

# National Joint Council for local government services

**Employers' Secretary**  
Naomi Cooke

**Trade Union Secretaries**  
Rehana Azam, GMB  
Jim Kennedy, Unite  
Mike Short, UNISON

**Address for correspondence**  
Local Government Association  
18 Smith Square  
London SW1P 3HZ  
Tel: 020 7664 3000  
[info@local.gov.uk](mailto:info@local.gov.uk)

**Address for correspondence**  
UNISON Centre  
130 Euston Road  
London NW1 2AY  
Tel: 0845 3550845  
[localgovernment@unison.co.uk](mailto:localgovernment@unison.co.uk)

**To: Chief Executives in England, Wales and N Ireland  
(copies for HR and Finance Directors)  
Members of the National Joint Council**

9 December 2021

Dear Chief Executive,

## COVID-19: return to working at home

Please continue to visit the LGA's [Coronavirus: information for councils](#) webpage for all up to date advice.

All information contained in this circular is correct at time of publication but all links to external websites should be checked regularly as official advice is likely to be updated as the situation continues to develop.

All previous NJC circulars providing advice and guidance relating to the pandemic are [online](#).

The Government yesterday urged everyone in [England](#), from next Monday 13 December, to work at home where possible. Separate guidance applies to councils in [Wales](#) and [Northern Ireland](#).

Given the experience of the past twenty-one months, all councils will already have flexible working policies that set out protocols for employees whose roles readily lend themselves to working at home and we would expect those arrangements to now be kicking in again.

Employees should ensure that they are taking steps to look after their wellbeing during their period of working from home. This includes:

- maintaining regular contact with their manager and colleagues
- taking regular breaks
- avoiding being 'always on' by ensuring that they identify non-working time

- contacting the employee assistance programme if they need support, for example, in relation to heightened feelings of anxiety
- being aware of the things that can cause them poor wellbeing and the activities and resources that can help to address this.

Yours sincerely,

*Naomi  
Cooke*

**Naomi Cooke**



**Rehana Azam**



**Jim Kennedy**



**Mike Short**

Joint Secretaries