

Hybrid Working Policy



The Institute
of Contemporary
Music Performance

Version number	Date approved (including committee)	Reason for production/revision	Author	Proposed next review date
V1	07/08/21 ExCo	Annual review	Head of HR	January 2022 and as required
V1.1	Q3 2023-24 ExCo, QA	Reviewed: minor amendments	Head of HR	Q3 2026-27
Related policies				
• Grievance • Capability • Flexible Working Policy • Data Protection • Disciplinary Policy • Expenses • Data Security Policy • BYOD Policy				
External Reference				
N/A				

1. Introduction

Hybrid working (sometimes referred to as “blended working”) is a form of flexible working that allows employees to split their time between attending the workplace and working remotely (typically from home) as agreed by their Line Manager.

There are benefits of hybrid working for both the employer and workforce. These include:

Employee:

- a better work–life balance, with more time for family
- greater ability to focus with fewer distractions
- saved commuting time and costs
- IT upskilling

Employer:

- higher levels of motivation and employee job satisfaction
- savings on office space
- reduced absence rates
- increased staff retention
- support for recruitment of high-quality staff by widening the geographical reach of ICMP for certain roles.

Hybrid working is additional to the legal right to request flexible working. If employees wish to amend their working hours, or reduce their contractual hours, then a flexible working application needs to be submitted.

2. Forms of hybrid working

There are various forms of hybrid working that ICMP can offer subject to agreement with your Manager:

- Remote working (typically from home) majority of the time with frequent on-site visits
- 80% remote working and 20% working on site
- 60% remote working and 40% working on site
- 40% remote working and 60% working on site
20% remote working and 80% working on site
- Working on site majority of the time with occasional remote working

3. Eligibility for hybrid working

3.1. Roles which require physical presence on site to perform the role will not be eligible for hybrid working.

3.2. Roles which are student/other stakeholder facing may be eligible for some element of remote working, however this is subject to the demands of the service the role provides to students or other stakeholders.

3.3. All hybrid working arrangements must be agreed by a Line Manager and the relevant member of the Executive Committee who has responsibility for the Department in which you work.

4. Applying for hybrid working

4.1. To apply for hybrid working, your role will need to be eligible (HR can advise which roles are eligible).

4.2. Discuss with your Line Manager what working pattern you would like to request to ensure viability. In doing so, you need to consider the impact on the students, your team, the wider organisation, and other stakeholders.

4.3. Initially, any hybrid working agreement will have a 6-month review period. After the initial review, it may or may not be approved longer term with further agreed review periods.

5. Roles and Responsibility of the employee

5.1. Where an employee is required to be on site, employees should follow this management instruction and make every effort to attend.

5.2. Employees should raise any concerns with their managers about remote working so that they can be resolved. If an employee has difficulty working remotely, they should raise this with their manager so that adjustments can be explored.

5.3. If an employee wishes to attend site more than they are required to, they need to raise with their manager so that arrangements can be made to facilitate this.

6. Role and responsibility of the manager

6.1. Managers should have regular one to one meetings with their staff either physically or virtually.

6.2. ICMP reserves the right to insist on face to face working at any time should the needs of the students/business so require it. Managers should however give employees at least one month's notice to allow for arrangements to be made to facilitate the instruction unless there is a clear and urgent need for such a change

6.3. Managers should encourage their staff to visit site periodically to ensure a sense of community and association with ICMP is developed.

6.4. All new managers will undertake the Management Development Programme to support them which includes training on managing staff remotely.

7. Expenses

7.1. Employees are able to receive tax relief for additional household costs if working at home on a regular basis, either for all or part of the week. It is the employee's responsibility to claim for this if **eligible**¹.

7.2. Employees cannot claim commuting costs between home and ICMP premises.

¹ <https://www.gov.uk/tax-relief-for-employees/working-at-home>

8. Data Protection

8.1. The regulations enshrined in GDPR are applicable to all members of ICMP's staff and current students regardless of location. [Link to Data Protection policy](#)

9. Health and Safety

9.1. ICMP is committed to the health and safety of its employees whether they are on site or performing ICMP business remotely.

9.2. ICMP will provide reasonable equipment to facilitate remote working. If an employee has a disclosed disability, they should be referred to Occupational Health for an assessment and any reasonable adjustments to be made or specialist equipment ordered.

9.3. DSE assessments will need to be undertaken as well as a self-risk assessment of working facilities to ensure the safety of ICMP employees.

10. Working arrangements on site

10.1. When staff are on site, working patterns are to be agreed with the Line Manager, taking into account the needs of the business.

10.2. All meeting rooms will become bookable via Outlook through Microsoft 365.

10.3. Similarly, desk availability will be visible and bookable. Training will be provided for all staff to view availability and manage bookings.

11. Terminating or amending a hybrid working arrangement

11.1. ICMP reserves the right to terminate or amend a hybrid working arrangement with two weeks' notice, if it is detrimental to the needs of the business. In this case, the employee will be consulted and notice given.

11.2. If an employee who is working remotely or on campus is not performing adequately, then the employee may be referred to the disciplinary policy as is the case currently. It may also result in the termination of the hybrid working arrangement for that employee.

<https://theicmp.sharepoint.com/sites/Staff/HR/Pages/Policies-%26-Procedures.aspx>