

EAST FARNDON PARISH COUNCIL – WORKING FROM HOME POLICY

East Farndon 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 at any Parish Council meeting or by phone or email.

Is the Home Suitable?

- The Clerk will be responsible for health and safety of their work space.
- The Clerk is encouraged to access to the free leaflets on the HSE website - <https://www.hse.gov.uk/guidance/index.htm>, in particular relating to Home Working, Manual Handling, and Computers/Working with Display Screen Equipment.
- The Clerk will assess the work space for security and privacy.
- The Parish Council will provide any necessary equipment to allow the Clerk to carry out their duties.

Health and Safety

- The Parish Council will ensure PAT testing of any electrical office equipment owned by the Council.

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 Parish Council will provide the HMRC homeworker benchmark allowance to cover any additional costs to the Clerk for space, lighting, heating, electricity and telephone calls.
- The allowance will be paid monthly as an expense additional to the Clerk's salary.

Office Equipment and Consumables

- The Clerk will purchase any small items of equipment and consumables, such as stationery and stamps; the cost of these will be claimed back as an expense additional to the Clerk's salary.
- Any large items of equipment will be agreed by full council prior to purchase.

Hours of work

- Core hours will be agreed on appointment, but flexible hours of work are necessary to meet the needs of the Parish Council.

Attendance at other workplace venues

- The Clerk will attend Parish Council meetings and additional meetings where appropriate at the East Farndon Village Hall.

Mileage Allowance

- The Parish Council will reimburse mileage incurred in the performance of Council business, for example training, collection of printing and supplies.
- Mileage incurred for attendance of Parish Council meetings will not be reimbursed.
- Mileage will be claimed back monthly as an expense additional to the Clerk's salary.
- HMRC guidance on rates and reporting should be adhered to.