



# BRIZE NORTON PARISH COUNCIL

## Homeworking Policy

Adopted by Full Council	Monday 11 <sup>th</sup> May 2019
Last Review	September 2020
This Review	July 2021
Next Review	2023

### **POLICY STATEMENT**

A homeworker is someone who works away from the office or central base and undertakes their work remotely. Employees of the Council will need to be personally motivated and set hours of work may ensure that productivity targets are met. In dealing with the public, the Clerk may need to be available at certain hours to respond to correspondence and calls.

Brize Norton Parish Council recognise that it is essential that there is a support network available to support and nurture staff. The Council are members of National Association of Local Councils (NALC), Society of Local Council Clerks (SLCC) and Oxford Association of Local Clerks (OALC). The Clerk is encouraged to form liaisons through these associations with other clerks to meet or discuss issues with colleagues and to seek guidance on more complex issues or guidance on legal proceedings.

### **BENEFITS**

#### **For the Council**

- Cost saving
- Increased productivity
- Improved motivation
- Skill retention
- Organisational flexibility

#### **For the Individual**

- Reduced travel time and costs
- Improved work opportunities
- Better balance of work and family life
- No office politics

#### **For the Society and the Economy**

- Reduced traffic congestion

## **THE HOMEWORKERS EMPLOYMENT CONTRACT**

A homeworker is entitled to the same rights as any other employee. Additionally, the homeworker will

- Be entitled to re-imbursement for expenses
  - Receive an allowance for use of private premises (electricity (heating & lighting), insurance premium, internet)
  - Undertake training and support cover
  - Have provision of public liability insurance by the employer in addition to the employer's liability insurance
  - Have a separate and bespoke risk assessment for a different working environment
  - Have access to be able to store documents securely
- An appropriate IT policy and Data Protection policy should be in place.

## **EXPENSES AND TAXATION**

The expenses incurred by the Clerk in the performance of their duty may be tax free.

Earnings will be calculated by the use of a timesheet and declared to the Council Payroll Provider on a monthly basis. Under the Income Tax (Earnings and Pensions) Act 2003, part 4, an expense may be exempt from tax if the expense has been

*“wholly, exclusively and necessarily incurred in the performance of duties of employment...and ... duties carried out at home are substantive duties of employment... with an objective requirement that work is carried out at home and nowhere else.”*

Income Tax (Earnings and Pensions) Act 2003, part 4

Brize Norton Parish Council has agreed a monthly sum to reimburse expenses incurred for homeworking and employees can claim additional costs for travel in accordance with HMRC 2008, if they can be justified and evidence provided. Special taxation advice can be sought from HMRC.

## **HEALTH AND SAFETY AND THE HOMEWORKER**

The council, as an employer has responsibility for the health and safety of a homeworker in the same way it does for an office-based employee.

While the Council recognise the legal obligation to have a Health and Safety Policy in place if the Council has more than five employees, they have chosen to demonstrate good practice by having a Health and Safety Policy in place even though there are less than five employees and the part-time Clerk/RFO works from home.

A risk assessment of a homeworker's environment should take into account the usual desk-based concerns such as back strain, eye strain, RSI and manual handling. A full risk assessment of all employees (Clerk, website manager and village handyman) situations should identify hazards, decide on potential harm, assess risk and act to remove or reduce risk and findings should be recorded fully.