



FLEXIBLE WORKING ARRANGEMENTS PROPOSED CHANGES

The COVID-19 pandemic has changed the way the council has delivered services and a number of employees have been required to adjust to new ways of working.

Prior to the pandemic, the majority of employees spent all or most of their working day either at a fixed location or delivering services in the community.

In roles where flexible working arrangements are possible, the pandemic has demonstrated the opportunities offered by new ways of working that both the council and employees and customers can benefit from.

The proposed flexible working arrangements offer a package of measures and workstyles which will enable the council and employees to retain key business and work-related benefits, whilst at the same time offering employees flexibility to achieve a better work-life balance.

KEY PRINCIPLES



Protecting an employee's right to a personal life.



Flexibility to achieve better work-life balance.



Creating a positive work environment.



Respond to customer needs by delivering services when and where required.



Allow flexibility in individual working pattern, hours worked and location of work where possible.



Empowering employees to carry out work.

Focusing on employee health & wellbeing.



Achieve optimal service delivery.

Flexibility during contracted hours.



PROPOSED CHANGES TO FLEXI-TIME

- The Flexi-time scheme: allows participating employees to vary their working pattern within set parameters and provides the ability to accrue hours worked to be taken at another time as flexi leave.
- The flexi-time provisions suspended as a result of COVID-19 are to be reinstated for all employees previously participating in the scheme.
- The current bandwidth of 8am to 6pm is to be extended to 7am to 6pm Monday to Friday, to allow greater flexibility for employees.
- Core hours of 10am to 12pm and 2pm to 4pm will remain unchanged. However, line managers will have scope to agree individual variations to core hours on an intermittent or regular basis.

PROPOSED WORKSTYLE CATEGORIES

In addition to the flexible working arrangements already available, each post in the Council has been designated as suitable for one of four new workstyle categories.

Fixed Working

Employees will undertake their contracted hours from a specific workplace location.

Hybrid Working

Employees will work some of the time either at the workplace or delivering services in the community and some of the time from home.

Homeworking

Employees will undertake most of their contracted hours from home and will be required to attend the workplace at least once per month, e.g. to attend team meetings or to undertake work that cannot be done remotely.

Mobile Working

Employees who are required to spend very little time at a workplace location and are out in the community delivering frontline services.

These workstyle categories have been developed to provide maximum flexibility where possible, and to ensure our services are delivered in ways and at times that meet customer demand.

Homeworking, that has been a feature during the pandemic, will be possible in a number of the workstyle categories, whether this is for all of the working week, part of the working week or only on an ad hoc basis.

Even where an employee's post is categorised as suitable for a workstyle category that includes homeworking, not all employees will be suited to homeworking or will have a suitable homeworking environment. Therefore, employees in these categories will not be required to work from home but may request to do so.

The current flexible working policies, which support working arrangements including part time working, compressed hours and term time hours, will be consolidated into one overarching Supporting Flexible Working Policy with appropriate supplementary guidance including further information on how to apply for the various flexible working arrangements.



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