



Subject:	Workstyles Policy
Date:	22 May 2026
Reporting Officer:	Christine Sheridan, Director of HR
Contact Officer:	Andrea Anderson, Principal HR Advisor (Employee Relations)

Restricted Reports

Is this report restricted? Yes No

Please indicate the description, as listed in Schedule 6, of the exempt information by virtue of which the council has deemed this report restricted.

Insert number

1. Information relating to any individual
2. Information likely to reveal the identity of an individual
3. Information relating to the financial or business affairs of any particular person (including the council holding that information)
4. Information in connection with any labour relations matter
5. Information in relation to which a claim to legal professional privilege could be maintained
6. Information showing that the council proposes to (a) to give a notice imposing restrictions on a person; or (b) to make an order or direction
7. Information on any action in relation to the prevention, investigation or prosecution of crime

If Yes, when will the report become unrestricted?

After Committee Decision	<input type="checkbox"/>
After Council Decision	<input type="checkbox"/>
Sometime in the future	<input type="checkbox"/>
Never	<input type="checkbox"/>

Call-in

Is the decision eligible for Call-in? Yes No

1.0	Purpose of Report/Summary of Main Issues
1.1	To present the Workstyles Policy for notation.
2.0	Recommendation
2.1	The committee is asked to note the contents of this report.
3.0	Main Report
3.1	In November 2021, a joint management and trade union working group (Return to the Office Working Group (RTO WG)) was established, to firstly review BCC services to support a return to the office for office-based staff who were working remotely during the pandemic, and secondly to consider the council's future operating model for office-based staff.
3.2	In September 2022, CMT agreed to implement a hybrid working arrangement, whereby office-based staff attend the office for 60% of their working week and work remotely for 40% of their working week. CMT also agreed that a policy should be developed to support the hybrid working arrangement. Accordingly, a pilot Workstyles Policy was developed by the RTO WG. The pilot policy was agreed by JNCC in December 2022, and by CMT in January 2023. The pilot Workstyles Policy was noted at Committee in January 2023 and implemented on 1 April 2023. To assist with the effective implementation and practical application of the policy, comprehensive guidance for employees and line managers and a FAQ document was developed.
3.3	The policy was implemented on the basis of an 18-month pilot and subject to review on a six-monthly basis throughout with review points at the end of September 2023, March 2024, and September 2024. The corporate review measures were building occupancy levels; customer complaints related to remote working; compliance with the 60% workplace / 40% remote strategy; and completion of the Homeworker and DSE self-assessment checklists and a pulse survey to gather participants' views on the policy and its overall personal impact; the views of line managers, managing in a hybrid environment; and the impact on individuals, the Council, and its customers / stakeholders when individuals are working remotely and when working in the office.
3.4	Consultation with management and trade unions on the revised policy took place in late 2025 / early 2026 and at its meeting on 26 March 2026, JNCC approved the revised policy. In addition, the revised policy was reviewed by subject matter experts from legal services, digital services, information governance, insurance services, finance and corporate health and safety.

	<u>Financial and Resource Implications</u>
3.5	None
	<u>Equality or Good Relations Implications/Rural Needs Assessment</u>
3.6	The Workstyles Policy has been subject to equality and rural needs screening.
4.0	Appendices – Documents Attached
	Appendix One – Workstyles Policy