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|  | Manager’s WFA checklist This checklist is intended to help you understand and work through what the Work From Anywhere approach means for you and your teams, and how you can maximise the benefits of hybrid working. | | | | |
|  | **wfa framework and team working** | | | | |
|  |  | WFA Framework Check with your team that they have access to, and have read through, [**the WFA framework**](https://barnardosorguk-my.sharepoint.com/:w:/g/personal/stewart_young2_barnardos_org_uk/EVPr5gzJTK5Ks83rlukZ9a4BJ9Dr2Kcci7ypE3gtX01BWQ?e=jwiqYD) |  |  | Discuss the WFA framework as a team How can the framework be applied for the benefit of the whole team? Think about maintaining and building team connection through a balance of face to face collaboration, meetings and events and discuss at your next team meeting. |
|  |  | Discuss the WFA Framework 1-1 In your next 1-1, discuss the framework and how it will work for each individual team member. This is also a great time to review the frequency and format of your on-going 1-1s and supervisions to ensure it works for each person |  |  | Signpost WFA resources There are a number of other resources that can help support and inform your team:   * [**BU Connect resources**](https://barnardos.clcmoodle.org/?redirect=0) * [**FAQs**](https://barnardosorguk-my.sharepoint.com/:w:/g/personal/stewart_young2_barnardos_org_uk/EdDVbp2I71xHtWp2WmNCDP4BXFJgYybfAtcnhyiAir96oQ?e=lVfgxN) **/** [**Manager FAQs**](https://barnardosorguk-my.sharepoint.com/:w:/g/personal/stewart_young2_barnardos_org_uk/EZ1bmyg4TK1Ki8XYcBc3PusB0C2k5e_p491PwFtnS_frGQ?e=mbIhMN) **/** [**BH FAQs**](https://barnardosorguk-my.sharepoint.com/:w:/g/personal/stewart_young2_barnardos_org_uk/EU7i0Cta641PkAphkd5uUKcBmwXy13Pq7M03oq8Bn4PnHw?e=hKg0gJ) * [**WFA page on inside.barnardos**](https://inside.barnardos.org.uk/employee-and-volunteer-support/work-anywhere) * [**WFA Workplace group**](https://barnardos.workplace.com/groups/561770164977822/permalink/590205328800972/) |
|  | **health** | | | | |
|  |  | Mental health: Wellness Action Plan Familiarise yourself with the Barnardo’s [**Wellness Action Plan document**](https://inside.barnardos.org.uk/sites/default/files/uploads/Wellness%20Action%20Plan.doc) and talk to your direct reports individually regarding whether they feel this might be helpful for them to complete. |  |  | Physical health It’s important that your team have the right desk set up and equipment at home to enable them to work without causing themselves injury. Encourage your team to complete a [**Homeworking risk assessment**](http://livelink.barnardos.org.uk/otcs/llisapi.dll?func=ll&objId=188777437&objAction=viewheader)and[**DSE workstation assessment**](https://livelink.barnardos.org.uk/livelink91/livelink.exe?func=ll&objId=159589149&objAction=download&viewType=1) |
|  |  | Mental health: resources and help Remind your team that the Employee Assistance Programme gives immediate access to confidential services including telephone and online counselling. (The 24-hour telephone number is **0800 030 5182** or email [**counsellingadvice@healthassured.co.uk**](mailto:counsellingadvice@healthassured.co.uk))  There are also helpful resources on the [**BU Connect WfA Mental Health & Wellbeing**](https://barnardos.clcmoodle.org/course/view.php?id=296) and [**Mental Health & Wellbeing Hub**](https://www.mentalhealthhub-barnardos.org/) |  |  | Concerns and issues Advice and guidance on supporting your team is available from your Local People Team.  If there are WFA-related concerns that are not covered in the FAQs, or any other WFA resources, these can be emailed to the WFA inbox ([**wfa@barnardos.org.uk**](mailto:wfa@barnardos.org.uk)) |
|  | **allowances & Expenses** | | | | |
|  |  | WFH allowance The [**Office at Home Allowance policy**](https://livelink.barnardos.org.uk/otcs/llisapi.dll?func=ll&objId=300054836&objAction=viewheader) has been updated with a taxable flat rate for employees who spend the majority of their time working from home. The policy includes a helpful flow chart for you to work through with team members to establish whether they are eligible for this allowance. If they are, this requires data entry from managers on Direct Input. Follow [**this guide**](https://hub.barnardos.org.uk/support/solutions/articles/26000038639) to add an allowance. |  |  | London allowances If any of your team currently receive London weighting allowances, check that they are aware there will be no changes to these allowances before April 2022 when the new pay structure is launched.  **HMRC Tax relief**  If any of your team have applied for and are currently in receipt of the tax relief this will remain in place until March 2022, as HMRC do not make in year adjustments. If your team have not applied for this to date, they may do so by applying [**here**](https://www.tax.service.gov.uk/claim-tax-relief-expenses/only-claiming-working-from-home-tax-relief) and if they qualify then retrospective tax relief will be applied. |

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|  |  | Expenses In order for colleagues to calculate business travel expenses, they must be assigned a ‘base location’ as per the [**expenses policy**](https://inside.barnardos.org.uk/employee-and-volunteer-support/claiming-expenses/expenses-policy)**.** Determine with each team member the most appropriate Hub or reasonably distanced Barnardo’s premises that they will be working from most frequently. For many this is not going to be a change. |  |
|  | **TECHNOLOGY** | | | | |
|  |  | Equipment Check with your team that they have all of the equipment that they need and that they know how to order equipment from [**FirstPoint**](http://firstpoint.barnardos.org.uk/vFire_live/core.aspx?lite/)**.** Check that they have returned any old laptops to the D&T team – here’s [**how to return them**](https://inside.barnardos.org.uk/resources-and-guidance/our-it/it-equipment/returning-equipment?utm_campaign=955495_Workplace%20Weekly%20-%2024%20September%202021&utm_medium=email&utm_source=Barnardos&dm_i=4ZNU,KH9J,1FMLGD,2G6D1,1). |  |  | Communication tools What communication tools are working best for your team and for individuals? How often do you need to ‘check in’? Guidance on using Teams for communication and keeping in touch is [**here.** Workplace Chat is also a useful tool that colleagues use to keep in touch more informally.](https://barnardos.workplace.com/work/file_viewer/561949305233229/?surface=POST_ATTACHMENT) |
|  |  | Training and support There are a variety of guides and pre-recorded training sessions for Office 365 available [**here**](https://inside.barnardos.org.uk/teams-training-and-guidance)**.** The Service Desk can offer support, contactable through [**FirstPoint**](http://firstpoint.barnardos.org.uk/vFire_live/core.aspx?lite/)or on 0330 222 0199. |  |  |  |
|  | **QUICK CHECK QUESTIONS** | | | | |
|  |  | **Where is your nearest Hub/Barnardo’s premises?** |  |  | **Do you have all of the equipment that you need?** |
|  |  | **Do you want to work from a Collaboration Hub, and how often would suit you?** |  |  | Are you claiming HMRC tax relief? Are you eligible for the Working From Home allowance? |
|  |  | **Do you have any wellbeing needs?** |  |  | Have you completed a DSE workstation assessment? |
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