

## Remote Working Policy (HR-043)

Version Number:	V1.1
Author (name & job title)	Helen Lambert, Deputy Director of Workforce and OD
Executive Lead (name & job title):	Steve McGowan, Director of Workforce and OD
Name of approving body:	Workforce and OD
Date full policy approved:	16 September 2020
Date Ratified at Trust Board:	30 September 2020
Next Full Review date:	February 2025 Extended multiple times by Director sign-off (Karen Phillips - Deputy Director of Workforce & OD - 16/08/23, 06/10/23, 11/01/24, 22/02/24 and 13/09/24).

<i>Minor amendments made prior to full review date above (see appended document control sheet for details)</i>	
<i>Date approved by Lead Director:</i>	<i>Steve McGowan – 20 December 2022</i>
<i>Date EMT as approving body notified for information:</i>	<i>December 2022</i>

*Policies should be accessed via the Trust intranet to ensure the current version is used*

## Contents

1. INTRODUCTION	3
2. SCOPE	3
3. PRINCIPLES	3
4. ROLES AND RESPONSIBILITIES	4
5. PROCEDURE FOR APPLYING FOR REMOTE WORKING	5
5.1. TEMPORARY REMOTE WORKING	5
5.2. PERMANENT REMOTE WORKING	6
5.3. APPEAL	7
6. HEALTH AND SAFETY	8
7. TRUST EQUIPMENT	8
8. SECURITY	9
9. CONFIDENTIALITY	9
10. BUSINESS CONTINUITY	9
11. AD-HOC COSTS/EXPENSES	9
12. TAX RELIEF	9
13. CONTRACTUAL CHANGES	9
14. MONITORING	9
15. MONITORING COMPLIANCE	10
APPENDIX 1: INITIAL REMOTE WORKING ASSESSMENT	11
APPENDIX 2: EQUALITY IMPACT ASSESSMENT (EIA)	13
APPENDIX 3: DOCUMENT CONTROL SHEET	15

## 1. INTRODUCTION

This document outlines the Remote Working Policy for Humber Teaching NHS Foundation Trust (the Trust). The Trust is committed to improving the working lives of its employees and to encourage a healthy work life balance. In order to provide the best services to our patients, it aims to ensure that all staff work in the most effective and efficient way possible in an appropriate work environment which optimises productivity and performance. It recognises that the traditional 'office based working' approach does not necessarily support this in all cases.

Remote working can also be an opportunity to attract and recruit staff who may not have considered a potential vacancy if remote working was not a possibility. As an employer with a developing IT infrastructure aimed at facilitating remote working functionality/availability, the aim of this policy is to support both the aforementioned commitments and facilitate remote working arrangements where these support effective service delivery.

## 2. SCOPE

This policy applies to all employees directly employed by the Trust and the aim is to implement a fair and consistent approach across all staff groups.

## 3. PRINCIPLES

For the purposes of this policy a distinction is made between employees who have:-

- a formalised agreement to work remotely on a permanent basis (referred to in this policy as 'permanent remote workers');
- those who work remotely on an occasional basis without a formalised agreement (referred to in this policy as 'temporary remote workers').

Permanent remote workers can be contracted to work from home on a full time basis (all of their contractual hours) or part time basis (e.g. working from home one day a week and in the office for their remaining contracted hours).

The arrangements for both of these working agreements are defined more clearly in the procedure section.

It is important to appreciate that there is no automatic right for employees to work remotely or for the Trust to insist on employees working remotely (unless for temporary health and safety purposes such as COVID 19). A request for remote working could be made by the employee or the Trust. All requests to work remotely will be reasonably considered and where they are deemed not to be appropriate, a written explanation will be provided. Each application will be considered on its individual merits.

Any permanent remote working arrangements agreed between the employee and line manager will constitute a contractual change to the employee's terms and conditions of employment.

All employees who work remotely should ensure that they have a suitable environment in which they can focus on work. Employees should ensure that they can work free from disruption, e.g. by having adequate care arrangements in place for dependants who may be at home during working hours.

In allowing an employee to work remotely, the line manager will ensure that there is no negative effect on employee's productivity, performance, wellbeing or other employees.

The Trust has the right to review any existing remote working arrangements and, following consultation, to vary an existing arrangement with appropriate notice periods.

## 4. ROLES AND RESPONSIBILITIES

### Chief Executive

- To provide assurance to the Board that this policy is acted upon through delegation to the appropriate areas of the Trust.

### Executive Directors

- To ensure that this policy is acted on through a policy dissemination and implementation in collaboration with senior managers.

### Line Manager

- Ensure all employees within their area of responsibility are informed about the contents of this and associated policies and procedures.
- Treat each application to work remotely on its own merits and give it reasonable consideration. This will include the potential impact on other team members, the level of regular contact/interaction required etc.;
- Consider the needs of the individual applying to work from home, including welfare.
- Consider the needs of the Trust of the requirement for employees to work from home either on temporary or permanent basis;
- Applications for remote working from people with disabilities may be considered as being a 'reasonable adjustment' under the Equalities Act (under Disability Discrimination);
- Assess the sensitivity and confidentiality of the work to be undertaken from home and ensure that all necessary measures are in place to protect the information, when considering suitability for remote working;
- Ensure they liaise with the employee and the Health and Safety department to ensure that a risk assessment has taken place, where appropriate, prior to any remote working commencing;
- Ensure that an annual review of the risk assessment is undertaken by the line manager and any electrical testing of equipment carried out;
- Liaise with the IT Department before sanctioning any remote working applications, to discuss/agree potential IT equipment/access requirements, where necessary;
- When approving any ad hoc expenses the line manager will act diligently to ensure cost effectiveness;
- Supply clear written information detailing the Trust expectations and what the employee can expect in return e.g. who the employee reports to, working hours, contact and communications, attendance at meetings and all other relevant information;
- If considered necessary, agree a trial period of at least 4 weeks. The agreement should be reviewed at least annually by the two parties.
- If a manager requests that an individual works permanently remotely as a result of an organisational requirement and the employee does not agree with the decision, then the matter will be managed formally change through the Organisational Change Policy.

### Employee responsibilities

- Ensure completion of the risk assessment form prior to the commencement of any remote working (permanent or temporary);

- Ensure that they are fully contactable during their agreed working hours;
- Ensure that they are available at all times during their work hours to attend an alternative workplace at the request of their line manager. This includes pre-planned and reasonable short notice requirements;
- Ensure that they undertake their work during the times pre-agreed with their line manager and pre-agree any changes to this with their line manager so that these can be communicated as necessary;
- Ensure that their remote working environment is conducive to effective working free from non-work related disruption(s);
- Ensure that their remote working environment is conducive to effective working that allows for confidentiality at all times. This includes any notes/documents or conversations that take place.
- Inform their line manager as soon as possible in the event of accidents, incidents or dangerous occurrences whilst working at home and ensure that it is logged on the Datix system as soon as practicable, but within 24 hours;
- Work safely and comply with any control measures identified in the risk assessment;
- Report any sickness in line with the usual absence reporting procedure, as set out within the Trust's Managing Sickness Absence Policy;
- Provide reasonable notice in the event of moving house to enable the Trust to make any arrangements necessary to facilitate the continuance of the ability to work during the moving period and to carry out a new risk assessment form;
- Apply in writing to the line manager, providing a minimum of 8 weeks' notice, should a return to the office workplace be required, either full time or for part of their contractual hours. It should be noted that this may not be able to be facilitated and there is thus no automatic right to require office provisions in replacement of remote working. Where this can be facilitated, a permanent change of contract will be enacted;
- Ensure that their tax position, mortgage or tenancy agreement and insurance policies are checked and are appropriate for and covers working from home;
- Ensure that they adhere to any and all confidentiality requirements in respect of Trust business;
- Have due care and attention of the IT equipment provided for use at home;
- Comply with the Trust's policies and procedures whether working remotely or at their office base.

## **Workforce and Organisational Development**

- Provide advice and guidance in complying with this policy.
- Keep the provisions within this policy in line with employment legislation, best practice people management principles and NHS guidelines.

## **5. PROCEDURE FOR APPLYING FOR REMOTE WORKING**

For staff and managers

### **5.1. TEMPORARY REMOTE WORKING**

The Trust recognises that the work undertaken by many of its employees may be carried out more effectively in a quiet location and without disruption. In cases where office facilities are shared, where employees are easily disrupted or an employee considers that the performance of a specific task would be carried out more effectively from home, they may work remotely at the discretion of their line manager.

Temporary remote working will only be possible if it can be ensured that the employee's absence from the workplace will not give rise to problems for other employees.

Permission to work temporarily remotely should be sought from an employee's line manager, on each occasion, in writing (this can be done by email). On the first occasion, this should be accompanied by a fully completed initial remote working risk assessment, attached at Appendix 1. Subsequent risk assessments should be undertaken as necessary and agreed with their line manager.

At the point of agreement of the temporary remote working, the line manager will set out the length of the arrangement indicating a start and finish date. During this period a review may be undertaken and the end date re-negotiated.

Temporary remote working may also be considered by the line manager and details of the proposed temporary working arrangements will be set out for the employee.

Temporary remote working may also be considered where circumstances require such as the Trust response to COVID-19 to support safe working is required

## **5.2. PERMANENT REMOTE WORKING**

Permanent remote workers are employees with a formalised agreement to work remotely either in a full time capacity or for part of their working week. Where a permanent change is required to work remotely, the employee should make a formal request using this procedure. All requests must be accompanied by a fully completed initial remote working risk assessment, attached at Appendix 1.

In making a decision on whether to agree an employee's application for permanent remote working, the line manager will also have regard to the employee's:

- Time management skills;
- Self-motivation;
- Ability to work without direct supervision;
- Ability to meet scheduled deadlines;
- Home as a suitable place to work;
- Awareness of the health and safety implications of using the home as an appropriate working environment;
- the ability to ensure that levels of confidentiality can be maintained at all times. This includes both verbal and any documentation including notes
- Ability to cope with potentially reduced social contact and isolation;
- Ability to demonstrate they have no dependent care responsibilities within contracted working hours which would have a detrimental impact on their work.

Additionally, where the application for remote working is agreed, a written notice will be sent out to the employee, which will specify the agreed contract variation and the date on which the new permanent remote working arrangements are to take effect. It will also set out confirmation of:

- any equipment to be provided for remote working;
- the line manager arrangements to visit the employee's home to carry out a health and safety risk assessment (if the risk assessment indicates this is necessary);

- the ability to ensure that levels of confidentiality can be maintained at all times. This includes both verbal communication and documentation;
- the contractual base of the employee
- the type and level of reimbursement of costs for agreed business purposes will be based on HMRC guidance;
- the requirement to be fully contactable and available to attend an alternative work place/s during working hours;
- frequency and timing of contact arrangements with the line manager;
- the agreement the employee must provide evidence of suitable insurance to cover working from home.

Permanent remote workers will be required to ensure that suitable and clear communication channels e.g. mobile phone signals, broadband connectivity are in place to enable them to carry out their work effectively and for colleagues to contact them at home. No remote working should commence until communication support arrangements are in place. Other arrangements may also include confirmation of start and finish times.

Permanent remote workers, or those planning to apply for permanent remote working, are required to seek advice from the relevant agencies with regard to the effect of home working on their house and contents insurance; mortgage or tenancy agreement; and, council tax/business rates. Employees will be required to confirm on their remote working application that the following checks have been made and permission has been given (where required), and specify any additional costs that would be incurred.

Responsibility and liability with regards to remote working rest with the employee to notify their insurer, mortgage lender, landlord, local authority or other such body. The Trust will not accept any responsibility for an employee who suffers any detriment, loss or legal action as a result of not obtaining any necessary permission.

Permanent remote working may also be considered by the line manager and details of the proposed working arrangements will be set out for the employee.

If the employee is not in agreement with these arrangements then a discussion will take place with the employee and line manager which may include formal consultation with those members of staff affected.

With regard to Trust assets, where permission has been given for an employee to work permanently, or temporarily, remotely, the Trust retains all liability for those assets, providing due care has been taken with security measures.

There may be instances where remote working is required for a specific business need and at the request of the manager. Where it is requested that an individual remotely on a permanent basis as a result of an organisational requirement and the employee does not agree with the decision, then the matter will be managed formally change through the Organisational Change Policy.

### **5.3. APPEAL**

If an application for remote working is denied by the line manager the employee has a right to appeal the decision. Any appeal should be in writing and lodged with the relevant general manager for the division (or the deputy COO if the general manager declined the original request), or head of service/deputy director of Corporate Divisions, within 10 working days of receipt of the decision.

The grounds of appeal should be set out in the appeal letter. The appeal will focus on the elements of the decision that the employee is not satisfied. The employee should also state why they disagree with the decision and the reasons why.

The senior manager to whom the appeal has been submitted will be responsible for reviewing the

original decision and assessing the justification for the original outcome. This may require a discussion with the relevant parties to understand the rationale in making the decision and any considerations from the affected individual.

A final decision will be communicated to the employee in writing within 14 days of receipt of the appeal.

The resulting decision will be final and will conclude the appeals process.

## **6. HEALTH AND SAFETY**

The Health and Safety at Work Act 1974 places a duty on employers, self-employed people and employees. Employers have a duty to protect the health, safety and welfare of their employees, including remote workers. In order to ensure this duty is fully met, all employees applying for both temporary and permanent remote working must complete an initial remote working risk assessment form (Appendix 1). Once completed, this form will be sent to the employee's line manager for evaluation. Should the line manager consider that a more detailed assessment is required, based upon the completed initial remote working risk assessment, the line manager may carry out their own remote working risk assessment to ensure health and safety requirements are met, or seek assistance from the Trust's Health and Safety Department, to do so on their behalf. No remote working can commence prior to these risk assessments being carried out and any necessary control measures having been implemented.

As the monitoring that can be exercised over an employee working remotely is limited, the main responsibility will rest with the remote worker. This places obligations on remote workers themselves to ensure that they, and other persons who may be affected, including other members of the household as well as the public, are not endangered by work activities undertaken at their home using the Trust's equipment.

Both temporary and permanent remote workers should make themselves aware of the requirements of the Trust's Display Screen Equipment (DSE) Policy and any requirements contained therein.

## **7. TRUST EQUIPMENT**

The Trust will provide any necessary computer and electrical equipment (e.g. laptops, printers and mobile phones/smart phones) to permanent, and where appropriate and budgetary viability, to temporary remote workers. Where equipment is provided, the Trust will be responsible for the service and maintenance of the supplied equipment. These items will remain the property of the Trust and must be returned should the permanent remote working arrangement cease or employment with the Trust ceases. Remote working employees will normally be expected to use their own desk and chair, subject to a risk assessment. An application for remote working will be refused if there is not sufficient space to accommodate all equipment necessary to effectively perform their duties at home.

All Trust electrical equipment will be PAT tested annually, in line with the Trust's electrical equipment testing procedures.

For permanent remote workers, the Trust will purchase any additional equipment and materials (such as a filing cabinet, paper, ink cartridges and stationery) required to undertake the job requirements. Where possible these will be collected by the remote worker from their departmental admin team.

The Trust will maintain its own equipment, but will not be responsible for maintaining a remote worker's own computers and equipment e.g. electrical sockets and other parts of the remote worker's domestic electrical system, including internet accessibility which is their own responsibility. Should a problem arise with Trust loaned equipment, staff will be supplied with a



replacement PC or laptop, either temporarily or on loan, as required in line with Trust IT procedures.

## **8. SECURITY**

There is an expected minimum standard of security, both physical and IT dependant, on the nature of the work to be undertaken. The Trust will ensure that both temporary and permanent remote workers have secure remote access to its server and computer network drives as required. If necessary a separate phone line may be organised by the individual remote worker with prior agreement from their line manager. The Trust will not pay for any additional costs incurred by employees using their home for work (with the exception of pre-agreed reasonable costs as outlined above) unless there is a statutory duty under the Equality Act 2010.

It is the Trust's responsibility to ensure the remote worker is able to retain security and confidentiality of information within the home.

## **9. CONFIDENTIALITY**

The member of staff must be able to maintain confidentiality at all times at their chosen place of working. This includes all verbal such as telephone calls and technology enabled communication such as MS Teams and non-verbal communications including emails, and any paperwork such as notes and documents including accessing clinical systems.

There should be available a lockable secure place to store any documents whilst not working and any documentation should be kept to a minimum.

## **10. BUSINESS CONTINUITY**

In emergency situations, for example, where it becomes impossible for an employee to work at their normal base, employees may be offered the option of working from home temporarily until the emergency situation can be rectified. This would only be permitted where the employee is unable to attend work at another Trust building and where Trust equipment is available for use to allow them to complete their work adequately.

## **11. AD-HOC COSTS/EXPENSES**

All permanent and temporary remote workers will be required to complete a monthly expenses claim form for any ad hoc costs/expenses incurred whilst working remotely which have been authorised by their line manager through the remote working contract of employment, e.g. postage.

## **12. TAX RELIEF**

Employees who choose to work remotely are not normally entitled to tax relief on additional outgoings. However, if there is a requirement from the Trust for an employee to work remotely, there may be tax relief on a proportion of the costs for heating, lighting, travel expenses and on rent of a room used for business purposes. It is the responsibility of the remote worker to clarify their position with the Inland Revenue.

## **13. CONTRACTUAL CHANGES**

Provision of unsocial hour's payments and other agenda for change benefits will be confirmed to the permanent remote worker during the application process, where applicable.

Confirmation of any permanent changes to contractual terms and conditions will be set out in writing to the employee.

## **14. MONITORING**

Line managers will regularly review any agreement which has been given for home working to ensure the on-going effectiveness/efficiency of the arrangement and may, following consultation with the employee, remove that agreement. If the Trust finds it necessary to terminate the remote working agreement for any reason, a minimum period of 4 weeks' notice will be given to the employee (unless a shorter mutually agreed period is arranged) and they will return to a suitable Trust work location.

Line managers should monitor the working patterns of temporary home workers on an ad hoc basis. If there are regular patterns of working from home, the line manager and employee should discuss the possibility of making more formal home working arrangements.

For health and safety purposes, the risk assessment will be re-checked by the line manager on an annual basis, or earlier if there has been a change in working conditions.

## **15. MONITORING COMPLIANCE**

This policy will be reviewed on a three yearly basis or amended in the light of new employment legislation and/or relevant case law.

## APPENDIX 1: INITIAL REMOTE WORKING ASSESSMENT

This form should be used by the employee to undertake an initial assessment of the suitability of that part of their home which has been identified as the intended location for remote working. It must then be signed by both the employee and the line manager before being submitted to the second manager.

Note: the Health and Safety Department may, subsequent to completion of this form, require a full risk assessment to be arranged. Should this be the case, no remote working can take place prior to the full risk assessment by the Health and Safety Department taking place.

Name of intended remote worker	
Home address	
Area of home intended to be used as a workplace	
Manager's name and telephone number/extension number	
Directorate	
Summary of the main duties of the remote worker and what equipment will be used in the home to undertake the role	
Date of Remote Working Suitability Assessment (if applicable)	

	Yes/No or N/A	Comments
Is the size of the room adequate for the intended purpose and is there sufficient space to move around safely?		
Is there a source of natural light?		
Can the light be sufficiently controlled by blinds or curtains?		
Is the artificial light sufficient for the intended tasks?		
Is adequate ventilation available?		

Does the heating system provide a comfortable temperature which is appropriate for the tasks?		
Is there the ability to ensure confidentiality at all times for both verbal and non-verbal communication including documents and notes.		
Is there sufficient secure storage space for the intended range of tasks whilst working?		
Are proposed work surfaces large enough for the intended tasks?		
Is a suitably adjustable chair available?		
Are there sufficient <i>fixed</i> electrical sockets to cope with essential electrical equipment?		
Are electrical and telephone sockets appropriately located to avoid the need for trailing cables across the room(s)?		
Is the work area suitable for any necessary manual handling activities?		
Is a suitable smoke alarm fitted and tested regularly?		
Is there any requirement for additional health and safety equipment (i.e. footrest, ergonomic keyboard/mouse etc.)?		

Employee's signature:

Date: / /

Line Manager's signature:

Date: / /

## APPENDIX 2: EQUALITY IMPACT ASSESSMENT (EIA)

For strategies, policies, procedures, processes, guidelines, protocols, tenders, services

1. Document or Process or Service Name: Remote working Policy
2. EIA Reviewer (Karen Fletcher, Head of Workforce Services)
3. Is it a Policy, Strategy, Procedure, Process, Tender, Service or Other? Policy

<b>Main Aims of the Document, Process or Service</b>
Please indicate in the table that follows whether the document or process has the potential to impact adversely, intentionally or unwittingly on the equality target groups contained in the pro forma

Equality Target Group	Is the document or process likely to have a potential or actual differential impact with regards to the equality target groups listed?	How have you arrived at the equality impact score?
<ol style="list-style-type: none"> <li>1. Age</li> <li>2. Disability</li> <li>3. Sex</li> <li>4. Marriage/Civil Partnership</li> <li>5. Pregnancy/Maternity</li> <li>6. Race</li> <li>7. Religion/Belief</li> <li>8. Sexual Orientation</li> <li>9. Gender re-assignment</li> </ol>	<p>Equality Impact Score</p> <p>Low = Little or No evidence or concern (Green)</p> <p>Medium = some evidence or concern (Amber)</p> <p>High = significant evidence or concern (Red)</p>	<ol style="list-style-type: none"> <li>a) who have you consulted with</li> <li>b) what have they said</li> <li>c) what information or data have you used</li> <li>d) where are the gaps in your analysis</li> <li>e) how will your document/process or service promote equality and diversity good practice</li> </ol>

Equality Target Group	Definitions	Equality Impact Score	Evidence to support Equality Impact Score
Age	<p>Including specific ages and age groups:</p> <p>Older people Young people Children Early years</p>	Low	There is no evidence that this equality group is negatively affected by the policy
Disability	<p>Where the impairment has a substantial and long term adverse effect on the ability of the person to carry out their day to day activities:</p> <p>Sensory Physical Learning Mental health</p> <p>(including cancer, HIV, multiple sclerosis)</p>	Low	There is no evidence that this equality group is negatively affected by the policy
Sex	<p>Men/Male Women/Female</p>	Low	There is no evidence that this equality group is negatively affected by the policy
Marriage/Civil Partnership		Low	There is no evidence that this equality group is negatively affected by the policy
Pregnancy/Maternity		Low	There is no evidence that this equality group is negatively affected by the policy

Equality Target Group	Definitions	Equality Impact Score	Evidence to support Equality Impact Score
Race	Colour Nationality Ethnic/national origins	Low	There is no evidence that this equality group is negatively affected by the policy
Religion or Belief	All religions  Including lack of religion or belief and where belief includes any religious or philosophical belief	Low	There is no evidence that this equality group is negatively affected by the policy
Sexual Orientation	Lesbian Gay Men Bisexual	Low	There is no evidence that this equality group is negatively affected by the policy
Gender reassignment	Where people are proposing to undergo, or have undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attribute of sex	Low	There is no evidence that this equality group is negatively affected by the policy

### Summary

Please describe the main points/actions arising from your assessment that supports your decision above	
There is no evidence to suggest that any of the protected characteristic groups are negatively impacted.	
EIA Reviewer: Karen Fletcher	
Date completed: 04/09/2020	Signature: Karen J Fletcher

### APPENDIX 3: DOCUMENT CONTROL SHEET

This document control sheet, when presented to an approving committee must be completed in full to provide assurance to the committee.

Document Type	Remote Working Policy		
Document Purpose	To define the policy whereby an employee can work remotely either on a permanent or temporary basis		
Consultation/ Peer Review:	Date:	Group/Individual	
<i>List in right hand columns consultation groups and dates</i>	17.06.2020	TCNC	
	16.09.20	WOD	
Approving Committee:	Workforce and OD Committee	Date of Approval:	16.09.2020
Ratified at:	Board	Date of Ratification:	30.09.2020
Training Needs Analysis: <i>(please indicate training required and the timescale for providing assurance to the approving committee that this has been delivered)</i>	No training needed. Policy describes key principles of staff retirement including key roles and responsibilities.	Financial Resource Impact	
Equality Impact Assessment undertaken?	Yes [ <input checked="" type="checkbox"/> ]	No [ <input type="checkbox"/> ]	N/A [ <input type="checkbox"/> ] Rationale:
Publication and Dissemination	Intranet [ <input checked="" type="checkbox"/> ]	Internet [ <input type="checkbox"/> ]	Employees Email [ <input type="checkbox"/> ]
Master version held by:	Author [ <input type="checkbox"/> ]	HealthAssure [ <input checked="" type="checkbox"/> ]	
Implementation:	<i>Describe implementation plans below - to be delivered by the author:</i>		
Monitoring and Compliance:	3 yearly		

<b>Document Change History:</b>			
<i>Version Number/Name of procedural document this supersedes</i>	<i>Type of Change i.e. Review/Legislation</i>	<i>Date</i>	<i>Details of Change and approving group or Executive Lead (if done outside of the formal revision process)</i>
<i>Version 1 Remote Working Policy</i>	<i>Full review</i>	<i>September 2020</i>	<i>New policy</i>
<i>Version 1.1</i>	<i>Non-Review</i>	<i>December 2022</i>	<i>Incorporating Remote Working Procedure document into this Remote Working policy with no changes made to either document. Approved by director sign-off (20 Dec 2022).</i>