

Implementation Checklist

Ideally, after all the planning, there should be no surprises at this stage and no policy issues.

However in the real world, unforeseen issues are perfectly likely to arise that will need sorting out!

Check List

Date Complete	Task
	1) General
	a) Ensure planning process is complete
	2) HR
	a) Select staff for flexible working
	b) Ensure staff involved are aware of their role
	c) Ensure the proposed flexi worker's management is supportive and trained
	d) Inform <u>all</u> staff of what is happening re flexible working
	e) Flexible working agreement(s) signed and if required Staff contracts adjusted
	f) Flex worker ICT training complete
	g) Flex worker H & S training complete
	h) Home working H & S self assessment checklist(s) completed
	i) Insurance in place - Employee public liability Equipment in the home and people Equipment in transit
	3) Technical
	a) Central ICT infrastructure in place
	b) Flex workers ICT requirements in place
	c) Resolve security / backup issues



	d) Resolve remote support issues and procedures
	4) Business Processes
	a) Agree contact hours/methods with staff when they are 'remote'
	b) Processes in place for inter office communication

