Service Policy: PODPOL24 HYBRID WORKING POLICY

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Document Control:

Active date	Review date	Author	Editor	Publisher
1/1/23	May 2027	[redacted]	[redacted]	[redacted]

Amendment History:

Version	Date	Author	Reasons for Change
1.2	February 2024	[redacted]	Annual review
1.3	June 2025	[redacted]	Annual Review

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
Fire Standard		Core code of ethics,	Portal
Fire Standard		Leading the Service, Leading and Developing people,	Portal
Fire Standard		Communication and Engagement	Portal

Distribution List:

Name	Position	Department

Sign-Off List:

Name	Position

Target Audience:

All MFRS	Principal Officers	Senior Officers	Operational Crews	Fire Safety	Community Fire Safety	Support Staff
X						

Ownership:

FOI exemption required?	Yes		URL	
	No	x	Reason	

Legislation:

Title	

Contact:

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People and OD	[redacted]	[redacted]

HYBRID WORKING

1. Policy Introduction and Background:

The Authority recognises the need to continue to develop modern working practices to enable employees to maximise their performance and productivity to deliver our objectives, whilst maintaining a good work life balance.

Our approach to hybrid working addresses our vision to support the importance of sustainability and the health, wellbeing and financial wellbeing of our staff. The benefits of improved work life balance, employee engagement and reduced travel make a direct contribution to this strategic priority.

It allows employees the option to manage their own time and work their contracted hours in order to complete their job. We trust that colleagues will structure their day/week in a way that balances work and home life.

Any abuse of trust or misconduct would be dealt with under the Conduct policy

2. Policy Explanation:

Introducing hybrid-working practices will involve developing a new work culture. It is about new ways of working using new tools and technology, new processes, and new approaches to management and teamwork. This will require different types of behaviours and different expectations about how work is completed.

In addition, plans to work from an alternative location or time is initially informal and subject to ongoing review of its operational effectiveness.

It does not represent a contractual change.
Any permanent contractual change can only be agreed through an application to the flexible working panel, as is current practice.

Decisions in relation to the scope of an individual's hybrid working will initially be made by

relevant Strategic Directors to ensure that services and outcomes remain the same or better than those currently delivered.

This will consider and ratify that:

- Productive work is possible from any agreed location.
- That Line Management remains visible.
- In any agreement more time is spent in the workplace than the alternatives (unless specifically agreed)
- Departmental meetings are facilitated, this may be having a designated day
- Organisational Meetings are facilitated.
- Service benefit is demonstrable (ink cost burden)
- The employee's welfare is fully considered.
- The employee's working environment is conducive to Home Working

The strategic Directors decision will be communicated to the individual employee, along with the specifics of the agreement in relation to days worked and working time.

3. Policy Implementation:

Employees who wish to work a hybrid arrangement have a number of options;

- Fixed location worker - Workplace based employees who operate from an office or shared work setting. A Fixed Worker will typically remain at a workstation or place of work for most of the working day.
- Hybrid worker - The role is not restricted to one location, employees can successfully and regularly carry out their activities from a mixture of appropriate facilities. For example, to attend meetings, work from home, Authority buildings or on the move according to the needs of the job that particular day.
- Agile Worker – predominantly a fixed location worker, but with the option to work occasional periods at home to complete a specific piece of work.
- Mobile worker - Most of their time is spent either visiting people or locations, attending

meetings, or carrying out work across various external sites, e.g. field workers.

They will complete an application form, which provides details of the proposed working arrangements, and how they believe this will benefit both themselves and the organisation.

The Strategic Director (or nominated officer) will then speak to the individual and assess the viability of their application before documenting the outcome

Clear and realistic objectives will be agreed between the manager and the employee to enable performance to be managed by agreed outcomes rather than presence.

Employees must note that the ability to work from home is not a substitute for childcare or similar carer responsibilities and it is their responsibility to ensure.

If the line manager is not content with levels of output or attendance then the temporary arrangement will be cancelled

If no agreement over hybrid working can be reached, and the employee believes their application has not been properly considered the employee can appeal to the Director of People and Organisational Development.

All policies can be found on the Website