Leeds Local Medical Committee (LMC) Homeworking Policy

Leeds LMC is the professional statutory body which represents and supports the interests of General Practitioners in the Leeds area. We work closely with other LMCs in West Yorkshire and the BMA’s General Practitioners Committee England (GPCE) to ensure that there is close liaison between the national and local representation of general practice.

Homeworking Policy

Leeds LMC promote flexible working for all employees and will agree to an employee working partly or wholly from home where appropriate. Individual requests for homeworking will depend on whether or not the employee’s work can be done from home effectively. We cannot agree to all requests because every job is different and every employee is different.

If making a request to work from home the employee should consider whether or not they have the necessary organisational and time-management skills; the ability to work without direct supervision; and are able to cope with the potentially conflicting demands of work and family. This policy outlines the working arrangements that will apply when a request to work from home has been approved.

Hours of work

Homeworkers are subject to the hours of work set out in their contract of employment. We

will normally expect a homeworker to contact the Medical Secretary once a day. We will

expect a homeworker to be contactable through their mobile phone, home phone or email

during normal working hours.

Homeworkers must ensure they take adequate rest breaks, as set out by the Working Time Regulations 1998.

Visits to the employer's premises

Homeworkers are required, on request, to attend the Leeds LMC workplace or other premises for purposes such as training, performance assessment, team briefings, committee, other meetings and events. The dates and times of such visits will be agreed in advance.

Visits to the employee's home

We reserve the right to visit the employee’s home at agreed times for work-related purposes, including health and safety matters. It is a condition of any homeworking agreement that the employee agree to such visits, which will be for the purposes of:

* Delivering and collecting work;
* Performance monitoring and feedback;
* General discussions about work-related matters;
* Ensuring health, safety and security; and/or
* Any other work-related purposes that we consider appropriate.

On termination of the employee’s employment for any reason, Leeds LMC has the right to visit the employee’s home at an agreed time and retrieve all equipment, furniture, materials and documents belonging to the LMC.

The employee will pay the costs for all telephone and internet connections in their home.

The employee must not allow members of their family or third parties to access or use Leeds LMC equipment. The employee is responsible for keeping all documents and information associated with Leeds LMC secure at all times. Specifically, the employee is under a duty to:

* Keep all documentation confidential at all times except when in use; and
* Use a unique password for the computer and any other digital devices.

Further, any equipment provided by Leeds LMC must be used for work-related purposes only. Leeds LMC is legally obliged to ensure the health and safety of homeworkers in the same way as office-based staff. It is therefore required to ensure that:

* All equipment is safe;
* An assessment of the employee’s workstation is conducted;
* Information and training on the safe use of equipment, including display screen equipment, is provided; and

The homeworker has a duty to ensure, insofar as is reasonably practicable, that they work in a safe manner. The employee is responsible for checking that all home and contents insurance policies provide adequate cover for the fact that they work from home.

Requests to work from home

Any employee who wishes to work from home from time to time, should make the request to the Medical Secretary. A discussion will be arranged to assess the feasibility of any request. It is our policy to view such requests in a positive light and we will, whenever it is possible and practicable, agree to the request.

Family Friendly

The LMC undertakes to adhere to the current statutory requirements covering maternity, parental, paternity, adoption, time off for dependants and the right to request flexible working arrangements. Current statutory provisions can be accessed via the UK Government website https://www.gov.uk/ or the ACAS website https://www.acas.org.uk/