

Totton & Eling Town Council

Flexible Working Policy

June 2023

1. **Introduction**

1.1 All Totton & Eling Town Council employees with a minimum of 26 weeks' continuous service have the right to request flexible working and to have their request considered seriously by the Council.

2. **Aims of the Policy**

- To ensure that staff are made aware of the right to apply for flexible working, in order that eligible staff are able to maintain a better work – life balance; and
- To ensure that Totton & Eling Town Council complies with all of its obligations imposed by law, and that all applications to work flexibly are dealt with fairly and consistently.

3. **Provision**

3.1 All employees are eligible to apply to work flexibly if they meet the following criteria. They must:

- 3.1.1 be an employee who has worked for the Council continuously for at least 26 weeks; and
- 3.1.2 not have made a successful application to work flexibly in the preceding 12 months.

3.2 Eligible employees will be able to apply to either change the hours that they work or the periods of time that they work as follows:

- 3.2.1 [Part Time work]
- 3.2.2 [Compressed Hours]
- 3.2.3 [Flexitime]
- 3.2.4 [Home Working]
- 3.2.5 [Job-Sharing]
- 3.2.6 [Term-Time Working]
- 3.2.7 [Shift Working]
- 3.2.8 [Annualised Hours]

3.3 Employees who would like more information on any of the options above should speak to their Line Manager.

4. **Procedure**

4.1 An employee who wishes to apply to work flexibly must do so in writing to Their Line Manager including the following information:

- 4.1.1 a statement that it is being made under the employee's statutory right to apply for flexible working;
- 4.1.2 the employee's reason for making the application;

- 4.1.3 the employee's proposed flexible working plan, and an explanation of what effect the employee thinks it will have on the Council's business and how it can be dealt with;
 - 4.1.4 a start date for the proposed change which allows reasonable time for the Council to consider and implement the proposal; and
 - 4.1.5 the date on which the application is made and the dates and results of any previous applications to work flexibly.
- 4.2 All flexible working requests will be dealt with within a period of three months from first receipt to notification of decision on appeal.
- 4.3 The Line Manager will arrange a meeting with the employee to discuss the request within 28 days. The employee may bring a colleague to the meeting if they wish.
- 4.4 The employee will be notified of the decision within 14 days of the date of the meeting. This notification will either:
- 4.4.1 Accept the request and confirm the start date as well as any other action; or
 - 4.4.2 Confirm a compromise agreed at the meeting; or
 - 4.4.3 Reject the request and give clear business reasons for doing so together with details of the appeals process.
- 4.5 The Council will only refuse a valid request to work flexibly on one or more of the following grounds:
- 4.5.1 The burden of additional costs;
 - 4.5.2 Detrimental effect on ability to meet customer demand;
 - 4.5.3 Inability to reorganise work among existing staff;
 - 4.5.4 Inability to recruit additional staff;
 - 4.5.5 Detrimental impact on quality;
 - 4.5.6 Detrimental impact on performance;
 - 4.5.7 Insufficiency of work during the periods the employee proposes to work; or
 - 4.5.8 Planned structural changes.
- 4.6 Where a request to flexibly is granted there is no automatic right for the employee to return to their previous pattern of work.

5. Appeals

- 5.1 Employees have the right to appeal against the refusal of a request to work flexibly.
- 5.2 An employee who wishes to appeal should do so in writing to the HR Manager within 7 days of being notified of the refusal.
- 5.3 The employee will be notified of the appeal date which must be within 14 days of the Council receiving the employee's appeal. The employee is entitled to be accompanied by a friend or colleague if they wish.
- 5.4 The employee will be notified of the appeal decision within 14 days of the appeal meeting. The notification will either:
- 5.4.1 uphold the appeal, specify the agreed variation and start date; or
 - 5.4.2 dismiss the appeal, state the grounds for the decision and contain a sufficient explanation of the refusal.
- 5.5 The appeal decision is final.

This policy has been approved & authorised by:

Name: Susan Cutler

Position: Town Clerk & Chief Executive

Date:

Signature: