

LOCAL PARTNERSHIP FORUM – AGENDA
Thursday 21 May 2020 at 10.00am via Skype and in Cwm George, Woodland House

1	Welcome and Introductions	<i>Chair</i>
2	Apologies for Absence	<i>Chair</i>
3	Declarations of Interest	<i>Chair</i>
4	Review of the last few weeks <ul style="list-style-type: none"> • Overview • Dragon's Heart Hospital 	<i>Exec Director of WOD Assistant Director of OD</i>
5	Shielding the Workforce	<i>Exec Director of WOD</i>
6	Remote Working and social distancing	<i>Exec Director of WOD</i>
7	PPE	<i>Fiona Salter, RCN Representative</i>
8	Items to be brought to the attention of the Board	<i>Chair</i>
9	Any other business previously agreed with the Co-Chairs	<i>Chair</i>
10	Future Meeting Arrangements: Thursday 18 June 2020 at 10am in Nant Fawr 1, Woodland House (n.b. to be confirmed nearer the time)	<i>Chair</i>

Achieving Greater Homeworking

Post COVID19

May 2020.

SITUATION	<ul style="list-style-type: none">• Due to the current COVID19 pandemic there has been an increase in the number of employees who are working from home;• It is recognised that many employees can successfully carryout a range of their normal duties from home;• The current pandemic offers an opportunity to review working practices to encourage greater homeworking.
BACKGROUND	<ul style="list-style-type: none">• Traditionally homeworking within the UHB has been agreed on an ad hoc, occasional basis;• The UHB has a set of occasional homeworking guidelines that identify the governance arrangements for homeworking;• Homeworking is currently seen as type of flexible working, although it is not widely encouraged;• Until recently the number of employees who had access to equipment that would allow them to work from home has been limited;• IT limitations have restricted opportunities for virtual meetings which have directly impacted the opportunity for homeworking.
ASSESSMENT	<p><u>Benefits to homeworking</u></p> <ul style="list-style-type: none">• Offers a better work life balance for the employee, avoids commuting in the daily rush hour;• Often reduces stress;• Less interruptions/distractions;• Employees can be more productive and more flexible;• Reduced requirement for office space and car-parking. <p><u>Negatives to homeworking</u></p> <ul style="list-style-type: none">• Can be lonely;• Can become hard to shut off from home or work life;• Potentially makes managing performance more difficult;• IT capabilities may not be enhanced enough for employees to access everything that they need too;• Lack of oversight of employee well-being/health and safety. <p><u>Considerations</u></p> <ul style="list-style-type: none">• Health and safety, workplace assessments, rest breaks, stress, reporting accidents;• Information Governance, safe storage and destruction of confidential documents;• IT equipment and capabilities;• Health and Wellbeing of employees, need to 'train/educate/provide literature' on methods to maintain well-being whilst working from home, particularly if done on a regular basis;• Maintaining a 'team', contact and communication via virtual meetings, daily check-ins, Microsoft Teams;• Costs/expenses some employers reimburse their employees a proportion of their phone/broadband costs/office set-up costs;

	<ul style="list-style-type: none"> • Potential tax implications for employees if the employer provides equipment/reimburses costs that may be considered as a benefit in kind; • Changes to employment contracts, working practices, core hours and expectations of working hours would need to be outlined; • Embedding a culture of trust which is currently a threat to greater homeworking • Does NHS indemnity insurance cover those working from home on a regular basis? • Employee personal considerations around notifying their mortgage/insurance providers if they regularly work from home more than a couple of times a week
RECOMMENDATION	<p>Greater homeworking should be encouraged throughout the organisation. A small task and finish group should be brought together to discuss how we can harness this opportunity and overcome the challenges.</p> <p>Membership of this group could include a representative from:</p> <ul style="list-style-type: none"> • Human Resources; • Trade Union; • Clinical Board as a service user; • A staff group; • Information Technology; • Employee Well-being; • Health & Safety; • Learning and Development.