

PERFORMANCE MANAGEMENT SCRUTINY COMMITTEE

25 MARCH 2015

TERMS OF REFERENCE: MOBILE AND FLEXIBLE WORKING TASK AND FINISH GROUP

Context

The Council is changing the way that it works, moving to be an enabler and Commissioner of services rather than a provider. The Council is also seeking to put in place working practices that will support the better meeting of peoples and community needs, change the way that the Council and its partners work together to do this in localities, and in doing so understand how to best use available building and other assets.

In order to achieve some of these changes the Council is developing it can enable staff to work in a mobile and flexible way. This is based on a practicable mixed approach that could include some time working at home, some time working in locality based facilities (not always the Council's), and some time based in Council offices. The right mix and the precise locations will be subject to the requirements of the different roles being fulfilled and tasks completed. A positive outcome of this work can be improved staff morale and increased productivity, often recognised and reported by the staff themselves.

Over recent years the Council has been testing different options and approaches to support Mobile and Flexible working. Often the problems, challenges and issues which arise from this type of testing are more valuable than I things have run smoothly from the start. There is a good opportunity for scrutiny members to help the Council to understand the learning from the different mobile and flexible working models and approaches that have been tested.

Objectives

To understand how Shropshire Council has tested Mobile Flexible working and the learning to be applied in the future roll-out.

To understand how Mobile and Flexible working will operate and how this will change the way that the Council works in and with Communities, what it means for staff, and for elected Members

To make recommendations that will inform the next stages of Mobile and Flexible working rolled-out but the Council, including how the Council uses assets in communities.

Information Required From Officers

Details of the teams/services areas in the Council that have and are working in a mobile and flexible way.

The specific issues and duties as an employer that need to be taken into account in enabling mobile and flexible working e.g. duty relating to staff health and safety

The different models and approaches tested by the Council, including how the specific issues and duties for an employer were addressed

The learning from these different models and approaches

Other Sources of Information

Any national models and approaches recognised as best practice

Meeting with a group of staff who have and do work in a mobile and flexible way to understand the benefits and issues from their perspective.

Visits to an office base and other sites that currently support mobile and flexible working.

Methods To Be Used

Desk based research/presentation of the different issues that need to be taken into account in enabling mobile and flexible working e.g. duty relating to staff health and safety

Presentation of the different models and approaches tested by the Council and the summary of any learning recorded from the work

Meeting with some staff members who have or are currently enabled to work in a mobile and flexible way

Timescales

6 weeks

Key Results Expected

To present evidence and make recommendations that will support the development and extension of mobile and flexible working to Shropshire Council staff.

That members of the Task and Finish Group and the Scrutiny Committee gain greater understanding of mobile and flexible arrangements and how this will change working practice for staff and the impact of the changes for service users and communities

That members have greater understanding of the relationship between how the Council is operating and how it uses its building (and other) assets.