

**Report for:  
2020**

**Staffing and Remuneration Committee**

**- 1 December**

**Title: Flexible Working Review**

**Report**

**authorised by:** Richard Grice - Director for Customers, Transformation & Resources

**Lead Officer:** Dan Paul, Chief People Officer

**Ward(s) affected:** N/A

**Report for Key/**

**Non Key Decision:** N/A

**1. Describe the issue under consideration**

1.1 As part of the council's requirement to conduct a rolling review of all HR policies, Members are asked to consider the revised Flexible Working Policy (attached as Appendix A) and Practice Notes (attached as Appendix B).

**2. Cabinet Member Introduction**

Not required for the S&R Committee.

**3. Recommendations**

3.1 That the Committee approve the new Flexible Working Policy.

3.2 That the Director of Customers, Transformation and Resources and the Chair of Staffing and Remuneration committee to be delegated the power to make minor changes to the policy and practice notes without the need to refer to committee.

**4. Reason for decision**

4.1 The policy was revised at the beginning of 2020 before the scale of the coronavirus emergency was known and before the country went into the first lockdown. Since then we have gained much valuable experience in just how flexible the workforce could be in a crisis so it was felt that we needed to capture all that we have learned in a completely revised approach to flexible working.

**5. Alternative options considered**

5.1 We have taken advantage of the rolling review of policies to ensure our approach to flexible working takes in the lessons of lockdown with fresh and innovative thinking.

**6. Background information**

6.1 The policy applies to all council employees, except those teachers directly employed by the council and all staff appointed by schools operating under local

management of schools, which have their own procedure.

## **7. Contribution to strategic outcomes**

7.1 Flexibility of working hours can aid recruitment and retention, help reduce absenteeism and improve morale, while tailoring working hours around workload requirements. Flexible working hours can be especially advantageous for those with caring responsibilities.

## **8. Statutory Officers' comments (Chief Finance Officer (including procurement), Assistant Director of Corporate Governance, Equalities)**

### **Assistant Director of Corporate Governance Comments**

The Assistant Director of Corporate Governance has been consulted in the preparation of this report. Legal Services has been involved in reviewing the proposed Flexible Working Policy and confirms that it complies with all relevant legislation.

### **Chief Finance Officer Comments**

There are no direct financial implications arising from this report.

### **Equalities Comments**

- 8.1. The Council has a public sector equality duty under the Equality Act 2010 to have due regard to the need to:
- 8.1.1. Eliminate discrimination, harassment and victimisation and any other conduct prohibited by or under the Act.
  - 8.1.2. Advance equality of opportunity between people who share a relevant protected characteristic and people who do not share it;
  - 8.1.3. Foster good relations between people who share a relevant protected characteristic and people who do not share it;
  - 8.1.4. A "relevant protected characteristic" is age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

## **9. Use of Appendices**

- 9.1. Appendix A – Flexible Working Policy
- 9.2. Appendix B – Flexible Working Practice Notes

## **10. Local Government (Access to Information) Act 1985**

Not Applicable