



*Dunbartonshire and Argyll & Bute
Valuation Joint Board*

FLEXIBLE WORKING POLICY

Document Management - Version Control

Flexible Working Policy			
Rationale/Driver: The Joint Board's commitment to positive work-life balance for all employees and its aim to continue as a top employer for working families.			
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Flexible Working

1. INTRODUCTION

- 1.1 The Valuation Joint Board is committed to providing the opportunity for employees to achieve a positive work life balance through effective and productive ways of working that meet both the organisation and employee needs. An increasing number of employees – both those with and without caring responsibilities – are seeking to work flexibly for a variety of reasons.
- 1.2 The Valuation Joint Board has enhanced the statutory provision for flexible working and has removed the 26 week qualifying period. Therefore all employees, regardless of length of service can request to work flexibly.
- 1.3 The Valuation Joint Board aims to attract and retain the best available talent and offers an opportunity for prospective employees to talk to us about flexible working at the recruitment stage.

2. SCOPE

- 2.1 This document applies to all current and prospective employees of Dunbartonshire and Argyll & Bute Valuation Joint Board.

3. KEY PRINCIPLES

- 3.1 The Valuation Joint Board adopts a “reason neutral” policy with no qualifying criteria with regards to flexible working requests and therefore extends the statutory provisions to all current and prospective employees.
- 3.2 In order to minimise operational impact, employees are restricted to one application every six months.
- 3.3 *Some* examples of flexible working arrangements are listed below;
 - part time
 - job share
 - shift working
 - change in hours
 - homeworking (potentially)
 - flexible hours
 - staggered hours
 - compressed hours

4.0 APPLICATION OF POLICY AND PROCEDURE

- 4.1 Prior to making an application for flexible working the employee should give careful consideration to any financial implications the change to working pattern may have on them. Consideration should also be given to any effects it will have on service delivery, the organisation and/or work colleagues.
- 4.2 Approved applications will normally mean a **permanent** change to the employee's contractual terms and conditions of employment. However, in some circumstances a permanent change to an employee's contract may not be the best solution. It may be possible to agree a temporary change of contract for a trial period to assess the demands for care. An example of this might be when an employee is caring for a terminally ill person or for a person whose care needs fluctuate. At the end of this period a review should be undertaken to confirm or alter the arrangement as appropriate.
- 4.3 The employee will be required to make an application for flexible working in writing to their Line Manager. The Request for Flexible Working Application Form can be found on West Dunbartonshire Council's (WDC) Intranet.
- 4.4 The Manager will arrange to meet with the employee within 28 days of receipt of the application, to discuss the practical implications of the desired working pattern and how best it might be accommodated. The meeting may also provide an opportunity to consider alternative working patterns should there be challenges in accommodating the requested work pattern.
- 4.5 The employee may be accompanied to the meeting by a Trades Union representative or work colleague.
- 4.6 Having taken all relevant matters into account, the Line Manager will confirm to the employee, in writing, within 14 days of the meeting either:
- (a) agreement on the new work pattern and start date, or,
 - (b) that the request has been refused and provide clear business reasons for this decision, which must be derived from one or more of the following:
 - Burden of additional costs
 - Detrimental effect on the ability to meet customer demand
 - Inability to reorganise work among existing staff
 - Inability to recruit additional staff
 - Detrimental impact on quality
 - Detrimental impact on performance
 - Insufficient work during the periods the employee proposes to work
 - Planned structural changes

5. APPEALS PROCEDURE

- 5.1** The employee will have the right to appeal any decision taken to the next level of manager and should do so within 14 days.
- 5.2** Should an employee be dissatisfied with the outcome from the meeting with the next level of manager, employees will have a final right of appeal which will be heard by the Assessor & ERO or the Depute Assessor & ERO. Appeals must be submitted within 14 days of the outcome from the meeting with the first appeal manager.
- 5.3** Appeals must be in writing and the standard Flexible Working Appeal Form can be found on the WDC Intranet.
- 5.4** The employee will be notified within 5 days of the date on which the Appeal form was received advising of the arrangements for the Appeal. The employee has the right to be accompanied by their Trades Union representative or colleague to this meeting.
- 5.5** The employee will be notified in writing of the decision within 5 days of the date of the concluded Appeal Hearing.

6 REVIEW AND MONITORING

- 6.1** The policy and procedure will be reviewed in line with employment legislation and employment practice. Any amendments to the policy will be implemented after full consultation with the relevant trades unions.