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|  | Workplace Offer checklistThe world of work has changed. We are continually working to understand what works best for our colleagues, both current and future. We embrace this new way of working.Our Offer is built around three areas:People - based on trust, flexibility, and transparency.Technology - investment in modern and appropriate hardware and software that enables interaction and collaboration in a virtual environment.Space - ensuring you have safe and effective places to perform your role. This may mean working at one of our stores, services, at home, at one of our Collaboration Hubs or any combination of these.We understand our Offer means different things to different people, and we encourage you to engage in conversations with your teams and managers.Our colleagues uphold Barnardo’s Basis and Values to guide their work which are supported by our policies. The following checklist has been prepared to help you, your teams and your managers to ensure we have a consistent and productive adoption of the Offer. | | | | |
|  | workplace offer and team working | | | | |
|  |  | Workplace Offer Check that you have read and understood the [Workplace offer](https://barnardosorguk-my.sharepoint.com/:w:/r/personal/emily_brown2_barnardos_org_uk/_layouts/15/Doc.aspx?sourcedoc=%7B84164304-328D-461E-9D7A-910FDD4131DA%7D&file=VII%20Updated%20Workplace%20offer%20(June%202022).docx&nav=eyJjIjoyMDQ2OTEyMjZ9&action=default&mobileredirect=true) |  |  | Discuss the Workplace offer as a team How can the offer 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 workplace Offer In your next 1-1, discuss the offer and how it will work for you. |  |  | Signpost Workplace Offer resources There are several other resources that can help support and inform you:   * [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) * [Workplace Offer page on inside.barnardos](https://inside.barnardos.org.uk/employee-and-volunteer-support/work-anywhere) * Workplace Offer [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 manager regarding the plan if you would like |  |  | Physical health It’s important that you have the right desk set up and equipment at home to enable you to work without causing yourself injury. We 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 helpThe 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). There are also helpful resources on the BU Connect Workplace Offer Mental Health & Wellbeing and [Mental Health & Wellbeing Hub](https://inside.barnardos.org.uk/bu/learning-all/core-skills/mental-health-and-wellbeing-hub) |  |  | Concerns and issues Advice and guidance on support is available from your Local People Team.  If there are Workplace Offer-related concerns that are not covered in the FAQs, or any other Workplace Offer resources, these can be emailed to the Workplace Offer inbox ([Workplace Offer@barnardos.org.uk](mailto:wfa@barnardos.org.uk)) |
|  |  | The Access to Work Mental Health Support Service is a free confidential mental health support for stress, anxiety, depression, low mood and much more.  It is a free government-funded service, which is delivered for the Department for Work and Pensions by the Maximus group.  The service is available to paid colleagues experiencing stress, anxiety, depression, or other mental health conditions which have either led to absence or causing a difficulty in doing their work.Colleagues wishing to access support, can do so in the following ways by:• calling 0300 456 8114• emailing [atw@maximusuk.co.uk](mailto:atw@maximusuk.co.uk)• using the chat function available Monday to Friday, 9am to 5pm by clicking on the purple chat button via the [Service webpage](https://www.remploy.co.uk/about-us/current-programmes/access-work-mental-health-support-service/).\*Please note that this service is not available in Northern Ireland. Barnardo's continues to develop the health and wellbeing offer for colleagues in this region. | | | |
|  | 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 in accordance with HMRC’s tax free limit of £4 per week, where applicable the allowances will be paid via payroll as tax exempt at the flat rate. The attached 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 you currently receive London weighting allowances, check that they are aware there will be no changes to these allowances before the new pay structure is launched.  tax exempt at the flat rate.  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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|  |  | ExpensesIn 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 | | | | | |
|  |  | EquipmentCheck with your team that they have all 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 or other items 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 toolsWhat 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 [First Point](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 the equipment that you need? |
|  |  | Do you want to work from a Collaboration Hub or another of our flexible spaces, 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? |