



Local Government

Blended Working Policy & Procedure

Revised May 2024



Contents

Policy Statement	3
Scope	3
Purpose of Policy	4
Communication of Policy	4
Right to Request Blended Working	4
Attendance Patterns	4
Flexitime Accrual	5
Application to Request Blended Working	6
Decision Process	6
Eligibility Criteria	7
Location	9
Approving a Request	10
Declining a Request for Blended Working	10
Right to Review	10
Trial period and continuing assessment of suitability	12
Termination of Blended Working Arrangements	12
Return to Previous Working Arrangement	13
Abuse of Blended Working Arrangement	13
Safety, Health and Welfare	14
Provision of Equipment	14
Data Security (Remote Working)	15
Guidance for personal data processing at off-site / remote locations	15
Working with Digital Devices	16
Working with Hard Copy / Paper Files	18
Office Accommodation	19
Travel Expenses	19
Appendix I – Template Blended Working Application Form & Applicant Declaration	20
Information for Applicant	20
Appendix II - Broadband Connection & Speed	28
Appendix III - Safety, Health & Welfare	29
Appendix IV – Draft Template Blended Working Agreement	41

Blended Working Policy and Procedure

Policy Statement

The implementation of blended working in (Insert Name) Council will at its fundamental starting point, focus on the organisational needs of the local authority. At its core, the provision of public services and facilities by local government is by public facing service delivery. (Insert Name) Council is committed to excellence in the delivery of our broad range of services and the quality of our customer service. In this context, (Insert Name) Council will implement Blended Working while maintaining our commitment to the delivery of the highest standard of public services directly to citizens and local communities.

(Insert Name) Council is committed to a blended working policy that maximises the opportunities for a blended working approach with attendance at the Council's onsite location, where required, to allow for face-to-face interaction and collaboration with colleagues and service users. Blended working will also support effective teamwork, sustain good working relationships, and maintain a sense of belonging.

As part of the Council's implementation of a blended working approach to the delivery of services, this Blended Working Policy and Procedure, aligned with the Sectoral Blended Working Framework, has been developed. This is one of the suite of (Insert Name) Council's Work Life Balance Policies, in accordance with the Work Life Balance and Miscellaneous Provision Act 2023.

As provided for in the blended working framework, this policy will be reviewed on an ongoing basis to adapt to any changes required to meet the needs of the Council employees, and to incorporate any broader strategies and approaches to new ways of working.

Scope

This policy applies to all employees of (Insert Name) Council.

Purpose of Policy

The purpose of this document is to outline (Insert Name) Council's Blended Working Policy and Procedure including;

- Right to Request Blended Working
- Application procedure for Blended Working
- Decision Process
- Agreeing a request for Blended Working
- Right to Refuse and grounds for refusal
- Right to Review
- Safety, Health and Welfare
- Location
- Office Accommodation.

Communication of Policy

(Insert Name) Council will communicate its Blended Working Policy to employees on a regular basis and to newly recruited employees during their induction.

Right to Request Blended Working

This policy outlines the policy and procedure whereby employees can make a request for blended working.

Blended working must not be used as a substitute for annual leave or sick leave. Blended working is not a replacement for other flexible working arrangements to meet caring responsibilities. While, blended working may have benefits for persons with caring responsibilities, any caring responsibilities must take place outside of working time. In terms of work, there is no difference between working at a remote location and working in office/ workstation other than the location.

Attendance Patterns

Where a blended working application is received, each application and the appropriate office attendance will be considered on an individual basis however this must also be assessed giving due consideration to the Council's wider organisational, functional and team requirements.

Where employees are already engaged in work sharing or similar policies, an application for blended working must be considered, in conjunction, with minimum

office attendance requirements. This model will be applied pro rata for employees currently working less than 5 days. For employees engaged in work sharing or other similar policies, a full day attendance in the office is required under blended working, rather than half days unless the weekly attendance pattern under work sharing is for half days only.

Specific days of workplace attendance and remote working will be determined by employers which must be consistent with the approach to assessment taken across other areas of the Council and will be fixed for a minimum period of six months. Any change to this will be the subject to approval and four weeks' notice.

The move to blended working will not, of itself, change existing hours of attendance. It will remain a matter for each individual local authority to determine its hours of attendance, reflecting its' individual functional requirements.

Flexitime Accrual

In the initial implementation of blended working, flexitime accrual will only be allowed for all blended working employees while in the office only i.e. those days where an employee is in attendance in the office.

Application to Request Blended Working

When an employee wishes to request blended working, the employee is required to formally apply, outlining the full details of the application to their employer, using the Council's Blended Working Application Form available at this link (sample headings outlined in Appendix I). Requests will only be accepted via the Council's Blended Working Application Form.

Engagement should take place with an employee before a decision is made. It is anticipated that employees will have discussed the potential for Blended Working for their role within the team, department, and Council with their line manager through the PMDS process and/or other discussions. All employees are required to engage in the PMDS process.

.(Insert Name) Council will confirm, in writing, if agreeing to the request for Blended Working and the specific conditions that apply to the agreement will be set out (template attached in Appendix IV). Each application for blended working, will be fixed, for a minimum period of six months and not to exceed 12 months. This will be subject to a quarterly interim review. Any change to this will be the subject to approval and four weeks' notice.

Decision Process

(Insert Name) Council will respond to the employee's request within 4 weeks after receiving the request. The Council may extend the 4-week response period for a further period not exceeding 8 weeks and will communicate that more time is needed to assess the viability of the request setting out the length of the extension.

Eligibility Criteria

All of the following criteria must be satisfied for any blended working arrangement to be approved, none of which may be excluded from consideration.

a. Business needs and role suitability

Supporting business needs in order to deliver efficient, high-quality services is of paramount importance. Productivity standards and performance levels will not be compromised to facilitate blended working. The purpose of this policy is to establish a balance between a more flexible, efficient and resilient workforce by reimagining roles and facilitating blended working where practical, while enabling onsite interaction, collaboration and support as required in order to sustain high levels of productivity and performance at an individual, team and organisational level. The number of employees of (Insert Name) Council, and/or the percentage of time, approved to work on a blended basis may be limited based on the assessed impact on business needs.

(Insert Name) Council will consider the impact of the application on:

- the ability to meet the business needs of the Council
- the ability to maintain the required level of service quality.
- team performance and team collaboration.
- operational issues, or other issues related to the organisation as a whole.
- organisational costs; and
- the extent of blended working arrangements available in the Council

While (Insert Name) Council is committed to facilitating blended working where practical, not all roles will be suitable for blended working. (Insert Name) Council has conducted a role suitability identification exercise, taking the following into consideration:

The following criteria will be used for this exercise:

- requirements for customer-facing service delivery at local authority premises;
- performance of tasks that have a high degree of manual work requiring attendance at a physical work location;
- ongoing requirements to supervise and manage staff at physical work locations;
- requirements to access particular technologies/equipment/data accessible only on-site;
- performance of support tasks that must be provided on-site.;
- performance of tasks that are more efficiently carried out on-site;
- operational issues, or other issues related to the local authority as a whole.

b. Employee Suitability

Each application will be considered on its own merits, noting that access to blended working should, as far as practical, be an option for all employees and that issues arising for individuals should be managed as appropriate and on an ongoing basis, whether in the workplace or remotely. In undertaking an assessment an employer must ensure there is a consistency in approach across the Council as a whole and there is engagement with senior management in the Council to ensure that at all times the basis for decision making is focused on service delivery.

An assessment of individual suitability may include, but may not be limited to:

- confirmation that performance standards and delivery of results have been achieved using defined metrics/deliverables, as appropriate, and meets the requirement for Blended Working.
- satisfactory performance including PMDS/probation.
- satisfactory compliance with time and attendance policy and procedures.
- not subject to an ongoing disciplinary process or hold a live record of disciplinary action on file.

Probationary employees may be considered for blended working, where blended working is appropriate taking into account the general criteria, and specific further factors relevant in the context of probationers. For example, a line manager may require that a probationer attend the office during the probationary period:

- to assist with adapting to their new role and work environment.
- to facilitate ongoing engagement with line managers, and with team members.
- to facilitate team bonding and collaboration.
- to facilitate face-to-face meetings and training where required; and/or
- to assist with the assessment of the probationer's performance during the probationary period.

c. Designated Workstation Requirements

All parties must ensure that they comply with all relevant health and safety obligations as set out in more detail in Appendix III.

The employee must:

- Complete the application, declaration, and assessment form (see Appendix III):
- Identify a single designated remote workstation which is suitable and meets the health and safety requirements as set out in the Blended Working Policy.
- Agree to a risk assessment, conducted by the employer.
- Agree to make no subsequent changes to the workstation without authorisation from the employer.
- Confirm that they are able to connect to a work computer via their own reliable broadband connection.
- Confirm that the workstation allows compliance with data security and applicable confidentiality standards.

With the exception of employees who reside in Northern Ireland remote working outside of the State will not be facilitated. It should be noted that in respect of employees residing in Northern Ireland, who are United Kingdom nationals, without also being a national of Ireland, then the United Kingdom may have taxing rights, should they choose to take them up. In this scenario, such employees may be exposed to double taxation.

Location

When engaged in blended working and working remotely, an employee must be based in a location that enables them to undertake the full functions of their role which will include immediate attendance at the Council's onsite work location, if required. The Council's work premises will continue to be the primary workplace for all employees and will be the formal base location for all administrative purposes. Attending the Council's work premises, will remain the default arrangement and all employees availing of blended working, will be required to attend the office the specified full days per week and also as required, for example for meetings, training and key events, ICT failure/ issues, operational reasons (e.g. staff absences or vacancies).

Approving a Request

On approval of an employee request, (Insert Name) Council will provide a signed agreement by the employer and employee, setting out the details of the agreed arrangement.

Declining a Request for Blended Working

(Insert Name) Council may, having given the application due consideration, may decline a request for remote working where satisfied, in its view, that the proposal requested is not suitable on based on the criteria for assessment of applications.

- (Insert Name) Council will communicate, in writing, the grounds for refusal, when returning a decision and inform of the right to request a review under this Policy and Procedure.
- The following grounds for refusal may include (but are not limited to);
 - Employee suitability criteria not met.
 - Ability to meet the business needs of the organisation.
 - Ability to maintain the required level of service quality.
 - Team performance and team collaboration.
 - Operational issues, or other issues related to the organisation as a whole.
 - Organisational costs.
 - The extent of blended working arrangements available in the organisation.

Right to Review

Where an employee feels that their Remote Working request has not been considered in line with the Council policy and/or the legislation WRC Code of Practice the applicant has a right to request a review. The steps in the review process are set out below.

Informal discussion

Before seeking a formal review, applicants should have an informal discussion with their line manager to discuss the reasons for refusal and to explore if there is an opportunity to resolve any issues identified. If the issues can be resolved, the line manager can re-assess the application and may amend their decision. If the issues cannot be resolved, the applicant can seek a formal review.

Formal review under Grievance policy

The applicant's request under the Grievance procedure should set out the grounds of the review. The examination under the Grievance procedure will focus on whether the application process was in line with this Blended Working Policy.

The request for a formal review must be made, in writing, within 10 working days of the decision to refuse the application.

The review will be undertaken by a senior manager in the Council, who has not been involved in the original decision-making process and who will be designated as the Review Officer. It is envisaged that the Review Officer will be at senior manager level and not work in the same section/department as the applicant. All records relating to the application and original decision should be made available to the Review Officer. The Review Officer will, determine the process for review and may give due consideration to any request for a meeting in a specific case, however their decision will be final on whether a meeting is necessary with the applicant, Line Manager or Approver /HR.

Outcome of formal review

The decision of the Review Officer should be communicated in writing to the applicant, Line manager and Approver, and HR. In general, this should occur within 10 working days of receipt of the formal request for a review. The Review Officer may:

- Affirm the decision to refuse the application; or
- Recommend that the original decision be reconsidered by the Recommender/Approver, taking into account any issues identified by the Review Officer;
- Make other recommendations related to blended working, where appropriate.

While the main purpose of the review process is to deal with a request for review of the decision to refuse an application, the Review Officer has discretion to consider reviews of other cases where blended working arrangements are deemed inappropriate or unsuitable after a trial period, or as a result of a change of circumstances.

If the matter is addressed through the Council grievance procedure and remains unresolved on completion, the employee may refer it to the WRC citing the WRC Code of Practice. A specific breach of the Act may be referred to the WRC, within 6 months of the date of the breach. Under the Act, neither an AO of the WRC nor the Labour Court have the legal power to assess the merits of any decision made by an employer in relation to Remote Working. This means that they cannot look behind the merits of the decision, they can only look at the process which led to the Council's decision.

In addition to the above, the line manager may meet with the employee to explore if there is a feasible alternative arrangement taking into account the specific circumstances of each individual case.

Trial period and continuing assessment of suitability

Blended working arrangements are not an entitlement, or term of employment. Such arrangements are not guaranteed on a permanent basis. Rotating blended working opportunities among employees may be required in order to support employee mobility and career development.

A blended working arrangement should, in the first instance, be granted for a trial period (in general, no less than six months and no more than 12 months). The trial period is an opportunity for the employee and the manager through regular contact, to evaluate the success, and ongoing suitability, of the arrangement.

After the trial period, the suitability of the arrangement should continue to be assessed, through regular feedback conversations. Where performance issues arise, the manager should discuss the issues with the employee as soon as practical and give them the opportunity to rectify the issue. A record should be kept of such discussions and the agreed outcome.

A formal review of the blended working arrangements should also form part of the PMDS process. All employees are required to engage in the PMDS process. The manager and the organisation will need to assess if the blended working arrangement continues to suit the business needs of the organisation.

Employees must be in a position to carry out all the responsibilities of their role when availing of remote blended working. Blended working must not be used as a substitute for annual leave or sick leave. While blended working may have benefits for persons with caring responsibilities, any caring responsibilities must take place outside of working time.

Termination of Blended Working Arrangements

Following review, existing blended working arrangements may be terminated by the employee Recommender/Approver on reasonable notice.

For example, blended working arrangement may be terminated by the Recommender/Approver due to business needs, team mobility, performance management purposes, poor broadband connectivity, health and safety risks, or where

other eligibility criteria are no longer met. Arrangements may also be terminated due to the employee declaration no longer being honoured.

Where an existing blended working arrangement is being reviewed a formal engagement with the employee must be undertaken. Recommender/Approver must discuss the reason(s) behind any decision to terminate the blended working arrangement and provide written notice of any termination of an arrangement. The notice will set out the reasons for the termination and specify the date on which the employee will return to their original working arrangement.

Four weeks notice will be required unless the date that the approved Blended Working arrangement comes to an end, is less than 4 weeks from the date of receipt of the notice. In exceptional cases, shorter or longer notice may be necessary at the discretion of management following discussions with the employee.

Return to Previous Working Arrangement

An employee's circumstances may change, requiring them to return to working in an office-based environment. An employee can request by written notice, to return to their original working arrangement earlier than had been approved by providing reasons and a proposed date of return. (Insert Name) Council will consider and give notice within 4 weeks of receipt as to whether the request has been approved or refused and the reasons for any refusal. Note, if the Council agrees to the early return, they can propose an alternative date for the employee to return to their original working arrangement.

On the expiration of an employee's Blended Working arrangement, the employee will return to their original working arrangement that they held immediately before the approval of the blended working arrangement.

Abuse of Blended Working Arrangement

An employee must continue to meet all the requirements of their role while they are working remotely. If the Council has reasonable grounds for believing that an employee is not fulfilling all of the requirements of their role, they can give an employee notice of termination of an arrangement setting out the reasons for termination and specifying the date on which the employee must return to their original working arrangement.

Where (Insert Name) Council proposes to give notice of termination on these grounds, the Council will;

- notify the employee in writing of the proposal to terminate the arrangement; and
- include details of the grounds for terminating the arrangement;
- give the employee 7 days after receipt of the notice to make representations to the employer in relation to the proposal;
- consider any representations made by an employee before deciding whether to give notice of termination.

An employee is required to return to their original working arrangement 7 days after receiving notice of termination for abuse of an arrangement.

Safety, Health and Welfare

Under the Safety, Health and Welfare at Work Act 2005, (Insert Name) Council has a duty to ensure, so far as is reasonably practicable, the safety, health and welfare of their employees. This applies regardless of the location where the work is being carried out, whether it is at the local authority's premises, a hub or shared workspace, or at the employee's home.

As part of the employee's application for Blended Working, an assessment is required to be carried out to confirm that the employee's workstation and work equipment are suitable for the work to be done. (Details of this process are outlined in Appendix III). In approving any application for blended working, line managers must be satisfied that a home/hub work location, so far as is reasonably practicable, meets the safety, health and welfare obligations for their employees.

Provision of Equipment

Employees availing of blended working in the home should, as far as is reasonably practicable and in line with funding availability, be equipped with a mobile device (e.g. laptop), keyboard/mouse, monitor and such ancillary peripherals (e.g. mobile phone) as are locally agreed as essential for the execution of official duties. In general, printers will not be provided for data protection reasons. All equipment, provided by a local authority to support a blended working arrangement, remains the property of the local authority and should only be used for work purposes. Employees will be expected to safeguard this equipment and return same immediately to the local authority should the blended working arrangement cease.

Employees will complete a self-assessment form identifying any potential risks and confirming that their workstation meets relevant health and safety requirements.

Following the health and safety assessment and provisional approval for blended working, a local authority should, where it is reasonable to do so and necessary for the employer's work, provide appropriate furniture and equipment. The local authority reserves the right to audit the workstation to ensure compliance with health and safety standards.

The equipment/resources required can be identified and recorded as part of the risk assessment process detailed in Appendix III.

Such equipment, may include, if required (as per HSA guidance);

- IT equipment, for example monitor, keyboard, mouse
- Laptop should be connected to a separate monitor or stand and separate keyboard and mouse
- A suitable desk or table to work from
- Adjustable chair

A headset if dealing with frequent phone calls.

Data Security (Remote Working)

At all times, employees must be vigilant regarding data protection and confidentiality in the work they are undertaking. Employees, working remotely, are asked to familiarise themselves with guidance from the Data Protection Commissioner in respect of;

- (i) avoiding data breaches when working remotely; and
- (ii) (ii) tips for Video conferencing, <https://www.dataprotection.ie/en/news-media/latest-news>.

The DPC's specific advice in relation to protecting personal data when working remotely is available from the following link; [Protecting Personal Data](#)

Guidance for personal data processing at off-site / remote locations

When working from home, special attention is required to keep data security, integrity and confidentiality in mind when processing personal data.

This includes the following:

- making sure not to work on personal or confidential information in an environment where others can see or gain access to these data
- not using wireless Internet connections such as open, unsecured Wi-Fi in public places.

- only using a device that is equipped with the appropriate security features as determined by the local authority e.g. firewall, antivirus software
- not printing off personal or sensitive information and letting it lay around the house or other places where other people can gain access to it
- keeping hard copy documents which contain the Council's personal data secure when working at home, i.e. locking paper files away when not in use
- Use a shredder, where possible, when disposing of paper documents. If you do not have a shredder at home, you should store the documentation in a safe place until you can return to the Council office to use the onsite shredding facilities
- switching off any smart devices that could record personal data e.g. in audio format
- being extra careful to keep Council credentials confidential, so that access to the Council systems does not get compromised
- if using the Council's provided VPN, employees need to log out of it when not actively using it
- activate a password protected screen saver if stepping away from your work area
- being vigilant that in non-standard situations and crisis the risks of scams and fraudulent emails increases
- where it has been determined that the employee is being considered for working remotely on an ongoing basis, an assessment will be conducted to determine whether or to what level the employee will be able to access data held by the Council whilst working remotely.
- where it is determined that business needs require the remote worker to be provided with access to data held by the Council in order to carry out their assigned duties, security measures will be put in place by the Council, to ensure the security of the data being accessed by the employee working remotely.

To assist in good data protection practices, please adhere to the following:

Working with Digital Devices

- Take extra care that devices, where local policy allows for their use, such as USBs, phones, laptops, or tablets, are not lost or misplaced
- Make sure that any device has the necessary updates, such as operating system updates (like iOS or android) and software/antivirus updates.
- Ensure your computer, laptop, or device, is used in a safe location, for example where you can keep sight of it and minimise who else can view the screen, particularly if working with sensitive personal data.
- Adhere to the Council's IS Department security policies (insert link)
- Council smartphones, tablets or laptops to be used in line with the Council's ICT Policy.

- Lock your device if you have to leave it unattended for any reason.
- Make sure your devices are turned off, locked, or stored carefully when not in use.
- Avoid using public WIFI providers.
- Avoid using non-Council email accounts for Council business
- Use Digital Devices in an ethical and lawful manner as per the Council's Email and Internet Access Policy and Mobile Phone Policy and any other applicable policies
- Immediately report any lost, stolen or damaged items to the IT Service Desk (Insert Contact Details).

DRAFT

Working with Hard Copy / Paper Files

Hard copy files containing personal data including but not exclusive to special category/sensitive data should not be removed from the security of the office. The necessity to remove these types of files from the office must be as a last resort only and where no other arrangements such as attending the office on a needs basis can be arranged. The authorisation for the removal of hardcopy files must be given after a risk analysis involving the relevant line manager; the DPO and the records manager where they exist.

Where the removal of hardcopy files has been authorised the following good data protection practices must be adhered to:

- the files being removed from the office must be registered with details of who has been authorised to remove the files and re-registered when they are returned.
- make sure files with names, addresses and/or other personal details on the front are covered.
- keep files with Personal Identifiable Information (PII) in a safe location when not being used.
- transfer these files in a secured bag/box, and in the boot of car, not on the backseat/in view.
- avoid making any copies or scans of documents at home. If soft copies of documents need to be made this should be done in the office prior to their removal. Where copies are required they should be made only on Council approved devices.
- do not dispose of any documents at home. Return them to the office for confidential shredding.
- records should return to the office and re-registered as such as soon as the need for them to be out of the office has expired.

In the unlikely event of a data breach, an employee must contact their line manager and the Data Protection Officer immediately (Insert contact details).

Office Accommodation

Blended workers will generally have no automatic right to a dedicated workstation or single occupancy office in their employer's work premises but will have a shared workspace available to them when required to attend.

Travel Expenses

Revenue rules regarding travel expenses continue to apply. An employee's base, for the purposes of travel and subsistence, continues to remain their office location. For avoidance of doubt, travel and subsistence will not be payable for attending the main work premises during a blended working arrangement.

DRAFT

Appendix I – Template Blended Working Application Form & Applicant Declaration

Information for Applicant

Assessment Process

Applications for blended working, will be via the Performance Management Development System (PMDS) which will be utilised to assess the suitability of a role, function, task, and applicant for blended working.

Further to the agreement by the employee and the line manager to the feasibility of a blended working approach, as part of the PDP, the employee will need to submit a Blended Working Application Form to their line manager.

Requests for blended working will be assessed and approved by management on a case-by-case basis and will be subject to the operational needs of the organisation. Decisions will consider the role and the employee's suitability for blended work, as well as the employee's agreement with the provisions in the local authority's blended working agreement.

Prior to Application

- Employees are asked to read and familiarise themselves with the local authority's Blended Working Policy.
- Employees are asked to confirm that they have access to reliable high-speed broadband in the proposed blended working location(s).
- Employees are asked to complete the Blended Working Application Form attached and submit to their line manager.
- Employees are asked to confirm that they are aware that they will be required to complete health and safety training and assess the suitability of their blended working location, via the Health and Safety Risk Assessment.

Post Application Submission - The employee may be asked to clarify certain items/issues.

Post Application Response - The employee must complete health and safety training and assess the suitability of their blended working location, via the Health and Safety Risk Assessment.

Line Manager Decision - The line manager is required to communicate the decision to the employee.

Post Application Decision (following health and safety assessment) -The employee has the right to request, a review of a decision, to refuse an application.

Template Blended Working Application Form and Applicant Declaration

Employee Name:		Date:	
Line Manager:		Job title and Grade:	
Section:		Department:	
Contact Details:	Email and Telephone		
Proposed remote working location:		Proposed Start Date:	
Describe your current working pattern (days/hours/times worked/location):			
Proposed number of days to be worked remotely:		Carbon Saver Calculator:	

<p>Are you currently availing of any of the following flexible working policies?</p> <ul style="list-style-type: none"> ▪ Shorter Working Year Scheme ▪ Work-sharing ▪ Parental Leave <p>Other (please give details):</p>	<p>Yes/No Yes/No Yes/No</p>
<p>Does your application satisfy the Blended Working initial requirements i.e.</p> <ul style="list-style-type: none"> ▪ Agreement of feasibility of blended working approach with line manager in PDP; ▪ Position suitability ▪ Access to quality broadband <p>Employees are asked to confirm that they are aware that they will be required to complete health and safety training and assess the suitability of their blended working location via the Health and Safety Risk Assessment.</p> <p>Please Confirm</p>	<p>Yes/No Yes/No Yes/No Yes/No</p>

Suitability of Position	
1. In a blended working arrangement for your role, will the local authority and customer service needs, continue to be delivered to the same level and capacity, as the existing on-site workplace environment?	Yes/No
2. Does your role, have responsibilities that can be, at any given time, conducted from a remote location, without affecting service quality or organisational operations?	Yes/No
3. Can the operational needs, of the local authority, be met regardless of your work location?	Yes/No
4. Can your role be undertaken off-site without disruption to the flow of work and communication (e.g., availability using remote technology such as shared servers, email, phone)?	Yes/No
5. Can full and effective participation in meetings be conducted, using remote technology (e.g., Microsoft Teams, phone)?	Yes/No
6. In carrying out your role, do you have the need to access physical files, specialist equipment, customer facing services, requirement to attend physical meetings, etc.?	Yes/No
7. In your role, do you have the need to access technologies/equipment accessible, only on-site?	Yes/No
8. In your role, do you need to provide customer-facing service delivery which requires attendance at the local authority office?	Yes/No
9. In your role, please outline the tasks that are more efficiently performed and carried out on-site.	
Please comment:	
Please outline any issues/barriers as per the responses above?	

Describe your proposed new working pattern (days / hours / times worked):	
Outline the proposed blended working location (s) and distance from on-site office:	
Explain the impact, of your proposed amended working pattern, on the local authority, as your employer and colleagues for example communications, productivity, line management and team working (please include pros and cons):	
Explain, how you believe any potential barriers, to your proposed new working pattern, could be overcome:	
State any specific requirements regarding Security, Data Protection and confidentiality:	
Please outline equipment requirements;	
I have considered the implications of the blended working arrangements and confirm they will not adversely affect the operational efficiency of the Section.	Yes/No

Line Manager's Recommendation	
Does the employee satisfy the Blended Working initial requirements i.e. position suitability, agreement of feasibility of blended working approach with employee in PDP, access to quality broadband, confirmation to complete Health and Safety training and assessment?	Yes/No
Does the employee satisfy the following criteria?	
▪ Demonstration of satisfactory performance (PMDS)?	Yes/No
▪ Demonstrates the ability to prioritise and manage time/workload effectively with minimal direction/oversight?	Yes/No
▪ Satisfactory compliance with time and attendance policy and procedures?	Yes/No
▪ Demonstrates delivery of results?	Yes/No
▪ In general, is not the subject of an ongoing disciplinary process or hold a live record of disciplinary action on file?	Yes/No
▪ Is the employee currently undertaking a probationary period?	Yes/No
▪ Meets health and safety requirements as detailed in Blended Working Policy Framework Appendix III (employee to complete training and assessment)?	Yes/No
Any other comments	
Please outline equipment requirements and costs associated with the provision of equipment and workstation setup	
Potential barriers and proposed resolution – comments	
Is approval for this application of Blended Working recommended?	Yes/No
Reasons for Recommendation	

<p>If not approved, please select from the list below, the reason(s) for the decision:</p> <p>Does not meet the following requirement(s)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Employee suitability criteria not met. <input type="checkbox"/> Ability to meet the business needs of the organisation. <input type="checkbox"/> Ability to maintain the required level of service quality. <input type="checkbox"/> Team performance and team collaboration. <input type="checkbox"/> Operational issues, or other issues related to the organisation as a whole. <input type="checkbox"/> Organisational costs. <input type="checkbox"/> The extent of blended working arrangements available in the organisation. 	
Decision:	Yes/No
I have discussed this application for blended working with the Line Manager and confirm that the arrangement is in accordance with the local authority's Blended Working Policy.	Yes/No
Application for Blended Working Approved	Yes/No

Applicant Declaration

I, (insert name of applicant), confirm that:

- I have read, understand, and accept the Blended Working Policy, including the appendices.
- I have completed the Blended Working Application Form and Health and Safety Assessment Form.
- I have discussed my request for blended working with my manager and I have completed the Application Form based upon that discussion. The information included in the Application Form is true and accurate and reflects the discussion with my manager.
- I am aware of my obligations as it relates to ensuring data confidentiality and I undertake to immediately inform my line manager of any breach
- I have discussed and understand the expectations regarding my goals, role and performance indicators when working remotely and in the office.
- I will inform where there is a change in circumstances impacting eligibility criteria, including any change to my role, performance or location of the designated workstation.
- I have identified a single designated remote workstation and I understand this will need to meet all health and safety requirements as set out in the Blended Working Policy.
- I will cooperate with any risk assessment, or other employer requirements, to ensure health and safety at work, taking reasonable care of myself and other people who may be affected by the work I am doing.
- I will not make any changes to my workstation without authorisation from my manager.
- I will report any work-related incident to [appropriate contact in line with organisational procedures] and participate in/comply with any subsequent investigations.
- My workstation allows compliance with data security and applicable confidentiality standards.
- I will continue to comply with all of my obligations as an employee of (Insert Name) City/County Council, including all legislative obligations, and remain bound by all relevant organisational policies and procedures (including those referred to in the Blended Working Policy).
- I agree that blended working is granted to me, in the first instance, on a trial basis, after which a decision made as to whether to continue the arrangement.
- I can connect to a work computer via my own reliable broadband connection.
- I will be contactable by phone, email or other established method during regular hours and be available for online conference calls.
- My employer's work premises/office/site location remains the primary place of work, my pattern of attendance may change, and I may be required to attend on any workday, as and when required in line with business needs.
- My working hours will not change, unless agreed with my manager.
- My existing terms and conditions of employment continue to apply when I am availing of a blended working arrangement, whether I am working remotely or in the work premises/ office. I continue to be bound by the same standards and behaviours whether working in the office, or remotely.
- I will have no automatic right to a dedicated workstation when attending the office / work premises, unless access to specialist equipment or special provisions are required in the workplace.
- I will not use my home for in-person work related meetings.
- I will not work remotely outside of Ireland/Northern Ireland, except where my role requires it as part of my official duties, and I have received prior approval for same (see blended working policy framework for more details regarding taxation).
- I agree that blended working is not an entitlement, or term of employment. The arrangement may be terminated at any time, on reasonable notice.
- Blended working must not be used as a substitute for annual leave or sick leave. While blended working may have benefits for persons with caring responsibilities, any caring responsibilities must take place outside of working time.
- I agree that future promotion/transfer/mobility opportunities will impact on blended working arrangements and a new application will have to be raised on assignment to new position; and

I will return all employer's equipment/property to the Department/Office upon ceasing the blended working arrangement, or upon request by the employer.

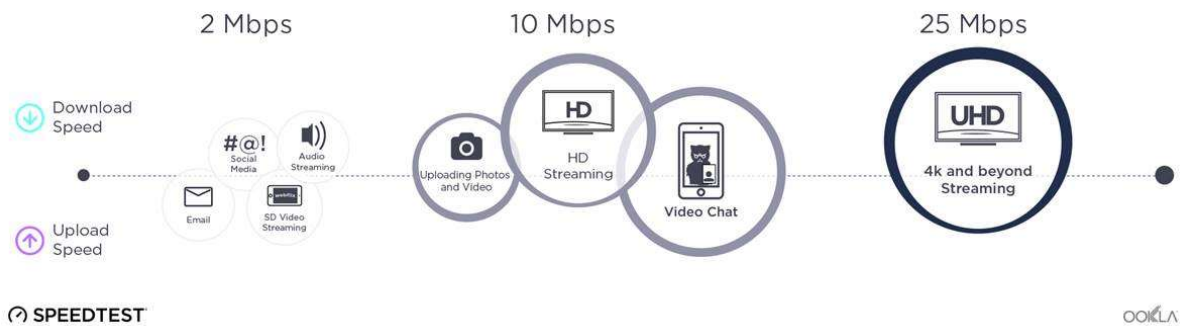
Employee Signature:

Date:

DRAFT

Appendix II - Broadband Connection & Speed

A reliable broadband connection is vital for effective home working. The following chart shows suggested capacity for common data types. In general, Microsoft Teams requires 5Mbps and email requires 2Mbps.



A wired Router connection is preferable to a Wi-Fi connection for data intensive tasks like uploading large files. Online speed tests may help identify any shortcomings and staff should contact their provider if broadband capacity does not meet requirements. If poor broadband capacity negatively affects business operations the employee may be requested to work from their normal work base.

Appendix III - Safety, Health & Welfare

The Safety, Health and Welfare at Work Act 2005 places a number of obligations on employers and employees. The employer has responsibility to ensure a safe place of work so far as is reasonably practicable.

An employee has a responsibility to take reasonable care of themselves and other people who may be affected by the work they are doing. These obligations apply to employers and employees, regardless of whether business is conducted at the employer's premises, the employee's home, or another location where the employee is engaging in blended working. The following key health and safety obligations apply:

Employers are required to:

- carry out a risk assessment. This assessment must be carried out by a competent person and should include an assessment of equipment and ergonomics.
- consult with employees to ensure they are aware of any specific risks regarding working from home, that the work activity and the workstation are suitable, that equipment is provided to enable the work to be done, and there is a pre-arranged means of contact.
- take protective and preventative measures based on the assessment, which may include training, providing equipment and/or checking any identified risks have been mitigated.
- update the Safety Statement, to incorporate remote / blended working arrangements.
- document the procedures in place for incident reporting and investigation, while following the usual protocols in terms of notification, mitigation of risks and investigation.
- ensure that working hours are appropriately recorded in order to comply with the Organisation of Working Time Act and to be able to assess incidents that occur during the course of employment.
- promote a healthy work-life balance in line with the Code of Practice on the Right to Disconnect; and
- rescind or pause blended working arrangements where it is deemed that health and safety requirements are not being met while working remotely.

Employees working remotely have a responsibility to take reasonable care of themselves and other people who may be affected by the work they are doing.

Employees are required to:

- co-operate with their employer and follow their instructions.
- comply with health and safety measures, and follow procedures, set by their employer.
- attend any training, or undergo such assessments, as may reasonably be required by their employer relating to safety, health and welfare at work;
- take reasonable care for their own safety;
- protect themselves from harm during the course of their work;
- take care of any equipment provided;
- report any defect in the equipment, place of work or systems of work, which might endanger their safety, health and welfare; and
- report any injury arising from the work activity to their employer immediately and in accordance with local policy and procedures.

Incident Reporting and Investigation

The Safety, Health and Welfare at Work Act defines “accident” as meaning “*an accident arising out of or in the course of employment which, in the case of a person carrying out work, results in personal injury*”. The duty to report such accidents should be made known to the employee.

Employers should have documented procedures in place for incident reporting and investigation. Should an incident occur related to blended working, the employer and employee should follow the usual protocols in terms of notification, mitigation of risks and investigation. Line Manager and H&S section should be consulted where it is unclear if an incident should be reported. Employers are advised to review their current incident reporting and investigation procedures to ensure they are in line with this framework.

Health & Safety Process for Blended Working

Each employee’s blended working environment will be different whether it is the individual, the type of work to be carried out, workstation location or equipment required. Employers are required, to ensure a risk assessment of an employee’s workstation, is carried out.

Stage 1	DSE and Workstation Awareness Training is completed
----------------	---

Stage 2	Employee completes DSE and Workstation Assessment Form and required IT equipment / resources are identified and provided as part of this process.
Stage 3	Completed DSE and Workstation Assessments are reviewed and on a priority needs basis undertake one to one assessments Additional corrective / preventative actions are processed.

Stage 1: Display Screen Equipment (DSE) and Workstation Assessment Awareness Training

Where provisional approval has been granted, the applicant completes the online DSE and Workstation Assessment Awareness Training.

Applicant should also be provided with the *Guidance on how to set up workstation* (included in Appendix III) to ensure employee is made aware of the risks associated with working remotely and to ensure employee is provided with instruction, on setting up the workspace and using the equipment correctly.

Stage 2: Employee completes DSE and Workstation Assessment Form

The DSE and Workstation Assessment form is sent to the applicant to confirm that their proposed remote workspace is suitable (template form included in Appendix III). IT equipment / resources required will be identified as part of this process.

This form is completed by the employee and returned to the Line Manager as part of the Blended Working application. Employees will be asked to submit a photograph of their workstation along with the assessment form. This will then be submitted to the designated competent person for review as determined by the organisation.

Stage 3: Completed DSE and Workstation Assessment Forms are reviewed and, on a priority needs basis, a 1:1 assessment is carried out by competent ergonomic assessor.

Assessment form which has been completed by the applicant will be reviewed by the competent ergonomic assessor and assessment of the designated workstation will be conducted. This competent assessor will review any potential risks highlighted by the Self-Assessment form.

Note: The assessment can be done online, for example, through the use of video calls ideally with a smartphone so that the employee, can move freely around the specific work location, so as to help the assessor identify and direct the employee, to areas that need to be addressed.

Note: Organisations must identify the competent person(s) responsible for the review of the Self-Assessment forms submitted by employees and completion of competent assessments.

Note: A competent person is someone with sufficient training, experience and knowledge who can carry out the Display Screen Equipment risk assessment of an employee's workstation.

Additional corrective / preventative actions are processed.

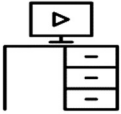







The assessor must record any specific issues identified at an employee's workspace and agree on corrective actions with the employee. If risks are identified, the applicant has the opportunity to address these risks (e.g. through training, advice, equipment, etc). Once any corrective actions have been actioned and where the designated workstation meets the required health and safety standard then the assessment can be signed off by the assessor and the employee.





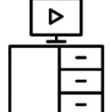
Where risks cannot be mitigated and / or the designated workstation fails to meet the required health and safety standards, the blended working arrangement will not be approved.



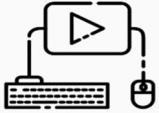

Note: The employers reserve the right to audit the workstation to ensure compliance with health and safety standards.





Guidance on Workstation Set up

The following gives guidance to employees on how to set up your remote workstation:

Workspace Arrangements	
 <p>Sufficient Work Space</p>	<ul style="list-style-type: none"> • Comfortable space to change position and vary movements • Sufficient space to allow for flexible equipment arrangements
 <p>Good Housekeeping</p>	<ul style="list-style-type: none"> • Keep the work area organised and tidy. • Wipe down the desk surface, keyboard, mouse, and any other high-touch hotspots frequently. • Manage cables and route them away from any areas where there is frequent footfall and prevent trip / fall. • Dispose of rubbish regularly and ensure sensitive work material is disposed of in line with Council Procedures.
 <p>Safe Access and Egress</p>	<ul style="list-style-type: none"> • Keep access and egress routes clear
 <p>Adequate Lighting</p>	<ul style="list-style-type: none"> • Lighting is a factor that needs to be considered in the work environment. When setting up a workspace, consider whether: • Sufficient natural light is available along with artificial light to enable viewing and reading of documents. • The location of a laptop/monitor is placed to reduce glare which can change throughout the day due to external factors and from the use of indoor lighting.
 <p>Comfortable Temperature</p>	<ul style="list-style-type: none"> • The sedentary working environment temperature should be at a minimum temperature of 17.5°C. • Where temporary heaters are used, care needs to be taken to prevent fire or burns from contact with hot surfaces. When working from home, it is the employee's responsibility to ensure that portable heating equipment is in good condition and suitable for the purpose.
 <p>Ventilation</p>	<ul style="list-style-type: none"> • Use natural ventilation for example opening a window to regulate temperature and allow air to circulate.
 <p>Comfortable noise levels</p>	<ul style="list-style-type: none"> • Quiet and distraction free space
 <p>Safe electrics and cables</p>	<ul style="list-style-type: none"> • Electrical equipment should be maintained in good working order and be free of any obvious damage. • Employee to regularly visually inspect equipment. • I.T. equipment e.g., phones, laptops should not be left unattended while charging for long periods. • Defective I.T. equipment should be taken out of use immediately and as appropriate reported to the line manager / I.T.

 <p>Safe equipment</p>	<ul style="list-style-type: none"> • Household electrical supply and I.T. equipment provided by the employee e.g., lighting, heaters should also be checked by the employee on a regular basis. • All circuits supplying socket outlets are protected by a RCD (Residual Current Device) and the operation of the RCD is checked and tested regularly; • Only use the charger and ac adaptors/cables that come with the laptop/ mobile device • Avoid overloading of sockets <p>Note: If there are any concerns about the electrical installation, immediately contact a registered electrical contractor to ensure the safety of the installation.</p>
 <p>Fire Safety and Emergency Arrangements</p>	<ul style="list-style-type: none"> • Minimising the risk of fire should be managed as part of the day-to-day operation. • Regularly test the smoke alarm / carbon monoxide by pushing and holding the test button until it activates. • Dispose of rubbish regularly. • Keep electrical sockets, plugs and cords in good condition and do not overload sockets. • Keep suitable firefighting equipment available e.g. fire blankets and suitable fire extinguishers. • If a fire occurs in your home GET OUT, STAY OUT & CALL FOR HELP (999 or 112) <p>Note: fire detection and firefighting equipment is the responsibility of the homeowner.</p>
 <p>Report work related near misses and incidents</p>	<ul style="list-style-type: none"> • All work-related incident should be reported via the incident report system to the line manager
 <p>Arrangements for regular communications</p>	<p>Stay in communication with the line manager and work colleagues:</p> <ul style="list-style-type: none"> • Have an agreed arrangement with the line manager to maintain contact. • Keep details of the line manager and colleagues readily accessible. • Discuss issues with the line manager e.g., if you feel the workload is getting too much. • arranging IT support in the event of technical problems where relevant • Check in on colleagues e.g., virtual lunches, tea breaks for work and non-work, informal and formal communication
Workstation Arrangements	
 <p>Work desk</p>	<ul style="list-style-type: none"> • Comfortable space to change position and vary movements • Sufficient space to allow for flexible equipment arrangements • Space in front of the keyboard is sufficient to support hands and arms • Sources of glare, distracting reflections controlled • Access to the desk should be unobstructed.

 <p>Chair</p>	<ul style="list-style-type: none"> • Work chair should be stable and allow the user easy freedom of movement and a comfortable position. • The seat shall be adjustable in height • The seat back shall be adjustable in both height and tilt and provide lower back support. <p>Check the condition of the chair and adjust the seat so that:</p> <ul style="list-style-type: none"> • You can sit upright and all the way back in the chair. • You are facing the work area with shoulders relaxed and head naturally balanced. • The desk surface underneath forearms, hands, wrists, and forearms are parallel to the floor. • Your thighs are fully supported on the chair and parallel to the floor. • Your thighs, knees and back of legs are clear of surfaces. • In setting the height of your chair, your forearms should be approximately horizontal, and your eyes should be approximately at the same height as the top of the screen. • Feet should be flat on the floor, thighs parallel to the floor and lower legs approximately vertical – if not a footrest is required.
 <p>Display Screen / Monitor</p>	<ul style="list-style-type: none"> • Characters on screen should be well defined and clearly formed (adequate size and spacing). • Screen images well defined and formed with no flickering / instability • Screen can swivel easily and freely, and height is adjustable to user • Docking station / separate monitor / laptop rise / stand available for laptop users • Screen position is approx. at arm's length, directly in front of user and the top of the screen is at or slightly below eye level • The brightness and contrast controls on the screen suit lighting conditions in the room <p>Adjust your monitor so that:</p> <ul style="list-style-type: none"> • The screen position is approximately at arm's length and aligned directly in front of you, to avoid twisting of torso. • The top of the screen is at or slightly below eye level.
 <p>Keyboard and Mouse</p>	<ul style="list-style-type: none"> • Keyboard with matt surface and characters are clearly defined • Keyboard is tiltable and separate from the screen • Mouse moves smoothly • Space in front of the keyboard is sufficient to support hands and arms. • Position the mouse within easy reach, so it can be used with a straight wrist. Rest fingers lightly on the mouse buttons and maintain a soft touch. • Keyboard and mouse close to the use with a neutral wrist position • Keep wrists straight when typing and maintain a soft touch on the keys. • Laptop/PC should be connected to an external mouse, the mouse should move smoothly – if required use a mouse mat.
 <p>Laptop</p>	<p>Laptop must be set up using a docking station / separate monitor / laptop riser / stand with a separate keyboard and mouse.</p> <p>Working from a Laptop</p> <p>The same arrangement (as above) is required when setting up your laptop. In addition:</p> <ul style="list-style-type: none"> • The laptop must be set up using a docking station / separate monitor / laptop riser / stand, separate full-sized keyboard, and mouse. Align the laptop centrally with your body, to avoid twisting.

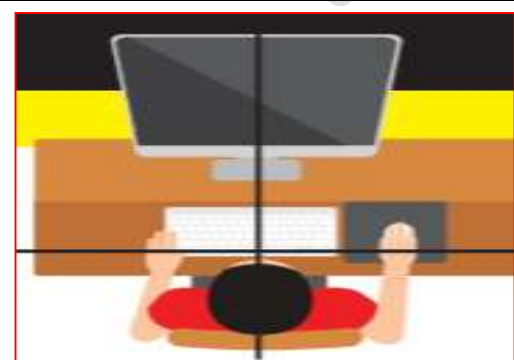
	<ul style="list-style-type: none"> The height and position of the screen should be angled so that you are sitting comfortably, and reflection is minimised.
 Head set	<ul style="list-style-type: none"> Utilise a headset when operating a keyboard or mouse and dealing with frequent phone calls.
 Eye Health	<ul style="list-style-type: none"> Avoid working with sunlight directly on the screen. Adjust screen brightness and keep the screen clean. Utilise antiglare screen filters / screen protectors as required. Employees are advised to have their eyes tested every 2 years or sooner if advised by a medical professional. Refer to Council Policy. Give your eyes a break using the 20-20-20 rule - during any screen work – for every 20 minutes focusing on the screen, look away for 20 seconds at something 20 feet away.
 Posture and position breaks Stretch 	<ul style="list-style-type: none"> Take short periodic breaks or changes of routine away from the workstation. Do not sit in the same position at a computer workstation for long periods of time and make sure you change your posture as often as possible. Change posture frequently and stand / move at least every 30 minutes; Make small changes like standing during phone calls and varying your activities. Take short periodic breaks or change activity to away from the computer workstation. Do some simple stretches throughout the day. If possible, take a short walk during your lunch break.

DSE User Information



When seated:

- Sit upright and all the way back in the chair
- Sit facing work area
- Keep shoulders relaxed and head naturally balanced
- Maintain neutral back position
- Thighs fully supported on the chair and parallel to the floor
- Feet flat on the floor, use footrest if needed



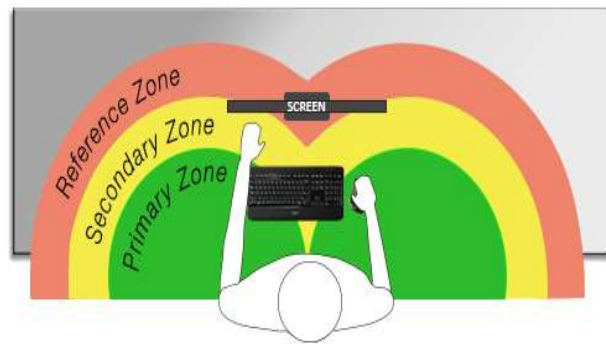
Adjust monitor so that:

- The screen is at arm's length away
- The top of the screen is at or slightly below eye level
- Avoid twisting the upper body
- Position the keyboard and mouse next to each other and near enough so that elbows are close to the body.

Other Hints and Tips:

Position the items that you use most frequently in a semi-circle around you. You should reduce the need for stretching as much as possible

- The primary work zone is where your keyboard and mouse should be. This means that you don't need to move your upper arm to perform the task.
- The secondary work zone is where materials and tools used less frequently are placed. Here everything can be reached within the envelop defined by an outstretched arm.
- The reference zone is where infrequently used items are stored and may require additional bodily movement to access them, including standing up if you are seated.



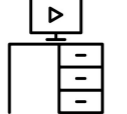

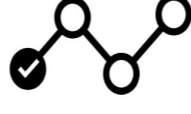



















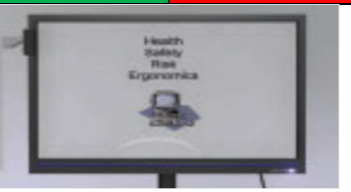


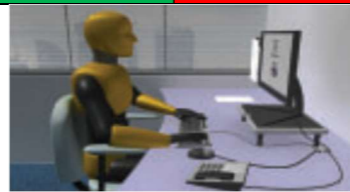
Photograph





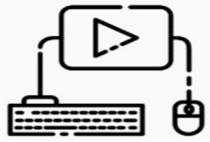



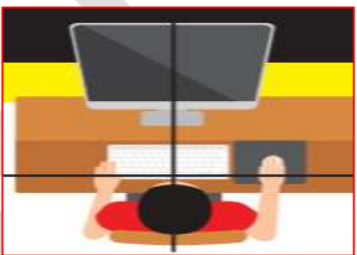




When you have received the necessary equipment to organise your remote workstation as outlined above, a photograph should be taken of you sitting at your workstation to confirm that the correct ergonomic set up is in place.

Photograph

Side view profile of you sitting at your desk.



DISPLAY SCREEN EQUIPMENT AND WORKSTATION ASSESSMENT FORM					
Employee Name:	Line Manager:			Date:	
Department / Section:	Assessor:				
Key computer use:					
DSE Awareness Training Completed	Yes <input type="checkbox"/> No <input type="checkbox"/>				
Work Location: (Specify location as indicated)	Designated desk <input type="checkbox"/> <i>Location</i>	Hot desk <input type="checkbox"/> <i>Location</i>	Hub / Co-working space <input type="checkbox"/> <i>Location</i>	Working from home <input type="checkbox"/>	
Workspace Arrangements					
 Sufficient work space	 Good housekeeping	 Safe access and egress	 Adequate lighting	 Comfortable temperature	 Ventilation
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
 Comfortable noise levels	 Safe electrics and cables	 Safe equipment	 Fire safety and Emergency arrangements	 Report work related near misses and incidents	 Arrangements for regular communications
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Workstation					
	 Comfortable space to change position and vary movements	 Sufficient surface to allow for flexible equipment arrangements	 Space in front of the keyboard is sufficient to support hands & arms	 Sources of glare, distracting reflections controlled	
Work desk / surface	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	 Work chair stable and allows freedom of movement	 Seat adjustable in height	 Seat back adjustable in both height and tilt / world task chair in use <input type="checkbox"/>	 Footrest available if required	
Chair	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					

	<p>Screen images well defined and formed with no flickering / instability</p>	<p>Screen can swivel easily and freely and height is adjustable to user</p>	<p>Docking station / separate monitor / laptop riser / stand is available for laptop users</p>	<p>Screen position is approx. at arm's length, directly in front of user and the top of the screen is at or slightly below eye level</p>
<p>Display screen / monitor</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/a</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	 <p>Keyboard with matt surface and characters are clearly defined</p>	 <p>Keyboard is tiltable and separate from the screen</p>	 <p>Mouse moves smoothly</p>	 <p>Keyboard and mouse close to the user with a neutral wrist position</p>
<p>Keyboard and Mouse</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
 <p>DSE User Information</p>		<p>When seated:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Sit upright and all the way back in the chair <input checked="" type="checkbox"/> Sit facing work area <input checked="" type="checkbox"/> Keep shoulders relaxed and head naturally balanced <input checked="" type="checkbox"/> Maintain neutral back position <input checked="" type="checkbox"/> Thighs fully supported on the chair and parallel to the floor, <input checked="" type="checkbox"/> Feet flat on the floor, use footrest if needed 		<p>Adjust monitor so that:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> The screen is at arm's length away <input checked="" type="checkbox"/> The top of the screen is at or slightly below eye level <p><input checked="" type="checkbox"/> Avoid twisting the upper body</p> <p><input checked="" type="checkbox"/> Position the keyboard and mouse next to each other and near enough so that elbows are close to the body.</p>
	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Eye test every 2 years <input checked="" type="checkbox"/> 20 – 20 – 20 Rule <ul style="list-style-type: none"> - Every 20 minutes; - Focus on something 20 feet away; - For 20 seconds. 		<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Take breaks and change posture frequently. <input checked="" type="checkbox"/> Stand/move at least every 30 minutes. <input checked="" type="checkbox"/> Change activity away from the computer workstation. 	 <p>Don't forget to stretch!</p>
<p>Attach photograph of your workstation set-up <input type="checkbox"/></p>				
<p>Photograph 1:</p>				
<p>Side view profile of you sitting at your desk.</p>				
				

Comments:			
Action Required		Responsible Person	Action Date
Employee Signature		Date	

DRAFT

Appendix IV – Draft Template Blended Working Agreement

Employee Name:		Date:	
Line Manager:		Job title and Grade:	
Section:		Department:	
Contact Details:	Email and Telephone		
Agreed remote working location:		Agreed Start Date and End Date:	
Agreed number of days to be worked remotely:		Carbon Saver Calculator:	

Dates for Reviews of Blended Working:	
Details of any equipment to be provided by (Insert Name) Council:	
Employee Signature:	
Line Manager Signature:	