ISSUES FOR CONSIDERATION ON DRAFT HYBRID WORKING POLICY/PROCEDURES

Topic	Issue	People & OD Response	FHRAG Response Agree/Disagree
Connect 2 hubs/ Workplace Definition	a) The draft policy defines 'workplace' as a member of staff's designated office, or other work, or remote location as agreed by line management and includes Connect 2 hubs as part of the workplace. Definition welcomed by some.	Definition of 'workplace' to state: The term 'workplace' is used throughout to indicate your designated office, or where it is necessary to conduct official business, another work or remote location (other than your home) as agreed by line management.	Agreed: the purpose of having people in the office is the sharing and mixing that then happens; hubs don't meet those criteria.
	b) Other views disagreed with Connect2 hubs being included as part of the workplace stating that Connect2 hubs were never intended as a replacement for the workplace and should not be included as a substitute to being in the workplace.	Policy to state that Connect2 hubs not to be used as a replacement for the workplace. Updated definition for 'workplace' removes the use of Connect2 hubs to be included as part of the workplace.	Agreed
	c) Some departments stated hubs are not intended for lone working but could be used for wider team engagement subject to departmental approval.	Policy to be clear that Connect2 hubs are not for lone working but can be used for team engagement.	This is a little confusing. We assume it refers to a hub being used for a team meeting off-site? Presumably individuals can still avail of hubs as a quiet workspace or

			for printing etc – they just don't come within the "workplace" definition.
Period of notice to end hybrid arrangements	Several departments have raised concerns on the 3 months period of notice required to end hybrid working arrangements particularly where there are health and safety concerns or changed business needs.	The 3 months period of notice aligns with other changes to working patterns for example partial retirement or alternative working patterns, albeit that those arrangements are contractual changes, unlike hybrid working which is a non-contractual agreement.	Agreed
		A line has been added to the policy to provide that the period of notice can be reduced in exceptional circumstances e.g. business need, emergencies, including health and safety matters.	Agreed
		Decision required on whether the 3 months' notice period should remain or be be revised to allow for a reduced notice period if mutually agreed by the parties i.e. line manager and individual.	Agreed

Annex B