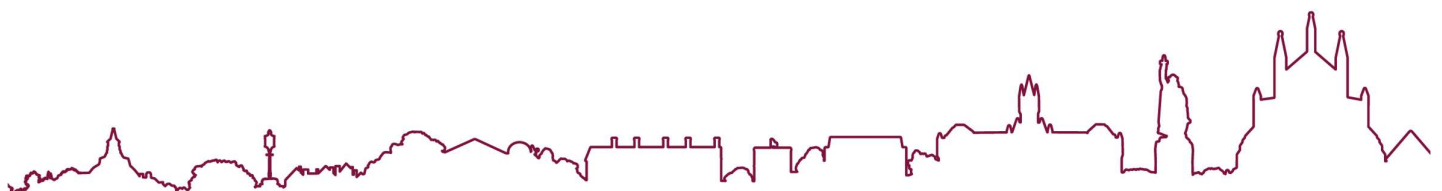| **FOI REF:** | 14716 |
| **RESPONSE SENT:** | 17/10/2024 |

Request:

Working from home

1) For the past five years what proportion and what number of WCC office staff work from home? If possible, please break this down by department.

2) What is WCC's policy regarding working from home?

3) Is any disciplinary action currently taking place regarding working from home? Please detail it.

4) Has any disciplinary action taken place regarding working from home over the past five years? Please detail it.

5) What systems does WCC have in place to monitor staff who work from home to ensure they are actually doing their work?

6) What expenses etc can WCC staff claim when working from home?

7) What proportion/number of desks/work spaces are currently unused in WCC offices?

8) Does WCC collect 'occupancy data' and if so, please provide it for the past five years.

9) How many WCC staff are based in WCC office buildings?

10) How many desks or workspaces does WCC have?

NB: For clarity, For all the questions above, I am seeking information about members of staff whose place of work would normally be a WCC office building including, but not limited to the one in Winchester city centre. Clearly WCC employs many staff whose place of work is not office-based.

Response (in bold)

Working from home

1) Please see below for information we hold

2) All employees must work a minimum of 50% of their contracted hours in the office, the remainder may be worked at home. Exceptions to this are employees

who work in roles that are field based or certain customer facing roles. Such as Special Maintenance Operatives or Visitor Information staff.

3) No

4) No

5) IT have the ability to monitor the times employees log onto their laptops (which all employees are issued with), however these are not routinely monitored and would only be called upon if concerns were raised by line management.

6) None

7) This fluctuates daily and not all staff who come to work at our offices book desks on our booking system, so an accurate figure is not available.

8) We do not capture this information.

9) How many WCC staff are based in WCC office buildings?

City Offices	420
Guildhall	12
Cipher House	13
Visitor Information Centre	8
4b Middlebrook Street	4

10) How many desks or workspaces does WCC have?

City Offices	274 desks
Guildhall	22 desks
Cipher House	7 desks
Visitor Information Centre	2 desks
4b Middlebrook Street	4 desks