



CABINET – 26TH NOVEMBER 2014

SUBJECT: DRAFT FLEXIBLE WORKING POLICY AND PROCEDURE

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

-
- 1.1 The attached report, which outlined an amendment to the Flexible Working Policy and Procedure, and sought Members' endorsement prior to its presentation to Cabinet for determination, was considered by the Policy and Resources Scrutiny Committee on 11th November 2014.
 - 1.2 The report explained that the current arrangements have allowed employees to make a series of temporary changes to their working patterns over consecutive years, resulting in employees working these revised patterns of work for many years. 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.
 - 1.3 The amended policy, attached at Appendix 1, still allows employees to work flexibly either on a permanent or temporary basis, with the only change being that the temporary arrangement can only last for a maximum 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.
 - 1.4 The revised 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. During discussion of the report, Members queried the impact this could have on employees employed as Carers, and Officers confirmed that this would be the subject of a separate report and policy which would be presented to the Policy and Resources Committee on 20th January 2015.
 - 1.5 Following consideration of the report and the draft revised Policy, the Policy and Resources Scrutiny Committee unanimously recommended to Cabinet that for the reasons contained therein, the revised Flexible Working Policy and Procedure be adopted.
 - 1.6 Members are asked to consider the recommendation.

Author: R. Barrett, Committee Services Officer, Ext. 4245

Appendices:

Appendix 1: Report to Policy and Resources Scrutiny Committee on 11th November 2014 – Agenda Item 14