

## **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.