

# Flexi Time Policy

## Summary

This report provides the Employment Committee with information regarding the Council's updated Flexi Time policy.

## Wards Affected

N/A

## RECOMMENDATION

**The Employment Committee is asked to RESOLVE that the updated Flexi Time Policy, as set out at Annex A to the report, be adopted.**

### 1. Resource Implications

- 1.1 There are no additional revenue or capital cost implications arising from the report.

### 2. Key Issues

- 2.1 This policy has been revised as the recording and booking of Flexi Time is processed through our new HR system Itrent.
- 2.2 This policy ensures employees are able to achieve a balance between the demands of work and their domestic, personal, public duties and circumstances in order to maintain work performance.
- 2.3 Included in the policy and procedure:
  - Who the policy applies to
  - Recording and the booking of hours worked and taken in our HR system Itrent
  - Settlement period
  - Carry-over balances

### 3. Options

- 3.1 The Committee has the option to adopt the updated Flexi Time policy amendments, with or without any amendments it considers appropriate.

### 4. Proposals

- 4.1 The implementation of the updated Flexi Time policy

## 5. Equalities Impact

### 5.1 Completed.

<b>Annexes</b>	<b>Annex A – Flexi Time policy</b>
<b>Background papers</b>	<b>None</b>
<b>Author/contact details</b>	<b>Bobbie.Ludlow, Senior HR Advisor Bobbie.Ludlow@surreyheath.gov.uk</b>
<b>Executive Head</b>	<b>Louise Livingston, Executive Head of Transformation Louise Livingston@surreyheath.gov.uk</b>