

BRIEFING NOTE

MANAGEMENT TEAM

14th December 2018

Policy updates to support the Transformation Programme

(Briefing note prepared by Carol Magnus)

Reason for Briefing Note

This note has been prepared to provide management team with an update on the amendments to the Flexi-hours Scheme and the Home Working policy. This follows the Briefing Note and discussion of 21st August 2018. Management Team has previously received copies of the original policies (still available on Ping) and the proposed changes. Management Team is now provided with the final documents.

Current position

Both of these policies were last updated/approved in 2012. During the intervening time, the organisation's work practices and culture have evolved so that remote working for part of an employee's working week is becoming the norm. The flexi hours scheme has very rigid core hours that, in effect, offer very little flexibility. For example current core hours prohibit the use of flexi time for routine tasks such as the school run in the afternoon.

The organisation's Transformation Programme means that there is a culture shift whereby staff are now being actively encouraged to work more flexibly at different locations. They are also expected to take responsibility for managing their own hours whilst also meeting the needs of their own service and team. This change reflects modern working practices and the need for a positive work/life balance. The policy updates help to facilitate this change.

Since the discussion with Management team in August, the policies have been updated and consultation with Unison has been completed.

Proposal

Flexi-hours scheme – The scheme has a reduction of the core hours.

Current policy defines core hours as 09.30 to 12.00 and 14.00 to 16.00
The new policy defines them as 10.00 to 14.30.

The options for early starts and late finishes have been extended by 30 minutes so that staff may work from 07.30 and may work until 18.30.

A final small section has been added to the policy to cover the use of TOIL. This is mainly to address questions that may arise regarding home working.

The flexi-sheet spreadsheet has been updated so that the formulas support the revised hours and part-time working.

As flexi works on a four week block the implementation date will be set to coincide with a new four week period. Monday 4th February is proposed for the start of the new flexi-scheme. This will give staff and teams time to become familiar with the new process.

Homeworking policy – This policy has been renamed the Remote Working policy to encompass the range of locations in which staff may carry out their work when away from their allocated office base. The policy has been significantly updated to reflect the shift from regarding home working as an occasional practice to remote working as a routine part of the working week.

The IT and information management sections have been updated by the Head of IT. The Health and Safety section has been updated by the Health and Safety Officer

The number of appendices has been reduced from 12 to four.

Next Steps

Management Team is asked to approve:

- The revised policies for implementation in January 2019.
- Week commencing Monday 4th February as first day for implementation of new Flexi scheme

Martyn Knappett
Deputy Chief Executive