

EAST HERTS COUNCIL

HUMAN RESOURCES COMMITTEE – 13 MARCH 2019

REPORT BY THE HEAD OF HUMAN RESOURCES AND
ORGANISATIONAL DEVELOPMENT

FLEXIBLE WORKING SCHEME

WARD(S) AFFECTED: NONE

Purpose/Summary of Report

- Members are invited to approve the revised Flexible working scheme

<u>RECOMMENDATIONS FOR HUMAN RESOURCES COMMITTEE:</u>	
(A)	The revised Flexible working scheme be approved
(B)	The Job-share policy be deleted

1.0 Background

1.1 The Flexible working scheme was last reviewed in 2015. The council's programme of policy review is after three years or sooner in line with legislation and best practice.

1.2 The policy was updated and circulated to the Leadership Team and Unison for comments. Feedback and suggestions were incorporated into the final version of the policy. Local Joint Panel supported approval of the revised policy and deletion of the Job-share policy.

1.3 The current suite of policies is being reviewed by HR to reflect the following goals:

- Updated in line with legal requirements and current best practice
- Clear and concise guidance
- Combining processes and policies where it makes sense to do so
- Clear on the roles of managers, HR, and individuals
- Create e-forms to simplify and streamline processes
- Review benefits attached to policies

2.0 Report

2.1 The key changes to the policy are:

- Moving detailed sections regarding different flexible working patterns to an appendix so that the process is clearer in the main policy
- Deleting the Job-share policy and adding job-share as a flexible working option to this policy
- Adding that all flexible working arrangements should be reviewed annually
- Removal of reference to flexi time as there was duplication between this policy and the flexi time guidance
- Removal of reference to career breaks as this is covered in the General Leave policy
- Flexible working request form to become an e-form

2.2 The revised Flexible working scheme can be found at **Essential Reference Paper 'B'**.

2.3 An Equalities Impact Assessment can be found at **Essential Reference Paper 'C'**.

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

Contact Officer: Simon O'Hear - Head of HR & OD
Ext 2141
Simon.o'hear@eastherts.gov.uk

Report Author: Claire Kirby – HR Officer
Ext 1630
claire.kirby@eastherts.gov.uk