

## HOME WORKING POLICY

### COMMUNICATION & IMPLEMENTATION PLAN

#### INTRODUCTION

##### Fundamentals:

The Home Working Policy requires that the following fundamentals be present in order to embed the policy and procedures into the standard operating function of Salisbury NHS Foundation Trust

- An endorsement of the Policy
- Dissemination of the Policy to all staff levels
- The definition of roles and responsibilities within the Trust
- A framework for supporting appropriate standards, procedures and guidelines
- Monitoring mechanism to ensure compliance with Data Protection, Employment Law and appropriate standards, guidelines and performance measures
- Regular review of the Policy

##### Frequency of Review

The Home Working Policy has been reviewed in line with changes and amendments to Trust Procedures and NHS national standards. The frequency of review will be a maximum of 3 year intervals.

Task	Activity	Responsible	Start	End	Status
1	Policy Comments	Negotiating Sub Committee (NSC)	Mar 2016	Mar 2016	Completed
2	Policy Comments	Operational Management Board (OMB)	April 2016	May 2016	Completed
3	Policy Approval	Negotiating Sub Committee (NSC)		April 2016	Completed
4	Policy Ratification	Operational Management Board (OMB)		28 June 2016	Completed
5					
6	Article for Cascade Brief	Human Resources Department			In progress
7	Intranet Update	Information Governance Department		05.07.2016	Completed
8	Audit Compliance	Review of policy due in June 2016	Ongoing	Ongoing	Completed
9	Legal Compliance	Policy will be reviewed and subsequently updated in line with any Employment Law changes prior to review date of June 2019	At the time at which any law changes	Ongoing	Completed
10	Policy review	Rewrite to ensure better understanding of regular and ad hoc home working	Mar 2016	June 2016	Completed