

**AGILE WORKING**

Agile working is a way of working in which the Company empowers our people to work where, when and how they choose, with maximum flexibility and minimum constraints, to optimise their performance and deliver best in class value and customer service. It uses communications and information technology to enable people to work in ways which best suit their needs without the traditional limitations of where and when tasks must be performed.

**The Benefits of Agile Working**

The benefits of agile working are gained from changing work practices, utilising new technologies and creating new working environments.

Benefits for the Employee include:

- Reduced travel time and related cost
- Personal productivity – fewer distractions, improved focus, concentration, creativity, better use of skills and less frustration linked to fewer barriers
- Improved work life balance
- Increase in wellbeing, health and happiness – reduced stress, better sense of control, ability to integrate healthy eating and exercise into the day
- Increased engagement as a result of the autonomy and trust at work

Benefits for the Company include:

- Increased productivity and efficiency
- Space saving
- Reduced property, fuel and parking costs
- Increased motivation and engagement of employees
- Ability to match workforce to fluctuating demands
- Better utilisation of skills
- Improved employee performance
- Ability to attract and retain high quality talent

**Which Jobs can be Agile?**

There are some jobs which offer more scope for flexibility than others. However, most will have some scope for agility, eg one job may not be flexible in terms of location but can offer scope for agility in respect of time and/or role while another job may have very specific requirements in respect of time but can be flexible in terms of location.

**Applications for Agile Working**

Applications for Agile Working will be considered on an individual basis and should be discussed with your line manager and/or HR contact. In considering applications, account will be taken of:

- Time – when do people work, potential topics for consideration include:
  - Part time working, job share, flexitime, self-rostering, varied working hours, annualised hours, compressed hours, seasonal working, shift working
- Location – where do people work, potential topics for discussion include:
  - Fixed desk/office, hot desk, team area, home working, multi-site, mobile, touchdown workspaces
- Role – what do people do, potential topics for discussion include:
  - Secondment, self-selection, job rotation, skill based tasking, flexi-teams

The **HR-FRM-003 Flexible Working Application Form** may be used to facilitate discussion with your line manager and/or HR contact.

Where an agreement is reached between the employee and the company in respect of agile working, the individual will receive written confirmation of the agreement including, where applicable:

- details of what they are expected to do
- the method of agreeing/monitoring workload
- how success will be measured
- how this feeds into the performance management process
- what communication is required from them
- how the line manager will communicate with the employee

**Advice & Guidance**

Further advice and guidance can be obtained from your local HR contact.