



Agile Working Policy Manager Guidance

The agile working policy is an extension to the flexible working policy. The same application process and guidelines that are stipulated in the flexible working policy will apply to agile applications, and they should therefore be used in conjunction with each other prior to implementing with your team or discussing applications from your team.

As a manager, what do I need to do now that the agile working policy has been released?

Individuals that are currently working informally in an agile capacity will be encouraged to submit an application to formalise their working arrangement. There is no deadline to have this completed by, and there will be no formal monitoring of agile working applications.

As a manager you are responsible for:

- Ensuring that you are prepared and ready to have conversations about agile working with your team.
- Understanding the agile policy and how to apply it consistently within your team.
- Having had wider conversations within your management team/department to understand the level of flexibility you are able to create.
- Speaking to your team about the policy and about how it will be applied across the team, answering any questions and setting expectations about when applications should be submitted by and when they will be reviewed/agreed.
- Once you have rolled out and embedded the policy within your team, ensure that everyone on your team that is working in an agile manner has completed an application and has an agile agreement in place.

Things to remember:

- As with flexible working arrangements, agile agreements can and should be reviewed on a regular basis. This would also apply to individuals whose job changed or appointed to a job role that required a review of working arrangements/patterns.

- There is no organisational requirement/defined amount of time that a colleague is expected to be in the office. This is very much dependent upon the role that they have and working arrangements across the team/department. It is your responsibility as a manager to have these conversations and to agree an arrangement suitable for the individual concerned and their role within the department.
- For existing employees, the agile policy enables individuals to formalise their working arrangements. However, there is no formal requirement or timescale for this to take place.

When looking at hybrid working applications the following tips can help:

- Prior to agreeing any agile working application discuss and agree an approach to agile working with your wider management team in order to ensure consistency in application and approach.
- Consideration should be given to the work that needs to be carried out and the location which this can be achieved in the most productive way, as well as, amongst other things, certain days or pieces of work that may require individuals to be in the office, any existing agile working arrangements, and any capability or conduct concerns. The policy and FAQ's can support with further detail here.
- Do ensure that there is consistency across your team/department.

Home working applications:

Careful consideration needs to be given to any application for home working. This should be driven by the nature of the role. Homeworking applications can only be agreed for individuals that travel for work no more than 12 times per year. PCP approval will also be required for home working applications, and as such you will be expected to show and confirm that this is a genuine home worker case.

If agreeing home working applications, make it clear that there may still be an expectation to attend the office on an ad hoc basis – for example to attend a team meeting face to face.

What about new starters to my team?

- Home based working should be discussed and confirmed at appointment stage if relevant, ensuring the necessary approvals process is complete.
- For hybrid working (individuals that are contractually based at an NHSBT site but who spend their time working across more than one location which may also include their home address) conversations should form part of both recruitment and onboarding conversations. If your new starter is planning to work in a hybrid capacity, then an agile application should be completed at the earliest opportunity.

Continual Review

Once you agree agile working with a member of your team, it is your responsibility as their manager to ensure that the individual is both fulfilling their agile agreement and completing their role in an effective and efficient manner. It is also your responsibility to ensure you are doing all you can to support the health, safety and wellbeing of your team whilst they are at work, in any

location. If you have any concerns about this, then you should discuss with the individual concerned and review the agreement where necessary.

If an agile working approach has been agreed, yet after reviewing it is felt that the agreement in place is not the correct arrangement, then this will need to be revisited and a new application submitted. This could be, for example, an individual who has home working agreed but after review is travelling more than the stated 12 times per year. In this instance a new agile application should be made.

Please also refer to:

[Manager Checklist for Agile working](#) Hybrid and Contracted Home worker

[General guidance when considering](#) Hybrid or Home working application.

If, having read the agile policy and the FAQs as well as the above guidelines, you are unsure about how to apply this policy, please contact [HR Direct](#).