

Employee Policy People Consult

1. Policy Statement

NHSBT is committed to supporting requests for agile working where roles allow them to do so and for those colleagues whose personal circumstances this may suit.

This policy is focused specifically on agile working, which is a form of flexible working. The policy is an extension to the Flexible Working Policy, so should be read in conjunction. Flexible working will be promoted where appropriate, at the point of recruitment and through regular engagement in one-to-ones, health, and well-being conversations, PDPR's and team discussions.

Additionally, our commitment to inclusion across race, gender, age, religion, gender identity, sexuality and experience drives us forward every day and this is reflected in this policy.

A flexible approach to a working location can offer colleagues a greater work life balance, saved commuting time and costs.

It is important to note that NHSBT policies will only cover colleagues working in the United Kingdom (England, Scotland, Northern Ireland, Wales). NHSBT will not permit long term or continual remote working outside of the UK. For details surrounding overseas travel for business purposes, please refer to the [Travel and Expenses Policy](#)

In exceptional circumstances there may be instances where short term requests to work overseas can be accommodated. It is important to note that these requests must be short term, meaning no longer than 4 weeks in a 12-month rolling period, and not on a recurring basis. These requests should be made in line with the relevant guidelines.

When using this policy, you will also need to refer to the FAQ's supporting it.

Definitions

For the purpose of this policy, agile working refers to flexibility for people in terms of work location, either at an NHSBT location or a home address, in order to find the most appropriate and effective way of working to carry out a particular task.

The agile working policy refers to two distinct types of agile working. These are:

Contractual Homeworker: an individual who performs the majority of duties from their home. They may travel to a work base or attend events on an ad-hoc basis. Their home is designated as their contractual base.

Hybrid worker: an individual who performs their duties across more than one location which may include their home address. They may be required to attend events or travel to other bases or locations on a more regular or ad hoc basis. Their designated contractual base will be at one of the employer's main centres, sites or designated hospital (dependent on job role).

NHSBT is required to apply HMRC regulations to expenses payments made. It is therefore essential that you are applying for the correct category of agile working. More details on this can be found in the agile Working FAQs and the [Understanding business mileage guidance and work base classification for tax purposes](#)

2. The Process

Talk to your manager

You will be expected to regularly work from your contractual base unless you have an agreed agile working arrangement.

If you are new to NHSBT, discussions about agile working may start at the point of recruitment. For existing colleagues, conversations about working patterns and locations should be held as and when needed.

It is important that informal conversations are held with your manager to discuss your working preferences and how this will fit in with operational requirements. This will provide you with the opportunity to discuss where it is appropriate for you to work from and on which days of the week, and what, if any, equipment or support you will need to enable you to do this. Your manager will be able to explore these options with you before you complete a formal application for flexible working.

Some short-term requests may be dealt with in an informal way with your manager. This may be appropriate in circumstances of (for example) health issues where a permanent change is not required. You should approach your manager, with the reasons for your request in relation to agile working and how you would like this to be accommodated by the implementation of an informal flexible working agreement. Full details of this can be found in the Flexible Working Policy or Workplace Adjustment policy.

To ensure that proper consideration is given to flexible working applications and operational requirements, you must not have two flexible working applications running concurrently however, you may have one flexible working request and one agile working request running concurrently.

If there is no agile working agreement in place for you then you will be expected to work from your agreed specified site unless agreed as a one-off exceptional circumstance.

Considering your Request

Once you have formally submitted your request, your application for agile working will be considered and discussed with you to secure, where possible the working pattern requested or an agreed compromise. All requests will be looked at objectively and fairly and considered as soon as possible in line with timeframes and processes detailed in the flexible working policy. Your manager may ask you for additional information to allow them to fully consider your request.

Guidance on what may be considered as part of these conversations is contained in the FAQ document for the agile working policy.

If you are submitting an application for home-based working this must be approved by your manager and a relevant People and Culture Partner.

Once approved, your application for agile Working should be submitted in conjunction with a [Workstation Assessment](#). Any application for agile working should also include a [Home Working Self-Assessment Checklist](#)

Agreement to your Request

Successful applications for agile working will be confirmed in writing within 7 calendar days as detailed in the flexible working policy. This will include an agreed start date for your new working arrangement.

If you are applying for home-based working, your manager will need to complete a contractual change form to indicate the change. Once this becomes effective, if you do need to travel for work or claim business mileage then you will be paid business mileage from your home base.

If you are applying for hybrid working, your manager will not need to complete a contractual change form and there will be no change to your contract of employment. Your confirmation letter will detail your agreed working pattern/locations, but you will retain an NHSBT base as your contractual base of employment. If and when you travel to your contractual base you will not be entitled to claim any mileage for this journey. When travelling to sites other than your contractual base for NHSBT purposes, you will be able to claim expenses in the usual way.

Once you have an agile working arrangement agreed you will be free to work from the agreed locations on the agreed dates.

If accepted, your changes are considered to be permanent, and you will have no right to return to your original working pattern. To ensure that multiple applications are kept to a minimum, and that the arrangements are still fit for purpose, it is suggested that both parties review the new arrangements on a regular basis, at least once a year.

Application Declined

Whilst NHSBT support agile working and recognise the benefits and flexibility that this can provide, we also understand that home and hybrid working may not be possible for all roles/situations.

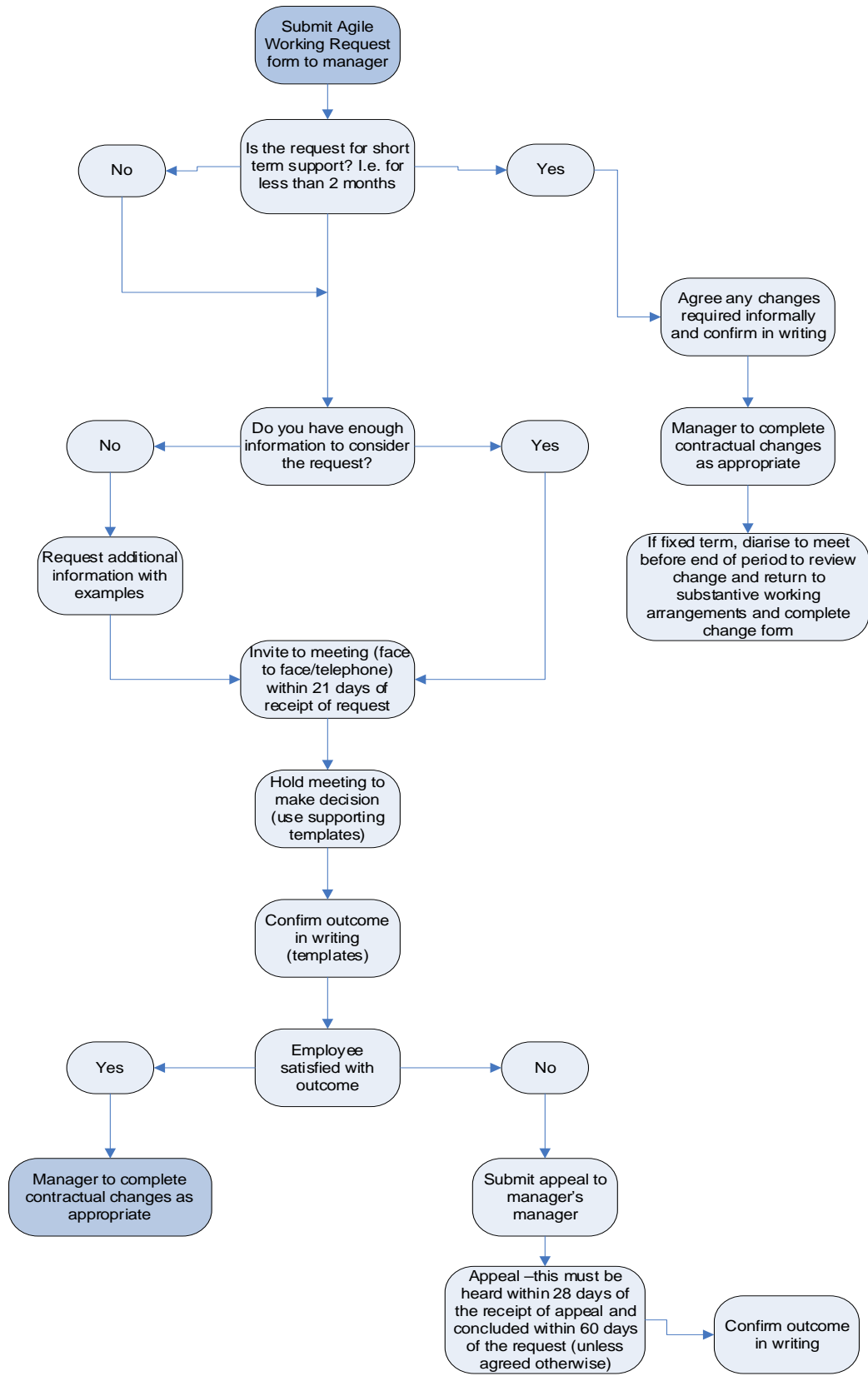
Your manager will meet with you to discuss your request and will consider this fairly and objectively. If they cannot meet your request in full, they may be able to discuss a compromise or alternative options with you. Full details of this process as well as the option to appeal a decision can be found in the [Flexible working Policy](#). Any appeal should be made within 14 calendar days of receiving the written outcome of the meeting.

An appeal meeting will be held without reasonable delay. It is a legal requirement under law that the process including any appeal is completed within 2 months of the request date. If this cannot be accommodated your manager must agree with you an extension to this date.

A manager not previously involved with your request and with working knowledge of your current working arrangements, will review your request. You and your manager may attend this meeting and you have the right to representation by a representative of a Trade Union you belong to, not acting in a legal capacity, or to be accompanied by an NHSBT employee. The appeal manager will decide if the policy has been followed and your request was appropriately considered. They will listen to any information you and your manager wish to present.

You will receive the outcome of the meeting in writing within 7 calendar days. There is no further appeal stage after this.

1. Flowchart



4. Policy Approval and Review

Policy version	UCD/People/AgileWorking/051v1.0
Title	Agile Working Policy
Approved by SPC	September 2023
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