Service Policy: PODPOL20
Agile Working Policy

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Equalities Impact Assessment:

Initial	Full	Date	Reviewed by	Comments
	X		ED&I TEAM	LOCATED ON PORTAL

Civil Contingencies Impact Assessment:

Date	Reviewed by	Comments

Related Documents:

Doc. Type	Ref No.	Title	Location
SI	0656	Flexi time	Portal
Policy	PODPOL24	Hybrid working trial	Portal
Fire Standard		Leading & Developing People	Portal

Distribution List:

Name	Position	I/R
SLT		
Authority		

Sign-Off List:

Name	Position

Target Audience:

All MFS		Ops Crews		Fire safety		Community FS		Support Staff	
Principal off.		Senior off.		etc.		etc.		etc.	

Ownership:

FOI exemption required?	Yes		URL	
	No		Reason	

Legislation:

Title		N/A

Contact:

Department	Email
People & Organisational Development	[redacted]

PODPOL20- Agile Working Policy:

1. Policy Introduction and Background

Merseyside Fire and Rescue Service recognises the need to develop modern working practices to enable employees to maximise their performance and productivity and deliver the greatest value to the community, whilst maintaining a good work life balance.

Agile working enables people to undertake ad hoc work and tasks at times and in locations where they are most efficient and effective. Technology allows easy to access information remotely and as such working from a variety of locations in now possible, without impacting on existing team based approaches to work. The agile approach to work can best be explained as, ***"Work is an activity we do, rather than a place we go"***

Options for agile working can include working from different locations other than the normal place of work, whether this be alternate Authority premises, within the community and at partner agency sites, or from home. It may also involve agreeing to work different times outside of the 'normal' hours of work. Where appropriate, agile working within MFRA may include a combination of each option which will be driven by the specific nature of the role, the work being completed at the time, and the overall impact in terms of effectiveness, efficiency and wellbeing.

The benefits of agile working include improved work life balance, employee engagement, the potential for reduced travel and employee wellbeing. Aligning this with efficiency and effectiveness for organisational service delivery remains key.

It is acknowledged that some operational roles within the Authority may not be conducive to agile working due to the requirement of operational response, however, the Authority is committed to explore agile working wherever practicable.

Agile working is not intended as a means to facilitate or as a substitute for childcare or other caring responsibilities. It should not be conflated with flexible working or family friendly requests, requests for which are covered within the Flexible Working Policy.

POLICY

2. Policy Explanation

Agile working is not purely about permanent and/or regular/repeating changes to working arrangements. It is about working from where the employee needs to be to do their specific job task, undertake a piece of project work or to undertake work at times outside of the normal range required in the most efficient and effective manner.

Permanent changes to hours of work and changes for child care considerations will be considered under the Authority's already established Flexible Working Policy.

The agile working policy encourages employees to have an honest discussion with their line manager and to have a degree of influence over how, when and where they work in order to complete necessary tasks.

Managers and employee should discuss and agree requests as and when required. Hours of work must be agreed in advance allowing employees the right to privacy out of hours therefore enabling employees to separate work and non-work time.

Situations will vary from role to role and team to team therefore line managers must consider the effect upon:

- The ability to organise work and cover among team members
- Organising rotas for essential services
- Work performance and output measures
- ICT and other equipment provision.

3. Policy Implementation

Either the manager or the employee can initiate a discussion about the possibility of agile working. The line manager should give appropriate consideration to nature of the specific task that may be more effectively complete by working agilely away from the normal place of work.

All Policies can be found on the Website

POLICY