**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? | All Most Some Very little None |
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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? | Yes  No (specify what is needed) |
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| Do you have the access to software applications required to work from home? | Yes  No (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? |  |