

POLICY / PROCEDURE TITLE		DATE OF APPROVAL
NCG Hybrid Working Policy		February 2024
APPROVED BY	VERSION NO.	VALID UNTIL
Executive Board	3	February 2027

OWNER	Director People and Development		
GROUP EXECUTIVE LEAD	Executive Principal (People & Culture)		
DOCUMENT TYPE	Policy <input checked="" type="checkbox"/>	Group Procedure <input type="checkbox"/>	Local Procedure <input type="checkbox"/>
PURPOSE	The purpose of this policy is to manage hybrid working fairly and consistently, to ensure colleagues are treated equally wherever they are based, and that hybrid working is carried out safely and in accordance with our current legislation.		
APPLICABLE TO	All NCG employees, as well as consultants, vendors, agency workers, contractors, service users, trainees/students, volunteers and/or any other parties who have a business relationship with NCG.		
EQUALITY ANALYSIS COMPLETED [POLICIES ONLY]	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
	(If EA not applicable, please explain)		
KEY THINGS TO KNOW ABOUT THIS POLICY	<ol style="list-style-type: none"> 1. The policy outlines what a hybrid working arrangement is and how to apply. 2. The policy highlights that a hybrid working arrangement is not a change to contract. 3. The policy outlines the conditions necessary for hybrid working. 		
EXPECTED OUTCOME	Readers are expected to understand the organisational position on hybrid working and know their responsibilities in relation to the policy and comply with the terms of the policy.		

MISCELLANEOUS	
LINKED DOCUMENTS	<ul style="list-style-type: none"> • NCG Flexible Working Policy

Equality Impact Assessment

EQUALITY IMPACT ASSESSMENT			
	Yes	No	
EIA 1 - Does the proposed policy/procedure align with the intention of the NCG Mission and EDIB Intent Statement in Section 2?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The answer to this must be YES
EIA 2 - Does the proposed policy/procedure in any way impact unfairly on any protected characteristics below?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Disability / Difficulty	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Gender Reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Marriage and Civil Partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Religion or Belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Sexual Orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
EIA3 - Does the proposed policy/processes contain any language/terms/references/ phrasing that could cause offence to any specific groups of people or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
EIA4 - Does the policy/process discriminate or victimise any groups or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
EIA 5 - Does this policy/process positively discriminate against any group of people, or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
EIA 5 - Does this policy/process include any positive action to support underrepresented groups of people, or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this could be yes or no as positive action is lawful. However, an explanation must be provided for clarity.
EIA 6 - How do you know that the above is correct?	The original policy went through a broad range of consultation. Developed following discussions via a 'Project Board', Trade Unions, People & Development and NCG Executive. This version has been reviewed by Executive Principals and HR Business Partners and no changes are proposed.		

NCG HYBRID WORKING POLICY

1. SCOPE AND PURPOSE OF POLICY

This policy does not form part of colleague's contract of employment and does not confer any contractual rights. It applies to all NCG colleagues who are employed either on a permanent or temporary basis.

2. INTRODUCTION

The purpose of this policy is to manage hybrid working fairly and consistently, to ensure colleagues are treated equally where ever they are based, and that hybrid working is carried out safely and in accordance with our current legislation. This policy sets out the conditions on which hybrid working will be allowed and the terms that apply to all hybrid workers. Any reference to "workplace" in this policy is a reference to the place of work as specified in your contract of employment or, where not specified, your usual place of work when you attend our premises.

3. REFERRAL TO AN ALTERNATIVE POLICY / PROCEDURE

Where there is a request to amend a colleague's working week, then the matter should be managed in line with the NCG Flexible working policy.

4. HYBRID WORKING

A hybrid working arrangement is an informal flexible working arrangement which allows colleagues to split their working time between the workplace and an agreed remote working location, such as home. It is not a change to contract of employment and place of work.

Hybrid working arrangements will differ depending on the nature of a colleague's role, duties and responsibilities and are subject to agreement with their manager and a relevant member of the College SLT or Group Executive.

Any hybrid working arrangement is subject to colleagues attending their workplace when required, to meet the needs of the business i.e. to attend meetings or to be on site at specific times. The remaining working time may be worked from the

workplace or a remote working location, as agreed by the manager and the relevant member of the College SLT or Group Executive.

As this is not a change to contract of employment, there is no change to work location, colleagues will be expected to pay for their own travel to work. Any travel expenses will need to be claimed with the usual home to work deductions.

5. TRIAL AND REVIEW PERIODS

Where an employee requests hybrid working arrangements then those arrangements will be subject to a trial period of three months. During the trial period the hybrid working arrangements will be monitored. At the end of the trial period managers will review and discuss with colleagues to ensure it is working for both parties and if it is appropriate to be continued.

All hybrid working arrangements are subject to ongoing review and may be modified for reasons including a change in business needs or performance concerns.

Hybrid working arrangements agreed in accordance with this policy are discretionary and may be terminated in accordance with paragraph 13.

6. CONDITIONS NECESSARY FOR HYBRID WORKING

Not all roles are suitable for hybrid working. A hybrid working arrangement is unlikely to be agreed if:

- A colleague's role requires them to be present in the workplace to perform their job. This includes, where the role involves a high degree of personal interaction with colleagues, students, third parties or involves equipment that is only available in the workplace.
- There are performance concerns.
- A colleague needs training and / or supervision.
- A colleague's role requires them to be present during business-critical times, including enrolment periods. Any hybrid working arrangement may be paused during such periods in order to meet the needs of the business.

6.1 NCG has identified the following categories for determining whether colleagues are likely to be able to follow hybrid working.

Colleagues not based at a college

Colleagues who were previously based at Rye Hill House normally within Professional Services, or who worked from home prior to the pandemic, where their work is not tied to a single college may work in a hybrid way and arrangements will be agreed with line managers.

Colleagues usually based at a college in roles that do not normally require student contact

For colleagues who do not have face to face student contact, and previously attended a college for their working time, and were expected to return to college. Colleagues in this group can apply for hybrid working. Through discussion and agreement with managers they should establish whether it is possible for colleagues to work in a hybrid way, whilst still undertaking their full range of responsibilities. Any hybrid working request will be based on ensuring there is still a high level of service to students and teachers.

Teaching colleagues and those providing face to face services to learners. with (the exception of Distance Learning Tutors). Being able to offer 'face to face teaching, and student services', is the main priority. Teachers, apprenticeship delivery teams, student services and learning resources colleagues are required on site and it is not expected that they will be able to work in a hybrid way. In any instance where hybrid working is agreed, colleagues in this group need to remain contactable to colleagues, their manager and students as appropriate, at all times during their working hours.

6.2 Colleagues who are working under a hybrid working arrangement agree to:

- Have a suitable working environment at their remote working location that enables them to carry out their role effectively.

- Continue to work the hours required as stated in their contract of employment.
- Work independently, motivate themselves and use their own initiative.
- Manage their workload effectively and complete work to set deadlines.
- Identify and resolve any new pressures created by working from a remote working location.
- Adapt to new working practices, including maintaining contact with their manager and colleagues at work.
- Exercise flexibility with regard to requests to change the hybrid working arrangement, including to the days, times and location to meet the needs of our business.
- Determine any resulting tax implications if there are any.
- Plan for the care of any children or other dependants when they are working from their remote working location, hybrid working is not for childcare and proper childcare should be in place so you can work uninterrupted.
- Finance any travel and / or related expenses incurred when travelling to and from their remote working location and their workplace.
- Agree to attend the workplace or other reasonable location for meetings, training courses or other events which NCG expect them to attend.
- Understand that when they do attend the workplace, they may have to hot desk or share a desk with other colleagues.

7. APPLYING FOR HYBRID WORKING

Where a colleague wishes to apply to work in a hybrid way, they should let their manager know in writing. The manager will discuss this with the colleague and, if appropriate, agree how the arrangement will work. In some cases and depending on the nature of the role it may be agreed that colleagues have complete flexibility about when and where they work. In other cases, a formal structure may be agreed, setting out when and where colleagues will work during their usual working hours.

The outcome will be confirmed in writing outlining any next steps, where appropriate. Where a colleague's application is declined, the reason will be explained.

8. LOCATION

A colleague's primary remote working location should be agreed with their manager and relevant member of the College SLT or Group Executive in advance.

A colleague's primary remote working location must be within commuting distance of and within the same country as their workplace unless written approval has been provided by the College Principalship or Group Executive.

Where a colleague wishes to work from a different remote working location at any time during your hybrid working arrangement, this will need to be agreed with your manager and relevant member of the College SLT or Group Executive in advance and is subject to their written approval.

If we do agree to you working from a different remote working location at any time during your hybrid working arrangement, this will normally be a temporary arrangement and be subject to our right to require you to return to your primary remote working location with one month's notice.

9. HEALTH AND SAFETY

Colleagues working from a remote working location have the same health and safety duties as other colleagues. Colleagues must take reasonable care of their own health and safety and that of anyone else who might be affected by your actions and omissions i.e. other members of your household. Colleagues must complete standard NCG health and safety courses relevant to your role, read the health and safety policy and use all equipment safely.

In order to identify any potential health and safety hazards at a colleague's remote working location and take appropriate steps to minimise risk, NCG retains the right to carry out a health and safety risk assessment before or shortly after you begin hybrid working.

Colleagues must ensure that their working patterns and levels of work when working remotely is not detrimental to their health and wellbeing. Where a colleague has concerns about their health or wellbeing arising as a result of their workload or working pattern, they should inform their manager without delay so that appropriate measures can be discussed, and arrangements made to address concerns.

10. EQUIPMENT AND SUITABLE WORKING SPACE

NCG will provide the relevant IT equipment to work from home i.e. laptop, keyboard etc. Colleagues are responsible for ensuring that they have sufficient and appropriate workspace for working from their remote working location.

To arrange installation or service of any equipment that we provide, colleagues should contact the IT department which can guide you through the process remotely. If this is not possible, a colleague should visit a NCG site for support.

When colleagues are travelling between their remote working location and their workplace they must keep equipment secure at all times.

On termination of a hybrid working arrangement or on termination of employment colleagues should return all NCG equipment.

It is a colleague's responsibility to ensure they have a suitable workspace at their remote working location with adequate lighting for working.

Where a colleague has a disability, they should discuss with their line manager if they require any special equipment to enable them work from their remote working location comfortably. NCG will bear the reasonable cost of providing any special equipment or making any necessary adjustments to your remote working location to enable you to work from there.

NCG are not responsible for the associated costs of you working from your remote working location, including the costs of heating, lighting, electricity, broadband internet access, mobile or telephone line rental or calls.

11. INSURANCE REQUIREMENTS

Where a remote working location is a colleague's home address, they are responsible for ensuring that working from home will not potentially invalidate the terms of their home insurance. Colleagues should ensure that they check their home insurance policy before commencing hybrid working and inform their home and contents insurance provider of their working arrangements as required.

When colleagues are working from a remote working location they are covered as normal by NCG insurance. Any accidents must be reported immediately to your line manager in accordance with our health and safety policy.

12. DATA SECURITY AND CONFIDENTIALITY

Colleagues are responsible for ensuring the security of confidential information in their remote working location and when travelling to and from your workplace. When working from your remote working location colleagues must:

- a) Use the designated NCG VPN OR multi-factor authentication.
- b) Comply with NCG instructions relating to software security and implement all updates to equipment as soon as you are requested to do so.
- c) Personal devices should not be used for work purposes.
- d) Send work-related emails and messages through NCG designated communication facilities.
- e) Ensure no one else in their remote working location has access to confidential information stored on your [personal] computer or other devices.

To comply with data protection obligations, colleagues will only store or process company data or personal data on equipment which has been provided by or authorised by NCG.

13. TERMINATION OF HYBRID WORKING ARRANGEMENT

NCG reserve the right to terminate any hybrid working arrangement, due to a change in business needs, performance concerns or where a colleague's role changes and hybrid working is no longer suitable, subject to appropriate notice.

Where a colleague wishes to terminate their hybrid working arrangement, they must give their line manager one month's notice OR to allow us to arrange a desk space for you in the workplace and collect any equipment that is no longer required.

14. VARIATIONS TO THIS POLICY / PROCEDURE

This policy is intended as an overview of how hybrid working is managed, however, it may need to be adapted to suit the needs of each situation.

15. POLICY IMPLEMENTATION

Upon approval, this policy will be uploaded to the policy portal and communicated to staff via The Business Round-Up and highlighted to manager's as appropriate.

16. EQUALITY AND DIVERSITY

NCG is committed to providing equality of opportunity. Further details of our aims and objectives are outlined in our [Equality Diversity Inclusion and Belonging Strategy](#). This policy has been assessed to identify any potential for adverse or positive impact on specific groups of people protected by the Equality Act 2010 and does not discriminate either directly or indirectly. In applying this policy, we have considered eliminating unlawful discrimination, promoting equality of opportunity and promoting good relations between people from diverse groups.

17. CONSULTATION

This version has been reviewed by Executive Principals and HR Business Partners and no changes are proposed.

VERSION CONTROL				
Version No.	Documentation Section/Page No.	Description of Change and Rationale	Author/Reviewer	Date Revised
3		Scheduled review and moved onto new template.	L Griffin	Jan 2024