

Surrey Heath Borough Council
Employment Committee
12th October 2023

Flexible Working Policy and Procedure

Strategic Director/Head of Service	Sally Kipping
Report Author: Advisor	Julie Simmonds – HR Manager, Jo Hill, HR
Key Decision:	no
Wards Affected:	n/a

Summary and purpose

This report provides the Employment Committee with details of a revised Flexible Working Policy and Procedure following a review due to legislative changes. All changes in the Policy are track changed for ease.

Recommendation

The Employment Committee is advised to RESOLVE that the revised Flexible Working Policy and Procedure as attached at Annex A be adopted.

1. Background and Supporting Information

- 1.1 This policy has been reviewed as legislation recently changed allowing for 2 applications per year as opposed to 1 previously. The time to respond to and implement an application has now reduced to two months. There are proposals through Government to allow Flexible Working Requests to be made from their first day of employment. It is suggested that this will be passed and in place from April 2024. We would like to introduce this into our policy now but state it is a temporary agreement and will be revised in line with probation period.
- 1.2 The proposed policy was considered by the Joint Staff Consultative Group at its meeting on 14 September 2023. There were no recommended changes to the proposed policy.

2. Reasons for Recommendation

- 2.1 To ensure that all SHBC staff are aware of their rights for Flexible Working Requests and for managers to be aware of the criteria's for applications and the 8 possible reasons for refusal.

3. Proposal and Alternative Options

3.1 Adoption of this Flexible Working Policy and Procedure.

4. Contribution to the Council's Five Year Strategy

No matters arising.

5. Resource Implications

5.1 No increase of resources required.

6. Section 151 Officer Comments:

6.1 This Flexible Working Policy and Procedure was taken to CMT for review and comment on 29th August 2023

7. Legal and Governance Issues

None.

8. Monitoring Officer Comments:

8.1 This Flexible Working Policy and Procedure was taken to CMT for review and comment on 29th August 2023

9. Other Considerations and Impacts

Environment and Climate Change

9.1 Supports the Council's pledge.

Equalities and Human Rights

9.2 Equalities Impact Assessment will be completed.

Risk Management

9.3 n/a

Community Engagement

9.4 Not applicable.

Annexes

Annex A- Revised Flexible Working Policy and Procedure