

Flexible Working Requests

The Council recognises the benefits of flexible working to assist employees in achieving a better work-life balance. You can make a request for a flexible working arrangement and your line manager will be considered this against the needs of the service. In all cases the line manager will consider whether the flexible working arrangement requested is appropriate for the service, the individual and the team. It may not, therefore, be possible to accommodate your request but we are committed to supporting flexible working patterns where we are able to do so.

There is a flexible working scheme in place which is available for most employees on bands 1A to 9E (your contract of employment will indicate whether you are included in the scheme) and this scheme enables employees to vary their working hours around core hours of work with their line manager's permission. If you are in this scheme you can work extra hours on some days and take them as flexi-leave on other days in agreement with your line manager and within the limits of the scheme. Use the following link to see the full scheme details.

[Flexible Working](#)

Making a request

If you would like to change your hours of work or your working pattern you will need to apply by completing the application form [Application](#) and passing it to your manager. Your manager will meet with you to discuss your request and consider whether the flexible working arrangement that you have requested is appropriate for your role and whether it would have any detrimental effect on the performance of the team or service.

Flexible Working Options

You may request any flexible working arrangement however once agreed, this will be a permanent change to your working hours unless a trial or temporary period is agreed. If the arrangement is agreed for a temporary period of time, you should agree a review date with your manager.

The most common requests for flexible working patterns are:

- **9 day fortnight or 4 day week**

This is a form of 'compressed working' in which you work either 10 days worth of hours in 9 days, having the tenth as a free day, or 5 days worth of hours in 4 days, having the fifth as a free day. This will necessitate starting earlier in the day and/or finishing later in order to fit in the hours. This option cannot be used in conjunction with the standard flexible working scheme.

- **Reduced hours**

This is a straightforward reduction in hours with an associated reduction in pay.

- **Term time contracts**

This is when different hours are worked during term time to school holidays with different amount of contracted weekly hours and working pattern during term time and school holidays. The hours worked in school holidays may be zero or significantly lower than the hours worked in term time. The hours contracted over the

whole year are divided into 12 equal months and payment is made on that basis. This option cannot be used in conjunction with the standard flexi-time scheme.

- **Regular working from home**

This is an agreement that you can work for regular periods at home rather than coming into the office to work. Important considerations include health and safety of the home working environment, appropriate equipment, work which can be done without access to colleagues and files, measurable output and managerial support and communication. Home working is not suitable for combining with childcare.

Considerations

In all cases the following will be considered before agreeing or refusing an application for flexible working:

- The benefits to the individual.
- The benefits to the Council.
- Any affect on the team, eg cover, communication, line management duties.
- Any affect on service provision, eg cover at certain times, customer service.
- If there is suitable work, eg is there work which can be done off-site or at particular times?
- The managerial implications, eg how will the line manager manage performance, absence and support the employee?
- Access to resources – will the employee be able to do their job properly without access to colleagues or office files or equipment?
- Whether there are Data Protection implications for the security of confidential Council information during home working.
- The possible health and safety implications which are identified through carrying out a risk assessment.
- If the employee has a suitable work station and suitable working environment to work at home.
- The cost to the Council of providing suitable equipment.

Recording of requests and agreements

Managers should send copies of application forms along with any other relevant correspondence to Human Resources to be held on the employee's staffsite.

Where the manager has in principle agreed a change to the working pattern which affects the weekly contracted hours then the manager will need to gain authorisation through the Establishment Control System before confirming the decision. This may require a delay to expected timescales and this should be communicated to the employee.

Flexible Working Arrangement Request process

