



Your reference: N/A

Our reference: FOI_24_24_1012

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Date: 10/12/2024

Dear

Gloucestershire Constabulary Freedom of Information request FOI_24_1012

On 12/11/2024 you sent an email constituting a request under the Freedom of Information Act asking the following:

It would be great to know (as is relevant to your UK employees):

- Do you have a force-wide WFH home policy? If so, what is it?
- If the WFH policy differs between roles or departments, who is and who is not allowed to work from home and how often?
- What percentage of time, per week, are employees allowed to work from home?
- How long has this been your policy? When was it put in place and is it expected to change over the coming months?
- How many of your employees work from home? What percentage of the workforce does this represent, and how has this changed since 2019?
- Do you monitor staff working from home? Do they self-declare?
- Are employees allowed to work remotely from wherever they like, or are they expected to work from a particular location or place of residence?

Under the Freedom of Information Act 2000 s1, I can confirm that Gloucestershire Constabulary holds some relevant information.

Following receipt of your request, I can confirm the following information.

1&2. There is no specific working from home policy, however, please see attached our agile working policy.

3. This depends on the department on how many days per week people are allowed to work away from their contracted place of work.

4. There are no changes expected to the policy.

5. This information is not recorded.

6. This information is not recorded.

7. Agile working covers work anywhere any time as long as they have completed an agile working request and it has been approved, then they can work from wherever.

If you are not satisfied with this response or any actions taken in dealing with your request, you have the right to ask that we review your case under our internal procedure. Please note that a request for an internal review must be made within 20 working days of the response to your original request.

If you decide to request that such a review is undertaken and following this process you are still unsatisfied, you then have the right to direct your complaint to the Information Commissioner for consideration.

The Information Commissioner can be contacted via the following means:

Website - <https://ico.org.uk/>

Call their helpline - 0303 123 1113

Email - casework@ico.org.uk

Post –

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Yours sincerely,

Disclosure Officer
Gloucestershire Constabulary

Agile Working Policy



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Section 1 – Policy Intentions

- 1.0 Gloucestershire Constabulary, in alignment with the base camps (Supportive Leadership and Wellbeing, Better Together and Standards Matter) has developed new working practices which will help colleagues have flexibility in their working day without any detriment to individual or organisational performance, or to the service that we provide to the County. The overall aim of this policy and its associated toolkit is to work towards having a happier, healthier and productive workforce.
- 1.1 Agile or “hybrid” working is the term used to describe how individuals can work from any location, whether it is from a Constabulary building, in the community, from home or any combination of these. Agile workers will still be available to attend work at a Constabulary building and should do so regularly and when required.
- 1.2 The Constabulary wants to make sure that working in an agile way doesn’t mean that service delivery suffers in any way. In fact, we want it to be a much better service. We also want to make sure that colleagues know what is expected of them when working in an agile way to ensure that there is fairness and equity and that working arrangements are safe. This policy addresses these issues.

Section 2 – Policy wording

- 2.1 Agile working is about flexibility and as such it is difficult to apply a rigid set of rules around it. Individuals are expected to enter into the spirit of this policy and to remember that agile working continues to bring a responsibility to cooperate with colleagues and managers. Everyone is reminded that agile working and the flexibility that this affords is a privilege not a right.
- 2.2 It applies to office-based colleagues at any level within the organisation. Further details can be found in section 5 of this policy under “Definitions”. The extent of agile working will vary according to the job role, and the main consideration is the impact on access to services by the public as well as departmental/team resilience/availability and employee wellbeing.

- 2.3 In some cases, departments may decide to utilise banks of “hot desks” for use which means that, where appropriate, individuals do not have the exclusive use of a desk space. The way in which space is used within a department rests entirely with the Head of Department.
- 2.4 Agile working is about being where you need to be to do your job. If individuals wish to work from home, this may be suitable as long as the service needs are met. Equally a colleague working in agile way may work from another Constabulary location or partnership location, by agreement.

3. Main Considerations

- 3.1 The Constabulary has considered the following factors when developing the agile working programme:
- The effect / impact on the Constabulary’s ability to deliver a service to our community and the public
 - Work allocation, supervision, support, output and outcomes
 - Health, safety and security
 - Wellbeing
 - Fairness and equality

3.2 *Agile working v alternative working requests and patterns*

The agile working programme and the alternative working requests process are distinctly different and should be applied accordingly (Agile working = location and Flexible working = time). Individuals wishing to submit either an alternative working request or an agile working request should do so in line with the agreed procedure and policy.

3.3 *Agile working v Reasonable adjustments*

Requests for Agile Working should not be confused with arrangements made as a reasonable adjustment. Each of these processes is also distinctly different and in accordance with our responsibilities under the Equality Act 2010, the Constabulary will continue to implement reasonable adjustments where appropriate.

3.4 *Business Interests*

Business interests applications submitted to Professional Standards by Officers and Staff may trigger a review of an agile working request.

4. Principles

- 4.1 It is essential that managers and Police Officers / Police Staff alike enter into the spirit of agile working within the constraints of normal service provision. Any decisions made about which posts are suitable for agile working will be based on the impact that role has on service delivery. The decision as to which posts are able to work in an agile way is the responsibility of the line manager and can be reviewed at any time.
- 4.2 Where agile arrangements have been made in the current role **the entitlement does not follow into a new role**. If the individual requires to work the same arrangements a new request must be made in the new role.

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- 4.3 The health and wellbeing of the workforce continues to be very important to the Constabulary. In this respect, managers will have contact with teams on a regular basis to ensure that their well-being, performance, skills and communication links are maintained to acceptable standard. This policy should in no way, diminish team spirit and connectivity. Managers will expect individuals to complete relevant risk assessments and NCALT training. Details of the NCALT training are found in the guidance.
- 4.4 A health and safety risk assessment will need to be carried out, at least annually, or when any changes are made to the workspace. This must be agreed by the manager before individuals will be allowed to work from home. All requests are subject to a set of criteria including the completion of DSE / VDU risk assessments and the completion of NCALT packages specified in the guidance and at point 2 above.
- 4.5 All aspects of the Standards of Professional Behaviour and Code of Ethics will continue to apply, without exception.
- 4.6 Any individual who wants to access the workplace electronically from home will need to use their own broadband facilities and will not be reimbursed for doing so. The same principle will apply to increased energy costs arising from working from home.
- 4.7 All colleagues will have a designated contractual place of work where their team work is situated, along with shared workstations and limited storage facilities (electronic storage is the norm). It is this base that will be used for any mileage claims which apply.
- 4.8 Not all agile working arrangements will be successful either from the service point of view all from the individual's point of view. In view of this, the Constabulary reserves the right to review, remove or alter the arrangements at any point.
- 4.9 Other than Force issue laptops and mobile devices (mobile devices will be issued as appropriate), the Constabulary is not responsible for supplying any other equipment to work from home. Any equipment as a reasonable adjustment will be addressed as such.
- 4.10 Computers, laptops, phones and other items of equipment provided by the Constabulary are covered by the Constabulary's insurance policy. Individuals will need to make sure the equipment and any information on it is safe and secure. Individuals will also be expected to confirm that other security measures have been considered when working away from the office.
- 4.11 The DPA 2018 and UK GDPR must be complied with in relation to the security of information (Force Information Security Policy and Data Protection Policy). When dealing with personal information the same measures must apply to remote working as if working in the office. In the event of a security breach, the correct protocols will be applied and the matter will be referred immediately to the Data Protection team.
- 4.12 Arrangements should be made for appropriate office cover. Core contact time and office cover arrangements should be agreed between the team and the line manager. Individuals who are working away from the office should be aware that the accrual of TOIL should be discussed with the line manager and should not exceed that outlined in the Working Hours Policy. Hours worked should continue to be recorded on the timesheet and the Working Time Regulations must continue to be complied with.
- 4.13 This policy and its guidance has been agreed with Unison (Police Staff), Police Federation and Superintendents' Association. It does not form part of the contract of employment and the Constabulary reserves the right to remove or amend this policy at any point.

- 4.14 This policy should be read in conjunction with the Agile Working Guidance for Managers and Police Staff / Police Officers.

5. Definitions of Agile Workers

This list will be subject to review and is not exhaustive. Managers will review requests fairly and consistently.

	Features (all or mix of)	Technology requirements	Applicable to (not exhaustive list)
FIXED	- Regular working hours/shifts - Access to specialist software potentially requiring limitations on access/space/security - Access to fixed data/hard copy secure files - May have direct public contact on a regular basis directly and immediately accessible supervision	- Fixed desk top - Fixed police based location	- Control room - Special Branch - Front office staff - Print room staff - Custody staff - Estates staff (site support) - Fleet staff - PND - OHU - Forensics (SOCOs, FCIU, Fingerprint officers and Chem Lab, Tenprint and DNA) - Criminal Justice (some areas)
DEPLOYABLE	- Required to start/finish and or attend police location for briefing or kit access. - Fixed or flexible shift working. - Partially directly tasked and self-directed. - Hot-desking in designated secure areas.- H&S permitting - May carry out on call duties. - May require access to on site professional supervision	- Personal issue laptop - Access to Skype - Personal issue work phone with email	- Response officers - CAIT - CID - PSD (including Vetting/ACU) - Neighbourhood officers - Harm Reduction Constables - PCSOs (including NEV and CEV) - PPD - Executive support - Criminal Justice (e.g. camera vans) - Special Constabulary
AGILE (Work anywhere, anytime)	- Flexible hours - Work can be done without a requirement for visible/onsite supervision on a regular basis - Self-directed for up to 50% of time - May carry out on call duties - Hot-desking in any police/approved partnership site	- Personal issue laptop - Access to Skype / Teams - Personal issue work phone with email (if appropriate)	- HR - Better Together - Finance - Governance & Compliance - Harm Reduction Staff - Estates and Site Support (other than dedicated site support) - Corporate Communications. - Learning & Development (excluding delivery) - ICT (with the exception of Hub duty) - Change services - Forensics (Forensic Submissions, Forensic Quality Officer, DFU, MDU) - Performance and analysis - Criminal Justice - Legal Services - Citizens in Policing

Section 3 – Procedural guides

Section 4 – Relevant Legislation (Human rights/diversity/Health & Safety/any other specifics)

Section 5 – Related References

Section 6 – Identification, Monitoring and Review

The Policy should enable consistent and effective decision making. Where operational or managerial circumstances require any decision making that would adversely affect adherence to the policy or procedure, in line with the 'Statement of Intent' of the constabulary and the police service 'Code of Ethics', if an officer/ police staff member believes that they need to make a decision that steps outside of policy and procedure they should do so, provided that:

- the officer/ police staff member raises the matter at the earliest opportunity (and ideally before any such decision is made) with their line manager declaring their intended (or actual) course of action if notification is made after the decision is taken,
- produces, in a timely manner, a signed and dated written explanation of why it is/ was deemed necessary to step outside of policy and procedure, and
- maintain an adequate record of this written rationale for audit purposes appropriate to the circumstances/ contravention

GSC Security Marking:		OFFICIAL/OFFICIAL-SENSITIVE	
Type		Policy	
Department		URN	Strategic Board 'signed off'
HR		301	IGB – include date signed off
Version	Date (effective from)	History of changes (ensure public copy amended and uploaded to external website)	Complied with Policy Guidance ✓
		For previous version control see V2	
V2.1	Dec 2021	Inclusion of para. 4.2 as agreed by Core Policy Review Group	
V2.2	Apr 2022	Inclusion of para. 3.4 Business Interests	
V2.3	Dec 2022	Updated to reflect new cipher	
V2.3	Oct 2023	Annual review – job title changes	
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Link to EIA – G&C to complete hyperlink action			
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