**Appendix 5: Homeworking cost/benefit analysis (for designated homeworkers)**

Faculty/Directorate: Dept:

Employee name: Current workplace:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITEM** | Standard Yearly Cost  One off (£) Annual (£) | | Additional Cost of Homeworking (1)  One off (£) Annual (£) | |
| **COSTS** (to Oxford Brookes) |  |  |  |  |
| **PC Hardware & Support** |  |  |  |  |
| PC |  |  |  |  |
| * Printer |  |  |  |  |
| **Software** |  |  |  |  |
| **Communication** |  |  |  |  |
| Broadband |  |  |  |  |
| * Additional phone line or |  |  |  |  |
| * Mobile phone |  |  |  |  |
| Training |  |  |  |  |
| H&S assessment |  |  |  |  |
| **Electrical safety testing** |  |  |  |  |
| **Are any of the following required?** |  |  |  |  |
| Desk/chair |  |  |  |  |
| * Lockable cabinet |  |  |  |  |
| Postage/copying etc |  |  |  |  |
| **Other** (enter as appropriate) |  |  |  |  |
| Home as Office Allowance |  |  |  |  |
| **TOTAL ADDITIONAL COSTS** |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITEM** | Illustrative Cost  One off (£) Annual (£) | | Enter cost for this employee (1)  One off (£) Annual (£) | |
| **BENEFITS** (to Oxford Brookes) |  |  |  |  |
| Accommodation |  |  |  |  |
| **Reduced staff turnover** |  |  |  |  |
| **Other (enter as appropriate)** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **TOTAL SAVINGS** |  |  |  |  |
| **Net Surplus/Deficit** |  |  |  |  |

Manager’s name: Date:

Signature: