



Treverbyn Parish Council

Flexible Working Policy

1. Introduction

Treverbyn Parish Council recognises that flexible working arrangements can significantly enhance employee motivation, productivity, and overall well-being. The Council is committed to supporting employees in achieving a better work-life balance by facilitating flexible working, where possible, without compromising the organisation's needs and objectives.

This policy provides a framework for employees to explore flexible working options. Employees can either:

- Contact the Clerk for an informal discussion about flexible working options.
- Submit a formal flexible working request following the procedure outlined in this policy.

This policy does not form part of the employment contract and may be amended as required.

2. Definition of Flexible Working

Flexible working refers to arrangements that allow employees to modify their work schedules, location, or hours. Examples include:

- Annualised hours: Working an agreed total number of hours over a year, with flexibility in allocation.
- Compressed hours: Working full-time hours over fewer days.
- Flexitime: Choosing start and end times within specified limits.
- Hybrid working: Combining remote work with time in the workplace.
- Job sharing: Splitting a full-time role into two part-time roles.
- Part-time working: Working fewer hours than the standard full-time schedule.
- Remote working: Performing job duties outside the workplace.
- Staggered hours: Adjusting start and finish times.

- Term-time working: Working only during school terms.

3. Eligibility

All employees have the statutory right to request flexible working from their first day of employment. Additionally, the Council is open to discussing flexible working arrangements with potential employees prior to their start date.

4. Submitting a Flexible Working Request

Employees may submit up to two statutory flexible working requests within a 12-month period. Requests must be made in writing to the Clerk and include:

- The date of the request.
- The proposed changes to working arrangements.
- The desired start date of the changes.
- Whether it is a statutory or non-statutory request.
- Details of any previous requests and dates.
- Whether the request relates to a reasonable adjustment for a disability under the Equality Act 2010.

Incomplete requests will be returned with guidance on the additional information required.

5. Responding to a Flexible Working Request

The Human Resources Committee will evaluate requests based on organisational needs, including:

- Associated costs.
- Impact on staff and supervision.
- Availability of resources.
- Health and safety considerations.

If further discussion is required, a consultation meeting will be arranged within 15 working days. Decisions will be communicated within 20 working days of receiving the request or following a consultation meeting. Agreed changes will be confirmed in writing.

6. Consultation Meetings

During consultation meetings, the Committee will discuss the request, its potential benefits, and its feasibility. Employees may be accompanied by a colleague or trade union representative. Failure to attend without good reason may result in withdrawal of the request.

7. Appeals

Employees can appeal a decision within 14 days of notification by submitting a written appeal outlining their grounds. Appeals will be heard within 14 days, and outcomes

communicated within a further 14 days. Employees may be accompanied at the appeal meeting.

8. Trial Periods

Trial periods may be agreed to assess the viability of flexible working arrangements. These arrangements will be documented and include start and end dates. Employees may be required to revert to their previous working arrangement with two weeks' notice if the trial is unsuccessful.

9. Reasonable Adjustments

Requests for reasonable adjustments under the Equality Act 2010 do not require a flexible working request. Such requests should be submitted to the Clerk and will be addressed within 10 days.

10. Contract Variations

Permanent changes to working arrangements will be reflected in the employee's contract. Written confirmation of changes will be provided within one month of agreement.

11. Complaints and Further Information

Employees dissatisfied with any stage of the process or feeling unfairly treated may raise their concerns with the Clerk. Unresolved issues can be addressed through the Council's grievance procedure.

12. Commitment to Fair Implementation

Treverbyn Parish Council is committed to ensuring that flexible working arrangements support both organisational goals and employee well-being. Each request will be considered on its merits, ensuring fairness and equity across the workforce.

Adoption and Review

This Flexible Working Policy was adopted by Treverbyn Parish Council on 25.02.25. It will be reviewed annually or as required by legislative changes.

Signed: *D R Hawken*

Position: Clerk of the Council

Date: 25.02.25