



POLICY AND RESOURCES SCRUTINY COMMITTEE - 11TH NOVEMBER 2014

SUBJECT: DRAFT FLEXIBLE WORKING POLICY AND PROCEDURE

**REPORT BY: ACTING DIRECTOR OF CORPORATE SERVICES AND SECTION 151
OFFICER**

1. PURPOSE OF REPORT

- 1.1 To seek approval for an amendment revision to the Flexible Working Policy and Procedure for employees within Caerphilly County Borough Council.

2. SUMMARY

- 2.1 The report brings forward an amendment to the Flexible Working Policy and Procedure for the Council to clarify the length of time an employee can make a temporary change to their working pattern.

3. LINKS TO STRATEGY

- 3.1 The Policy links to the People Management Strategy and therefore to all other strategies, including all equality strategies, policies and procedures, that relies on employees to deliver the strategy and service provision.

4. THE REPORT

- 4.1 The report brings forward an amendment to the Flexible Working Policy and Procedure to clarify the length of time an employee can make a temporary change to their working pattern. The current arrangements have allowed employees to make a series of temporary changes over consecutive years resulting in employees working these revised patterns of work for many years.
- 4.2 This has caused managers problems in planning the resources for their Departments as they may have a number of staff who are on temporary working arrangements. This became evident in a recent situation where a team were looking to reduce their headcount and had a number of staff who were on temporary flexible working arrangements. In order to provide continuity of service the Manager wished to retain a member of staff who was covering the reduced hours but could not achieve this if the contracts of the existing staff remained at their substantive hours.
- 4.3 The attached amended policy still allows an employee to apply to work flexibly either on a permanent or temporary basis. The only change is that the temporary arrangement can only last for a maximum period of 12 months after which the employee will revert to their previous working pattern. However, an employee can then make a request to make a permanent

change to their working pattern.

4.4 The Policy will apply to all employees except those covered by the JNC for Soulbury Officers and those employees where the school Governing Body sets the terms and conditions of employment for the school's employees.

4.7 It is proposed that the effective date of this Policy is November 2014.

5. EQUALITIES IMPLICATIONS

5.1 The draft Policy has been impact assessed and no issues have been identified.

6. FINANCIAL IMPLICATIONS

6.1 There are no financial implications of introducing this Policy.

7. PERSONNEL IMPLICATIONS

7.1 There are no personnel implications of introducing this Policy.

8. CONSULTATIONS

8.1 The Report reflects the views of the Consultees listed at the end of the Report.

9. RECOMMENDATIONS

9.1 That Scrutiny members consider the contents of the report and the Flexible Working Policy and Procedure and make a recommendation to Cabinet for adoption of the Policy.

10. REASONS FOR THE RECOMMENDATIONS

10.1 The introduction of the amendment to the Flexible Working Policy and Procedure will:-

- Allow employees to apply to make a temporary or permanent change to their pattern of work.
- Limit the time an employee can make a temporary change to their pattern of work to 12 months
- Allow managers to plan their resources more effectively and retain employees within the council

11. STATUTORY POWER

11.1 Local Government Act 1972
Local Government Act 2000
Employment Act 2008

Author: Richard Ballantine, HR Manager
Consultees: Head of Workforce and Organisational Development
HR Service Manager (Customer Services)
HR Service Manager (Strategy and Operations)
HR Managers

Head of Legal and Democratic Services
Interim Monitoring Officer
Senior Policy Officer (Welsh Language and Equalities)
Councils recognised Trade Unions

Appendices:

Appendix 1 Draft Flexible Working Policy and Procedure