**Guidance - Hybrid Working in NHS Lanarkshire**

1. **NHS Scotland Workforce policies**

The Once for Scotland Workforce Policies, entitled Flexible Work Location and Flexible Work Pattern will apply and will underpin NHS Lanarkshire’s approach to hybrid working. These policies are available via the following link: <https://www.lanarkshirehr.nhs.scot/hr-policies/> and must be considered when making decisions regarding employer or employee requests.

Arrangements for work locations are outlined in the Once for Scotland Flexible Work Location policy.

NHSLanarkshire’s Corporate Management Team and Area Partnership Forum (APF) agreed that an approach of fixed, home and hybrid working should be adopted. Therefore, staff will fall into one of the following categories:

* **Fixed** – where roles and duties are undertaken at one or more specified locations and not at home.
* **Home** – where roles and duties are undertaken at home. The employee may also be required to attend specified locations, for example, for training or to attend a meeting.
* **Hybrid** – where roles and duties have a combination of home and specified locations.
1. **NHS Lanarkshire Hybrid Working Model**

The following model of hybrid working was agreed by the Corporate Management Team and APF, recognising that a hybrid model of working delivers flexibility for both staff and the organisation, and is as follows:

* An indicative 60/40 split. Staff should aim to be in a work location two or three days a week on average; or over a two-week period or a month. They should agree with their line manager how the working time should be divided in order to maximise the benefits of collaboration and team working.
* Flexible arrangements will be required across, and on occasion, between teams to maximise the efficient use of available accommodation and ensure enough desk space is available.
* Under the hybrid working principles, and as a matter of good practice, staff would be expected to hot desk and operate a clear desk policy. It should be noted that some areas may require safe storage for documents and also lockers for personal belongings.
1. **Conclusion**

In applying this model of hybrid working managers and staff are required to comply with both the Once for Scotland Workforce Policies referred to in paragraph 1 above and also with the [Staff Governance Standards](https://www.staffgovernance.scot.nhs.uk).

Managers must also take into account the individual circumstances of staff and address concerns in a respectful and considerate manner.

Managers requiring further advice should contact [HR Service Now](https://nhsnss.service-now.com/lanarkshire_hr?id=nhslhr_index).