

AGENDA ITEM NO 7

REPORT NO 465/15

ANGUS COUNCIL

POLICY & RESOURCES COMMITTEE – 1 DECEMBER 2015

AGILE WORKING POLICIES

REPORT BY SHARON FAULKNER, HEAD OF HR, IT & ORGANISATIONAL DEVELOPMENT

ABSTRACT

This report seeks approval for proposed changes to existing policies and for new policies developed, to support the council's 'Angus Agile' strategy.

1. RECOMMENDATION(S)

It is recommended that the Committee:

- (i) note the terms of this report;
- (ii) agree the proposed changes to existing policies;
- (iii) agree the implementation of new policies.

2. ALIGNMENT TO THE ANGUS COMMUNITY PLAN/ SINGLE OUTCOME AGREEMENT/ COUNCIL PLAN

This report contributes to the achievement of the following local outcome(s) contained within the Angus Community Plan and Single Outcome Agreement 2013-2016.

Through our workforce strategy we will create and maintain a workforce which is led and managed effectively, is the right size and shape, is committed and motivated and has the skills, knowledge and tools it needs.

3. BACKGROUND

- 3.1** The pace of change for Angus Council employees is fast as we constantly seek new ways to become more efficient while continuing to deliver first class services.
- 3.2** Angus Council's Plan 2014–2017 sets out an 'Agile Working and Estates Review' as one of the four key work-streams of the Transforming Angus change programme. On 3 February 2015 the Policy & Resources Committee approved the Agile Working and Accommodation Strategy which aims to create a sustainable property estate, improve service delivery and improve our organisational effectiveness through the successful adoption of agile working practices and workplace design.
- 3.3** The scope of the programme includes all council staff and jobs that are considered suitable for agile working. We use the term agile working to refer to new ways of working made possible by technology and made essential by economic, social and environmental pressures. Agile working incorporates five different work styles which can lead to improved work life balance as well as the improved use of technology and accommodation. A copy of the Work Style Definitions is attached at **Appendix 1**.
- 3.4** In short, how and where we work is the key to ensuring we have the right people, in the right places, at the right time. We therefore need to promote and support agile working and enable employees and managers to consider how the ways in which we work can become more diverse and how the time we spend at a particular workstation might reduce. Employees may wish to consider how they might achieve a better work life balance while maintaining or

improving service provision, and managers should consider potential benefits of agile working to their service such as improved efficiency, reduced property and travel costs, reduced absence and environmental impact.

- 3.5** In order to support the 'Angus Agile' strategy a number of agile working policies have been developed and some existing policies updated to accommodate the proposed change to the way in which we will work in the future. These include the following documents appended to this report.

- Introduction to Agile Working ([Appendix 2](#))
- Definition of Home Working ([Appendix 3](#))
- Home Working Agreement ([Appendix 4](#))
- Flexible Working Policy ([Appendix 5](#))
- Flexitime Guidelines ([Appendix 6](#))

4. PROPOSAL

It is proposed that these policies are adopted and appropriate arrangements put in place to ensure managers and employees are supported and encouraged to embrace the opportunities presented to support the achievement of the strategic objectives of 'Angus Agile'.

5. FINANCIAL IMPLICATIONS

There are no financial costs associated with this proposal.

6. HUMAN RIGHTS IMPLICATIONS

There are no human rights implications arising from this report.

7. CONCLUSIONS

These policies will support the implementation of the 'Angus Agile' strategy, encourage different and more efficient ways of working, and provide an opportunity for employees to achieve a better work/life balance.

8. CONSULTATION

- 8.1** The Chief Executive, Strategic Director – Resources, Strategic Director – Communities, Strategic Director – People, Head of Corporate Improvement and Finance and Head of Legal and Democratic Services have been consulted on the terms of this report.
- 8.2** Consultation in relation to the Agile Working Policies has also been undertaken with the relevant trade unions.

NOTE: No background papers, as detailed by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to a material extent in preparing the above report.

SHARON FAULKNER, HEAD OF HR, IT & ORGANISATIONAL DEVELOPMENT

personnel@angus.gov.uk

Appendices:

Workstyle Definitions ([Appendix 1](#))
Introduction to Agile Working ([Appendix 2](#))
Definition of Home Working ([Appendix 3](#))
Home Working Agreement ([Appendix 4](#))
Flexible Working Policy ([Appendix 5](#))
Flexitime Guidelines ([Appendix 6](#))