

Agile Working Evaluation Criteria

Applicant:		Assessor:		
Application Reference No:		Date:		
OBJECTIVE	CONSIDERATIONS TO ADDRESS	YES	NO	VALID CHALLENGES IDENTIFIED
1. Minimise costs to the Organisation	Will additional costs be incurred, e.g. overtime?	<input type="checkbox"/>	<input type="checkbox"/>	
	Are additional costs minimal?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Re-organise work among existing staff	Is there scope for others to cover the work?	<input type="checkbox"/>	<input type="checkbox"/>	
	Will there be changes to the duties of other staff?	<input type="checkbox"/>	<input type="checkbox"/>	
	Can work be re-allocated fairly?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Recruit additional staff	Can minimum staffing levels be maintained?	<input type="checkbox"/>	<input type="checkbox"/>	
	Can work be re-organised to create a vacancy?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Maintain service quality	Can service standards and quality be maintained?	<input type="checkbox"/>	<input type="checkbox"/>	
	Will there be adequate supervision of staff?	<input type="checkbox"/>	<input type="checkbox"/>	
	Can managerial contacts be maintained?	<input type="checkbox"/>	<input type="checkbox"/>	
	Can work allocation be managed satisfactorily?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Meet service user demands	Will customer contact be affected?	<input type="checkbox"/>	<input type="checkbox"/>	
	Is there cover when service users need support?	<input type="checkbox"/>	<input type="checkbox"/>	
6. Maintain performance	Will agreed objectives be achieved?	<input type="checkbox"/>	<input type="checkbox"/>	
	Will there be an impact on team morale?	<input type="checkbox"/>	<input type="checkbox"/>	
	Will performance measures be achieved?	<input type="checkbox"/>	<input type="checkbox"/>	
7. Ensure sufficient work is available	Is sufficient work available for the working hours?	<input type="checkbox"/>	<input type="checkbox"/>	
	Does the role have control over flow of work?	<input type="checkbox"/>	<input type="checkbox"/>	
	Can peak workloads be managed?	<input type="checkbox"/>	<input type="checkbox"/>	
	Does the work have short-term deadlines?	<input type="checkbox"/>	<input type="checkbox"/>	
8. Planned structural changes	Do planned changes have a negative impact?	<input type="checkbox"/>	<input type="checkbox"/>	
	Do planned changes create new opportunities?	<input type="checkbox"/>	<input type="checkbox"/>	

COMMENTS & OBSERVATIONS: