



## Working together - General guidance when considering a Hybrid or Home working application

NHSBT recognises and values the benefits that Agile working can bring to the organisation as well as to our colleagues.

There are two types of Agile working – either **hybrid** or **contracted homeworking**.

We also understand that this type of working will not be possible for all roles within the organisation. There are some roles that do require you to be in a workplace environment and/or to have specific or specialist equipment for you to fulfil your duties. This is referred to as **Site based working**.

If you would like to consider either contracted home or hybrid working, then you need to speak to your manager in the first instance to see how this could work within your job role.

### For employees, agile working can:

- Enable you to work more effectively on a particular piece of work, where concentration is important, by avoiding the interruptions that are part of the office environment.
- Help you achieve higher levels of motivation and better work life balance.
- Provide a solution to a temporary problem where travel to the office is a challenge.
- Reduce the time spent travelling to a specific base to access clinical or administrative systems.
- Enable greater flexibility and autonomy to work in a way that suit individual needs and improves work/life balance.

### **When working in an agile manner, employees should -**

- Keep your manager informed, as required, on the progress of work and any issues of concern.
- Take reasonable care of your own health, safety and wellbeing.
- Be responsible for maintaining appropriate security requirements in relation to the use of equipment and information.
- Ensure that, where applicable, you undertake Display Screen Equipment risk assessments for your home base.
- Ensure the confidentiality of any information used at home and to take any appropriate measures to protect its security. Under the General Data Protection Regulations (GDPR), NHSBT is responsible for ensuring that information held about individuals is safe. This applies to both computer held and paper records. To ensure that personal data about employees, donors, patients, or the public is not accidentally lost or damaged, it is not anticipated that this type of data should be removed from our premises, except with the express permission of your manager. If data is lost, you must report this to Quality Assurance.

### **For managers, when considering an application for Agile working:**

- Can the job be carried out from home?
- Assess the need or regularity of travel. A contractual homeworker would not be expected to travel more than 12 times per year for any reason. If the need or expectation for travel is likely to be greater than this (for example, for collaboration, team management/support or team meetings) then hybrid working will be a more suitable option.
- Does the role require time spent in the workplace, if so, what does this look like?
- What level of support and supervision is required?
- Does the nature of the role enable the individual to organise their own workload?
- Communication, ways of working updates, keeping in touch with each other and the wider team, should this be face to face?
- Does the colleague have the right equipment to enable them to work from home?
- Seek to understand how safe the home environment is for the colleague. Will home working raise domestic stress for the colleague?
- Treat each application to work from home on its own merits and give it reasonable consideration. This will include the potential impact on other team members, the level of regular contact and interaction required.
- An individuals working pattern and location is driven by the role and operational needs and therefore Agile applications must not be driven by any potential entitlement to High-cost area supplement (HCAS).
- Consider the needs of the individual applying for hybrid or homeworking, including welfare and the requirement for regular check-ins.

- Assess the sensitivity and confidentiality of the work to be undertaken from home and ensure that all necessary measures are in place to protect information.
- All flexible working applications related to Agile working should be accompanied by a [Workstation Assessment](#) and all applications for Home working should also include a [Home Working Self-Assessment Checklist](#).
- Prior to agreeing to home working arrangements, line managers should reassure themselves that they have the right people, in the right place, at the right time to deliver their services and that health and wellbeing is at the heart of each and every decision made.
- Agile working must not affect the provision of services to patients, the public and other internal colleagues; therefore, managers must ensure that they have systems in place to maintain suitable presence, as required, and to monitor the level of available front-line staff on duty.
- Establish and communicate a plan/protocol for when employees will work from the office and when they will work remotely. Where possible, try to ensure that all employees spend some time in the office and some time working from home, possibly on a rota basis. Consider if days in the office are fixed or if these vary from week to week/month to month. Do all the team need to attend face to face monthly team meetings, to maintain connectivity with all the team. Is it preferable to have a mix of face to face/virtual one to one's with the team.
- If hybrid working is agreed, it is important to note that colleagues must be contractually based at one of our main NHSBT sites. Usually this would be the site closest to their home address.
- Finally, PCP approval is required for all home based worker applications to ensure consistency in policy application across the organisation and to ensure that home worker status is only given to genuine home working applications.

This document is to be used in conjunction with the following:

Agile Working Policy  
Agile Working FAQs  
Flexible Working Policy  
Flexible Working FAQs

**Applications for Agile working can be made [here](#).**