

DWP Central Freedom of Information Team

e-mail: freedom-of-information-request@dwp.gov.uk

Our Ref: FOI2019/41700

29 November 2019

Dear Charlie Halsey,

Thank you for your Freedom of Information (Fol) request received on 18 November. You asked:

To clarify my request. The hub strategy is also known as the People and Locations Policy. The policy/ strategy stated that '...staff should be in their designated offices on their normal working days, unless there were good business reasons to be elsewhere....' or words to that effect. Could you also forward me a copy of this policy?

DWP Response:

You have written to clarify the request for information made in FOI2019/39796 to which a reply was issued on 19 November 2019. We have therefore responded to this as a new request.

We can confirm that we hold the information that you have requested.

Please find an extract of a Question and Answer document that reflected the working from home policy information made available to staff when the Hub Strategy was implemented. The document aimed to answer questions an individual or line manager might have, about the changes to where and how we will work in the future.

How many days per week will I need to be in a hub?

As a general rule you are expected to be in your designated office every working day, in line with your normal working pattern, unless there are good business reasons for you to be working anywhere else, for example, you are attending meetings or have a flexible working arrangement in place, or are working on a project team based elsewhere. You will need to agree business reasons with your line manager.

Can I work from home?

As is the case now, home working and working from home will remain a business decision to be agreed with your managers in line with our existing policies. However, we do not expect homeworking - contractual, regular or occasional - to increase as a result of the Corporate Centre strategy.

I generally travel for meetings about four days per week – does that really mean I need to attend my own Corporate Centre hub on the fifth day every week?

Any arrangements to work remotely i.e. from home or another office must be agreed locally with your line manager and will depend on business need. Although your manager may agree an occasional ad hoc flexible arrangement, any agreement must meet business needs so, for example, you should not assume that on a particular day each week you will work from home and you should be mindful of this in your one-to-one discussion with your manager.

I work part-time and wouldn't find it convenient to travel to a Corporate Centre hub. Can I work from home and attend the hub when meetings require me to do so?

We expect you to be in your hub on all your scheduled working days unless there are good business reasons to be elsewhere or a flexible working arrangement has been agreed in accordance with business requirements. Business areas retain the flexibility to apply occasional working from home arrangements, within the current Remote and Home working policy.

If you have any queries about this letter, please contact me quoting the reference number above.

Yours sincerely,

DWP Central FoI Team

Your right to complain under the Freedom of Information Act

If you are not happy with this response you may request an internal review by e-mailing freedom-of-information-request@dwp.gov.uk or by writing to DWP, Central FoI Team, Caxton House, Tothill Street, SW1H 9NA. Any review request should be submitted within two months of the date of this letter.

If you are not content with the outcome of the internal review you may apply directly to the Information Commissioner's Office for a decision. Generally, the Commissioner cannot make a decision unless you have exhausted our own complaints procedure. The Information Commissioner can be contacted at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow Cheshire SK9 5AF

Web: ico.org.uk/Global/contact_us or telephone 0303 123 1113 or 01625 545745