be paid bi-monthly.

Office Equipment and Consumables

- The Clerk will purchase any small items of equipment and consumables, such as stationery, computer virus protection, Zoom payments, stamps etc. The cost of these will be claimed bi-monthly on the Clerk's Expense sheet.
- The Council will pay for all necessary computer software or upgrades required for the Clerk to fulfil the duties required by the Council.
- Any large items of equipment will be agreed by full Council prior to purchase.

Hours of Work

Core hours as per contract. Currently 25 hours per month (6 hours per week) on a flexible basis.

Attendance at other Workplace Venues

The Clerk will attend bi-monthly Parish Council meetings and additional meetings, where appropriate, at the Parish Room (COVID restrictions permitting).

Mileage Allowance

- The Parish Council will reimburse mileage incurred in the performance of Council business.
- Mileage will be claimed bi-monthly through the Clerk's Expense sheet.
- WCC mileage rates (currently 0.45p per mile) will be adhered to.

The Home Working Policy was adopted at the meeting of the Parish Council on 15th March 2021 and will be reviewed on an annual basis.