



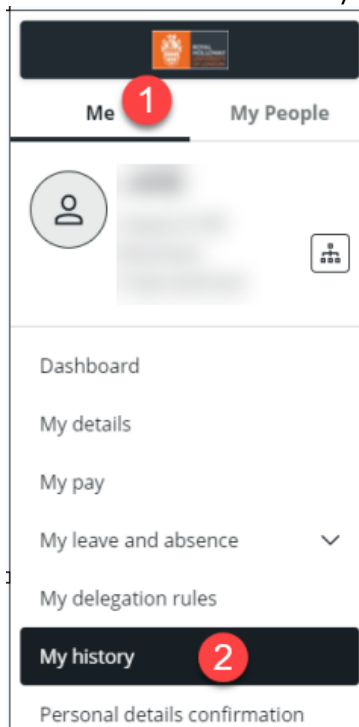
Introduction

This form will be completed by your managers to record the initial assessment of the hybrid working arrangement based on business need and to record the agreed arrangements following the meeting. It is in three parts and each part section needs to be completed to provide an understanding of what is the minimum occupancy based on business needs only, compared to a working model which accommodates personal circumstances. All parts of the form need to be completed to allow us to understand the main considerations that have been made. These insight will help to plan our estate strategy.

When the Hybrid working form has been submitted by your manager you can log into My View and review the Hybrid working form in My history.

Hybrid working form history

The form can be viewed by selecting My history from the side menu.



Change the Event Filter to include MyForms select search.

Form History

Keyword Search

Date From

Date To

Event Filter

3

Contact Details MyForms Next of Kin Personal Details Relationship Details

Status Filter

Authorised

4

Clear search

Search

Description	Event	Status	Raised Date
Hybrid working - Changes	MyForms	Authorised	10 Nov 2021