

EAST HERTS COUNCIL

COPORATE MANAGEMENT TEAM - 29 MAY 2012

LOCAL JOINT PANEL - 13 JUNE 2012

HUMAN RESOURCES COMMITTEE - 11JULY 2012

REPORT BY SECRETARY TO THE EMPLOYER'S SIDE

REVISED FLEXIBLE WORKING POLICY

WARD(S) AFFECTED:      NONE

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**Purpose/Summary of Report**

- To approve the revised Flexible Working Policy

<b><u>RECOMMENDATIONS FOR CORPORATE MANAGEMENT TEAM: That:</u></b>	
(A)	The revised Flexible Working Policy is approved
<b><u>RECOMMENDATIONS FOR LOCAL JOINT PANEL: That:</u></b>	
(A)	The revised Flexible Working Policy be recommended for approval.
<b><u>RECOMMENDATIONS FOR HUMAN RESOURCES COMMITTEE: That:</u></b>	
(A)	The revised Flexible Working Policy is approved

1.0 Background

- 1.1 The Council's Flexible Working Policy was last reviewed in 2009. The Council's programme of policy review is after two years or sooner in line with legislation and best practice.
- 1.2 Since the Flexible Working Policy was first written, the Council has been through the C3W project and embraced home and flexible working. In addition, formal policies covering home working, job share and flexible retirement have been created which were previously incorporated in the Flexible Working Policy.

1.3 The new policy has also been updated to reflect recent changes in legislation. The full scheme can be found at **Essential Reference Paper 'B'**.

## 2.0 Report

### **Key changes**

2.1 The new scheme is more concise and details of job sharing are now referenced to the Job Sharing Policy. Career breaks have been added to the policy (they were previously covered in the General Leave Policy) as it is felt it is more appropriate to include them in the Flexible Working Policy. Career breaks will be removed from the General Leave Policy at the next review.

2.2 Flexible working requests will now be considered within 10 days rather than 28 days. This brings the policy in line with other Council policies where meetings are convened within 10 days.

2.3 Changes in terms of legislation have been incorporated; such as the right to request time off to train and extending the right to request to work flexibly to those with caring responsibilities for an adult aged 18 or over.

2.4 Employees can now appeal if a flexible working request is declined, rather than submit a grievance. This is incorporated in the Appeals Policy.

## 3.0 Implications/Consultations

3.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

### Background Papers - None

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