# Form to note team working pattern and its impact on activity and delivery of departmental objectives.

The purpose of recording this information is to provide the appropriate Department Head or Director an oversight of the number of staff in each category in their areas and an understanding of the various working patterns. Information on this form must be recorded anonymously.

## Team:

## Department:

## 1. On-site First Roles:

|  |  |  |  |
| --- | --- | --- | --- |
| Number and type of roles: | Working Pattern/s | Please include information to support why these roles need to be On-Site First | Can additional flexibility be offered for example outside of term time to allow some hybrid working? Please give details |
| *Example: 1 Facility Administrator* | *Monday to Friday, 9AM-5.18PM* | *As they are responsible for the maintenance of the facilities in the building and the main point of contact for all staff working on site in regard to facility questions, they need to be on site every day, since staff’s office days are spread out over the entire week.* | *During the July and August on Fridays, when staff attendance is lower than in term time, it may be appropriate to trial that the Facilities Administrator will work from home, catching up on administrative work, should there be any. This will be communicated to staff in advance and security will be briefed as well. This would be at management discretion and subject to change if circumstances require.* |

Are there any individuals who may require different arrangements for example due to disability or carer responsibilities? This could be a different proportion of campus-based working than the [Guidance](https://www.ucl.ac.uk/human-resources/return-campus-interim-guidance-staff-and-line-managers) provides for or [adjustments](https://www.ucl.ac.uk/equality-diversity-inclusion/equality-areas-and-support/disability-equality/defining-disability-and-reasonable-adjustments) in the workplace.

Please provide the number of staff in the on-site first category requiring a different working pattern because of:

i) A Flexible working arrangement:

ii) A Reasonable adjustment:

## 2. Hybrid Workers

|  |  |  |
| --- | --- | --- |
| Number and type of roles: | Working Pattern/s | Please include information to support how these hybrid working arrangements support delivery of departmental objectives |
| *Example: 8 Teaching Administration staff* | *3 days per week on site, 1 day for team collaboration, 1 day for cross team collaboration and 1 floating day to ensure teaching support is available throughout the teaching week. Flexibility to reduce on site days out of term-time.* | *Provide f2f support to students and teaching staff to ensure the successful delivery of programmes. A combination in on site and remote working lends itself to the different duties associated with the role.* |

Are there any individuals who may require different arrangements for example due to disability or carer responsibilities? This could be a different proportion of campus-based working than the [Guidance](https://www.ucl.ac.uk/human-resources/return-campus-interim-guidance-staff-and-line-managers) provides for or [adjustments](https://www.ucl.ac.uk/equality-diversity-inclusion/equality-areas-and-support/disability-equality/defining-disability-and-reasonable-adjustments) in the workplace.

Please provide the number of staff in the Hybrid Worker category requiring a different working pattern because of:

i) A Flexible working arrangement:

ii) A Reasonable adjustment:

## 3. Remote First

|  |  |  |
| --- | --- | --- |
| Number and type of roles: | Working Pattern/s | Please include information to support how these hybrid working arrangements support delivery of departmental objectives |
| *Example:10 Service Desk Staff* | 2 days on-site attendance per month for team meetings | As the vast majority of communication with stakeholders is conducted via email, Team chat or telephone, on-site activities may be limited. Most tasks are completed solitary on a laptop or PC, so there is a limited amount of collaboration in the team required. Some on-site attendance is still required e.g. team and planning meetings, development days. Service delivery standards have been set and any adverse variance may lead to arrangements changing. |

**If any Remote-First arrangements are required, this must be agreed at Director or Equivalent level.**

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Please provide the number of staff in the remote-site first category requiring a different working pattern because of:

i) A Flexible working arrangement:

ii) A Reasonable adjustment:

## Any other comments or feedback following team discussions:

### Electronic Signature Department/Team Head:

### Electronic Signature Head of Department or Director of a professional services division: