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# **Newark Town Council**

## **Home Working Policy**

**March 2026**

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## **Town Council Home Working Policy (One Day Per Week Arrangement)**

### **1. Purpose**

The purpose of this policy is to establish a framework under which employees of the Town Council may work from home for up to one day per week, where appropriate. The policy aims to support flexible working while maintaining service delivery, productivity, accountability, and data security.

### **2. Scope**

This policy applies to Town Council employees whose roles can reasonably be carried out remotely without adversely affecting council services, public access, or team operations.

Home working is not an automatic entitlement and must be agreed with the Town Clerk.

### **3. Eligibility**

Employees may be considered eligible for one day per week home working where:

- The duties of the role can be effectively performed remotely.
- Service delivery to councillors, residents, and stakeholders is not negatively affected.
- Appropriate technology and secure systems are available.
- The employee has demonstrated the ability to work independently and meet performance expectations.

The Town Clerk will assess requests on a case-by-case basis.

### **4. Working Arrangement**

Approved employees may work from home for **one designated day per week**, subject to the following conditions:

- The working day must normally be agreed in advance with the Town Clerk.
- The employee must remain available during normal working hours.
- The employee must be contactable by phone, email, or online systems throughout the working day.
- The arrangement may be reviewed periodically and adjusted where necessary.

The Council may require the employee to attend the office on their usual home working day where operational needs require it.

## 5. Core legal obligations for employers

Working from home does not reduce or remove the employer's statutory duties. The same baseline legal framework applies, but employers often need to adapt processes and controls to reflect the realities of remote working.

**Table: Legal obligations for working from home (UK)**

<b>Legal Obligation</b>	<b>Description</b>	<b>Actions for Employers</b>
Employment terms	Terms should reflect any home or hybrid working arrangement	Document the place of work, attendance requirements and reporting expectations
Health and safety	Duties apply to home working arrangements	Risk assessment, provide guidance, address DSE and wellbeing risks
Working time	Rest breaks and maximum working hours still apply	Set expectations, monitor excessive hours and support switching off
Data protection	Remote working increases security and privacy risks	Apply UK GDPR controls, training, secure access, and ICO-aligned monitoring
Equality and fairness	WFH decisions can create discrimination and adjustment risks	Apply consistent criteria, consider reasonable adjustments and objective justification

## 6. Duties and Performance

Employees working from home are expected to:

- Carry out their duties to the same standard as when working in the office.
- Meet deadlines and service requirements.
- Maintain regular communication with colleagues and the Town Clerk.
- Attend meetings either in person or remotely as required.

## 7. Equipment and IT Security

Where home working is approved:

- Council equipment (such as laptops or secure access systems) may be provided where necessary.
- Employees must comply with the Council's IT, data protection, and information security policies.
- Confidential council information must be handled securely and must not be accessible to others in the home.

## 8. Data Protection and Confidentiality

Employees must ensure compliance with the requirements of the **Data Protection Act 2018** and UK GDPR. Sensitive council information must not be printed or stored insecurely at home.

## 9. Health and Safety

Employees must ensure their home working environment is safe and suitable for work. The Council may require completion of a simple home workstation self-assessment.

To conduct a Home Workstation Self-Assessment, consider the following steps:

**Check Equipment:** Ensure your workstation is stable, well-maintained, and in good working order. Assess the type of equipment used, including monitors, chairs, and desks.

**Posture and Environment:** Evaluate your posture while working. Consider factors like lighting, temperature, and noise levels. Ensure your workspace is well-lit and free of distractions.

**Self-Assessment Tools:** Use self-assessment tools or checklists to evaluate your workstation setup. This can help identify areas for improvement and ensure a comfortable working environment.

**Training and Guidance:** If necessary, seek training on ergonomic practices and good working habits to minimise risks associated with DSE use.

**Regular Reviews:** Keep your workstation arrangements under review, especially after significant changes or if you experience discomfort or health issues.

These steps will help you assess and improve your home workstation for better health and productivity.

The employee must submit a copy of the Home Workstation Self-Assessment prior to working from home.

Any work-related accidents occurring while working from home must be reported to the Town Clerk as soon as possible.

## **9. Expenses**

Unless otherwise agreed, the Council will not normally reimburse household expenses such as heating, electricity, or broadband associated with home working.

## **10. Review and Termination of Arrangement**

Home working arrangements will be reviewed periodically. The Council reserves the right to withdraw or amend the arrangement if:

- Service delivery is affected
- Performance concerns arise
- Operational requirements change

Where possible, reasonable notice will be given.

## **11. Policy Review**

This policy will be reviewed periodically by the Council to ensure it remains effective and compliant with relevant legislation.

## APPENDIX 1.



### Workstation Assessment Checklist

User	
Workstation Address	
Assessment completed by	
Date of Assessment	
Further Action Required?	
Date completed	

Problem to consider                      Yes No

Ways of Reducing the Risk              Yes No

Further Action Required?                Yes No

#### 1. The Chair

Is the chair suitable?                      Yes No

Is the chair stable?                        Yes No

Is the chair adjusted correctly?        Yes No

The chair should have a working

seat back, height and tilt adjustment?	Yes No
☒ Seat height mechanism?	Yes No
☒ Swivel Mechanism?	Yes No
☒ Castors or gliders?	Yes No
Is the small of the back supported?	Yes No
Can the chair be moved close enough to the desk?	Yes No
Are the user's feet flat on the floor?	Yes No
Equal pressure between the seat and their feet?	Yes No
Is there enough space under the desk?	Yes No
Problems to consider	Yes No
Ways of Reducing the Risk - Further Action Required?	

## 2. Display Screens

Are the characters clear and readable?	Yes No
Is the text size comfortable to read?	Yes No
Is the image stable and free from flicker?	Yes No
Is the screen's specification suitable for its intended use?	Yes No
Are the brightness and contrast adjustable?	Yes No
Does the screen swivel and tilt?	Yes No
Can the screen be read comfortably without having to raise or lower the head?	Yes No
Is the screen free from glare and reflections?	Yes No
Are window coverings provided, and are they in adequate condition?	Yes No
Make sure the screen is clean. Check that the background text and colours work well together.	Yes No
Software settings can be adjusted accordingly.	Yes No

Darker backgrounds and lighter text will reduce flicker and glare.

Yes No

Intensive graphic work or work requiring fine attention to detail may require a larger or specialised screen.

Yes No

Swivel and tilt do not need to be built in; this can be added with a separate mechanism.

Yes No

The desk/ screen may need to be moved to shield the screen from the source of reflections.

Yes No

Blinds with vertical slats are often more suitable. Anti-glare filters should be considered as a last resort.

Yes No

### **3. Keyboard**

Is the keyboard separate from the screen? Yes No

Does the keyboard tilt? Yes No

Is it possible to find a comfortable keying position? Yes No

Does the user have good keyboard technique? Yes No

Tilt does not need to be built in. It may encourage good keyboard technique to place the keyboard flat to avoid excessive bending of the wrists. Yes No

Try pushing the display screen further back to create more room for the keyboard, hands and wrists. Yes No

Further training may be required to prevent:

Hands bent up at the wrist

Are the characters on the keys easily readable? Yes No

Hitting the keys too hard.

Overstretching the fingers.

Keyboards should be kept clean

### **4. Mouse**

Is the device suitable for the tasks it is used for? Yes No

Is the device positioned close enough to the user?      Yes No

Is there support for the device user's wrist and forearm? Yes No

Does the device work smoothly at a speed that suits the user?  
Yes No

Can the user easily adjust the software settings for speed and accuracy of the pointer?  
Yes No

## **5. Furniture**

Is the work surface large enough for all the necessary equipment, papers etc.?  
Yes No

Can the user comfortably reach all the equipment and papers they need to use?  
Yes No

## **7. Environment**

Is there enough room to change position and vary movement?  
Yes No

Is the lighting suitable?      Yes No

Does the air feel comfortable?      Yes No

Are the levels of heat comfortable?      Yes No

Are the levels of noise comfortable?      Yes No

Space is needed to move and stretch.      Yes No

Cables should be kept tidy and not pose a trip hazard.      Yes No

### **Ideal seated position for Users.**

1. The seat rest should be adjusted so the user is sitting upright.
2. Good lumbar support should be achieved (i.e. the lower back should be supported)
3. Seat height should be adjusted to achieve points 4-7 below.
4. There should be no excess pressure placed on the back of the knees whilst the user is in a seated position.

5. There should be room under the desk to allow changes in posture. (i.e. no obstacles)
6. Forearms should be horizontal and elbows approximately at right angles.
7. There should be minimal bending of the wrists and hands; they should be in a horizontal position when using the keyboard.
8. Monitor screen should be at arms-length and height and angle should be adjustable to allow a comfortable position, with the head and neck straight.
9. Ensure there is sufficient space in front of the keyboard to the users' hands and wrists during pauses when typing. Place mouse close to keyboard.
10. A foot support may need to be provided the users' feet do not touch the floor.
11. If seat arm-rests are provided these should not prevent the user from pushing their chair under the desk or should be adjustable in height.