

OPCC AGILE WORKING - ASSESSMENT**1.0 Introduction**

This document should be used by managers and employees when discussing a request by an employee to adopt an agile approach to working.

To help facilitate this discussion an assessment framework has been developed and is laid out below. Its purpose is to ensure that key issues are considered and discussed with the aim of reaching an agreement on an appropriate pattern of agile working that meets both the needs of the OPCC and the employee's role/preferences. Discussions should be held in an open, fair, and constructive way according to our guiding principles and objectives, as detailed in the agile working policy document.

Key Points

- The OPCC operates a 'Permissive' approach to agile working i.e. staff will be expected to seek permission from their line manager to work away from their primary office base on a routine basis i.e. working from home and/or at a remote location. (Under normal circumstances there is no requirement for individuals to routinely work remotely).
- Individuals seeking permission to work in an agile way should ensure they have a safe working environment including a suitable workspace, appropriate seating, space, light, and ventilation. It should also be free from unnecessary interruptions and noise distractions.
- The OPCC is not responsible for supplying any equipment other than a laptop (Computer SIM card and mobile phone where appropriate) to facilitate agile working. Therefore, employees will need to provide, at their own expense, any other equipment and ICT to enable them to work effectively and safely (This includes a suitable home internet connection). If this is not possible, the employee should work from an OPCC / Force office.

2.0 OPCC AGILE WORKING - ASSESSMENT FRAMEWORK

No	Key Items for discussion
1	What are you seeking permission for? (e.g. to work remotely / from home, as a routine part of your working week?)
2	What would you expect your work pattern to be? (e.g. this could be expressed as the number of days per week (on average) spent away from your primary office base)
3	Are there any specific / personal reasons that need to be considered in helping to decide your agile work pattern? (e.g. do you have a disability or caring responsibilities that need to be considered as part of the decision-making process)
4	Can you foresee any potential problems with adopting this new way of working? (e.g. gaps in service delivery, providing support, conducting key activities, covering your responsibilities, sharing information, taking leave or working and communicating with others, etc) Where applicable, consider any implications for 'shared services' where both OPCC and Force employees are involved.
4 a	Potential problems in meeting your own responsibilities?

	(if yes, explain how they will be overcome)
4b	Potential problems in meeting your Team's responsibilities? (if yes, explain how they will be overcome)
4c	What are your expectations of your line manager's and colleague's presence in the office?
5	During our period of enforced remote working due to the Pandemic, has anything worked particularly well that you believe we should continue to implement?
5a	Or has anything proved to be more difficult – i.e. something that we need to improve on?
6	Are there any activities that demand face to face / attendance at your primary office base?
7	Is there anything else you would like to raise or comment on relating to agile working in the OPCC?

Notes

- The key purpose of this assessment framework is to help facilitate discussion of key issues to enable an agreement to be reached between the employee and their line manager about an appropriate agile work pattern and practices.
- The results of this discussion may be collated and discussed by the management team to help identify any wider implications for the OPCC.
- Once an agreement has been implemented a review of its effectiveness will be conducted after 6 months (as a minimum) and thereafter annually as part of the routine PDR process.
- Please use this assessment framework in conjunction with the associated OPCC Agile Working Policy document.
- Both the Line Manager and Employee need to read the full policy document and this assessment framework before assessing the employees request to work in an agile way.

All parties involved in these discussions should take an open, fair, and constructive approach to help ensure the potential benefits of agile working in the OPCC can be realised for both the organisation and the individual concerned.