

Impact Assessment of: Homeworking
Service/ Directorate: Leeds Benefits Service (LBS) / Resources
Date Completed: 8 November 2006
Lead Officer: Lorraine Ritchie

Members of the assessment team:

Name	Organisation	Role on assessment team e.g. service user, manager of service
Lorraine Ritchie	Leeds Benefits Service	Project Officer
Jennifer Ellis	Leeds Benefits Service	Benefits Manager
Jayne Ruddock	Leeds Benefits Service	Team Leader
Dianne Smith	Leeds Benefits Service	Team Leader

Brief description of policy/ service:

Home Working has been piloted in Ben Admin from Oct 05 to Sep 06, we have 24 people working from home. The pilot has ended and whilst this has not yet been agreed by DMT for further rollout across LBS, the impact audit assessment is done for Ben Admin as the pilot currently stands. DMT have also been asked if they will agree for Home Working to be rolled out across the council and policies and practices be adapted for a corporate approach.

The aim of the function is to give officers an additional Flexible Working option, which improves Work Life balance, improves motivation & job satisfaction, whilst improving performance and allowing us to consider accommodation savings.

Home Working is recognised nationally as the way forward in terms of flexible working but it has to be recognised that individual's circumstances do not always allow this as an option or may mean an individual will not want to take up this option. However longer term this option may not be accepted or considered on a voluntary basis, again the impact audit assessment will need to be repeated.

Brief account of how the impact assessment was carried out:

Desk top exercise involving relevant officers

Brief description of any adverse affects found:

Roles - Suitability of roles need to be determined

Rules around presence in office - sometimes need cover within office and this may mean working in the office

Personal circs - Some HWs may not be able to take up the option due to family & personal circs

Home space - Some HWs may simply not have sufficient space even though we can look at smaller desks etc

Specialist software - HWs may have specialist software that either:

- a) will not work with the current technical solution
- b) Cannot be supported without providing additional and dedicated support

Summary of Actions arising from Assessment

Actions	Responsibility	Timescale
Monitor impact of living outside of Leeds to ensure this impact taken into account for future requests	Section Managers	Ongoing processes in place
To ensure all HWs / managers of HWs attend awareness course before HW begins / managers responsible for HW	Line Managers	As required
Suitability of roles need to be determined prior to asking for applications. For those not suitable, clear reasons need to be communicated and understood	LBS SMT	As arises following project closure

Contacts for further information:

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Date published on Council Website:

23rd January 2009