**HOME WORKING QUESTIONNAIRE**

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| **Personal situation and dependencies** |
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| Do you have any regular caring responsibilities for children under the age of five, sick or elderly relatives? | Yes/No |
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| If yes, how have these caring responsibilities impacted on your ability to work from home? |  |
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| Do you have school age children at home? | Yes/No |
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| If yes, how has the closure of schools/nurseries impacted on your ability to work from home? |  |
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| **Demands of your role** |  |
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| What proportion of your job could be done working from home? | AllMostSomeVery littleNone |
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| For how long could you work from home before your work productivity is seriously affected?For example, are there essential elements of your role that you cannot carry out at home? |  |
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| What business tasks that would normally form part of your role are you unable to carry out from home? |  |
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| How often do you require to have face-to-face interaction with colleagues, or other individuals and for what purpose? |  |
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| If you require face to face interaction can technology or applications such as MS Teams offer an acceptable alternative? |  |
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| **Organisation of Working Time** |  |
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| Are there particular times of the day when you have to carry out certain tasks? |  |
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| Could you work at times outwith normal office hours (for example, early morning, evenings)? |  |
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| **Equipment and software** |  |
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| Do you have the all the physical equipment (computer, phone, desk, papers etc) that you need? | YesNo (specify what is needed) |
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| Do you have the access to software applications required to work from home? | YesNo (please specify what is needed) |
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| Do you have access to a reliable and secure internet connection with sufficient broadband capacity? | Yes/No |
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| If you don’t have a Parliament issued laptop or Surface, are you using your own equipment to work from home? | Yes/No |
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| If you are using your own equipment, is your virus protection software current and up to date? | Yes/No |
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| Do you have access to a Parliament issued mobile phone/mobile phone provided under the Expenses Scheme for work related telephone calls? |  |
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| If you do not have access to a parliament issued/provided mobile phone, are you using a personal phone for work related telephone calls? |  |
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| If yes, do you have a free calls allowance as part of your telephone package? |  |
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| Are you incurring costs for work related telephone calls? |  |
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| What additional equipment would you need to work from home for a sustained period of time? Consider any restrictions around equipment or space that needs to be shared in your household. |  |
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| **Staying in Contact** |  |
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| Do you have the means to easily communicate with your manager or colleagues, to share progress and stay up to date with work projects (e.g. MS Teams)? |  |
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| Do you have agreed arrangements for staying in touch with colleagues (e.g. team meetings, regular video/voice calls)? |  |
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| **Training** |  |
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| Do you require additional training or support to work from home or to use any remote working systems? |  |