

Report of the HR Manager

FLEXIBLE WORKING POLICY

1. Purpose of report

To consider amendments to the Change of Working Hours Policy and Procedure.

2. Detail

In 2014, the Government updated legislation in relation to the right to request flexible working for all employees. This policy reflects those changes.

<http://www.legislation.gov.uk/ukxi/2014/1398/made>

The scope of the policy (including the title) ensures compliance with the updated legislation – which is that all employees can request the right, rather than just those with childcare.

The business needs and operational requirements will determine what request can be agreed, and a decision to grant one employee's specific request does not mean a similar request from another employee will be automatically granted. Arrangements can also be temporary or permanent dependent upon circumstances.

HR must be consulted throughout.

Appeals against refusals have been extended to 10 working days

The application process itself has not been altered.

Copies of the revised Flexible Working Policy and the Flexible Working Request Form are circulated separately with this agenda.

Recommendation

The Local Joint Consultative Committee is asked to RECOMMEND to the Policy and Performance Committee amendments to the Change of Working Hours (retitled Flexible Working) Policy to the Conditions of Service for employees.

Background papers

Nil