**FOI Ref: 6374**

**Category(ies): Staff – Structure, Trust - Policies**

**Subject: Hybrid/blended/agile/smarter working**

**Date Received: 03/05/2022**

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| **Your request:** | **Our response:** |
| Under the terms of the Freedom of Information Act 2000, please provide me with full details of any policy your trust in place that means some clerical or managerial staff are able to work from home for at least some of the time.These may be known internally as hybrid, blended, agile or smarter working arrangements.Examples can be found here<https://www.rdash.nhs.uk/publications/agile-working-policy/#:~:text=The%20purpose%20of%20this%20policy,are%20relevant%20to%20agile%20working> and here <https://www.shsc.nhs.uk/sites/default/files/2021-11/Agile%20Working%20Policy%20%28HR%20053%20V1%20October%202021%29.pdf> Regarding your trust, please can you: |
| 1. Send me a full copy of your current policy on this issue
 | We do not have an approved policy we can share. We have provided guidance to managers/employees on working from home / more flexibility during the Covid-19 pandemic, etc. |
| 1. Let me know how many of your staff are currently approved for hybrid working - i.e. they do not have to be in the office every day. If you are able to say what department they are in that would be ideal i.e. 10 from communications, 5 directors/heads of service etc
 | We don’t centrally record whether people are working from home or hybrid due to the differences in ways of working; although there is a risk assessment process which needs to be completed. |
| 1. If it is not included in the policy, please let me know if there is an expected proportion of time that these staff must spend in the office each week or month
 | n/a |