

# EXECUTIVE BOARD

22<sup>ND</sup> OCTOBER 2018

## FLEXIBLE WORKING POLICY AND PROCEDURE FOR SCHOOLS

### Recommendations / Key Decisions Required:

To endorse the adoption of the Council's Flexible Working Policy and Procedure for Schools.

### Reasons:

The purpose of this Policy and Procedure is to assist Headteachers in handling applications from employees who have exercised their statutory right to request flexible working.

Relevant scrutiny committee to be consulted	No
EXECUTIVE BOARD / COUNCIL / COMMITTEE:	No
Scrutiny Committee recommendations / comments:	None
Executive Board Decision Required	Yes
Council Decision Required	No

### EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER: Cllr. Mair Stephens

**Directorate:** Chief Executive's / People Management & Performance

<b>Name of Head of Service:</b>  Paul R. Thomas  <b>Report Author:</b> Julie Stuart	<b>Designations:</b>  Assistant Chief Executive (People Management)  Senior HR Business Partner	<b>Tel Nos.:</b> <b>E-Mail Addresses:</b>  01267 246123 <a href="mailto:PRThomas@sirgar.gov.uk">PRThomas@sirgar.gov.uk</a>  01267 246375 <a href="mailto:JStuart@sirgar.gov.uk">JStuart@sirgar.gov.uk</a>
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22<sup>ND</sup> OCTOBER 2018

## FLEXIBLE WORKING POLICY AND PROCEDURE FOR SCHOOLS

### 1. Background

Under provisions set out in the Employment Rights Act 1996 and regulations made under it, all employees have a statutory right to ask their employer for a change to their contractual terms and conditions of employment to work flexibly provided they have worked for their employer for 26 weeks continuously at the date the application is made. An employee can only make one statutory request in any 12 month period.

Employers can better manage flexible working requests by creating the right environment where employees can be sure decisions regarding their requests will be handled objectively and fairly and that employees will not be treated less favourably because they asked for flexible working arrangements.

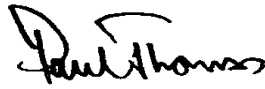
Detailed report attached:

Flexible Working Policy and Procedure for Schools

## IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report:

Signed: \_\_\_\_\_



**ASSISTANT CHIEF EXECUTIVE (PEOPLE MANAGEMENT & PERFORMANCE)**

Policy, Crime & Disorder & Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
<b>YES</b>	<b>YES</b>	<b>NO</b>	<b>NO</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>

### 1. Policy, Crime & Disorder

The recommendations support the Council's Strategic Aim 'Building a Better Council' and 'Making Better Use of Resources'

### 2. Legal

The policy has been produced in accordance with the relevant legislation, and the Acas Guide: The right to request flexible working.

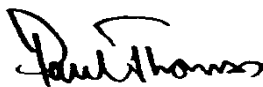
### 6. Staffing Implications

The HR Team will provide advice and guidance to schools on the application of the Flexible Working Policy & Procedure for Schools.

## CONSULTATIONS

I confirm that the appropriate consultations have taken place and the outcomes are as detailed below:

Signed: \_\_\_\_\_



**DIRECTOR OF EDUCATION & CHILDREN'S SERVICES**

**1. Scrutiny Committee**

None

**2. Local Member(s)**

None

**3. Community / Town Council**

None

**4. Relevant Partners**

Head Teachers Forum

**5. Staff Side Representatives and other Organisations**

Trade Unions - 22<sup>nd</sup> March 2018

**Section 100D Local Government Act, 1972 - Access to information  
List of Background Papers used in the preparation of this report:**

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Flexible Working Policy & Procedure for Schools		