

# Cabinet Member meeting

## 03.05.24

<b>Cabinet Member:</b>	<b>Portfolio:</b>	
Cllr. Philip Hughes	Organisation and Workforce	
<b>FLEXIBLE WORKING POLICY</b>		
<b>Purpose:</b>		
<p>The revised Flexible Working policy sets out our commitment to supporting employees in balancing work and home commitments and the procedure for managing a request from an employee for flexible working in line with the Flexible Working (Amendment) Regulations 2023 which comes into force to 6<sup>th</sup> April 2024.</p>		
<b>Recommendations / key decisions required:</b>		
<p>To endorse the revised Flexible Working policy and recommend for adoption.</p>		
<b>Reasons:</b>		
<p>To ensure the Authority is compliant with the Flexible Working (Amendment) Regulations 2023 and meets its statutory obligations.</p>		
Directorate:	Designations:	Tel/ Email addresses:
Name of Head of Service:	Paul Thomas	01267 246123
	Assistant Chief Executive	<a href="mailto:PRThomas@carmarthenshire.gov.uk">PRThomas@carmarthenshire.gov.uk</a>
Report Author:	Ann Clarke	01267 246167
	HR Manager (Business Partnering)	<a href="mailto:ALClarke@carmarthenshire.gov.uk">ALClarke@carmarthenshire.gov.uk</a>

**Declaration of Personal Interest (if any):**

None

**Dispensation Granted to Make Decision (if any):**

N/A

(If the answer is yes exact details are to be provided below:)

**DECISION MADE:**

Signed: \_\_\_\_\_ DATE: \_\_\_\_\_  
CABINET MEMBER

**The following section will be completed by the Democratic Services Officer in attendance at the meeting**

Recommendation of Officer adopted	YES / NO
Recommendation of the Officer was adopted <b>subject to the amendment(s) and reason(s) specified:</b>	
Reason(s) why the Officer's recommendation was <b>not adopted:</b>	



# EXECUTIVE SUMMARY

## 03.05.24

### SUBJECT

Flexible Working policy

#### Flexible Working

The right to request flexible working has been in force since the Children and Families Act 2014.

From 6 April 2024, employees will have amended statutory rights when making a request for flexible working as set out in the revised Flexible Working policy.

#### Key changes:

The right to request flexible working is being expanded as follows:

- employers are required to consult with their employees before rejecting a flexible working request.
- employees may make two (not one) flexible working requests in any twelve-month period.
- employers must respond to requests within two (not three) months.
- employees are no longer required to set out how the effects of their flexible working request might be dealt with by their employer; and,
- the 26-week qualifying period is being removed, making it a day one right.

Acas is [updating its statutory Code of Practice](#) on handling requests for flexible working and Government guidance is expected early in 2024. Timescales will be included within the policy to reflect this guidance once finalised.

The changes do not provide a default right to work flexibly, and it will remain a right to request which an employer may refuse on the existing grounds. We have reviewed our flexible working policy and procedures (with reference to the Acas Code once finalised.)

**Decision required:** to recommend the adoption of amends to the Flexible Working policy.

DETAILED REPORT ATTACHED?

NO  
Policy attached



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: **Paul Thomas, Assistant Chief Executive (People Management)**

## IMPLICATIONS

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets	Bio-diversity & Climate Change
<b>YES</b>	<b>YES</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>	<b>YES</b>	<b>NONE</b>	<b>NONE</b>

### 1. Policy, Crime & Disorder and Equalities

The Flexible Working Policy supports the Authority’s Corporate Strategy and our Well-being Objective 4: To further modernise and develop as a resilient and efficient Council (Our Council).

### 2. Legal

The Flexible Working policy enables the Authority to meet its statutory requirements as laid out in the Flexible Working (Amendment) Regulations 2023.

### 3. Staffing implications

The People Management team has a role to play in educating managers on these enhanced rights and responsibilities, managing and advising on applications, to ensure the statutory obligations are complied with and risks of claims minimised.

## CONSULTATIONS

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

Signed: Paul Thomas, Assistant Chief Executive

(Please specify the outcomes of consultations undertaken where they arise against the following headings)

**1. Scrutiny Committee**

N/A

**2. Local Member(s)**

N/A

**3. Community / Town Council**

N/A

**4. Relevant Partners**

N/A

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

Recognised trades unions have been consulted via CERF.

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

**THERE ARE NONE**

Title of Document	File Ref No.	Locations that the papers are available for public inspection