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1.INTRODUCTION

The Trust values its staff and seeks to ensure their health and well-being by providing a safe, healthy, and flexible working environment. These guidelines are intended to support staff to achieve a healthy work-life balance whilst ensuring service provision is of a high quality, cost effective, flexible, and responsive.

Managers will apply these guidelines and be mindful of these needs, which may result in fewer opportunities for flexible working.

- 1.1** The aim of the Policy and Procedure is to inform staff of the different flexible working options, the impact it may have on pay and benefits and the process for requesting flexible working.
- 1.2** A high level of attendance is crucial to the delivery of good quality services to people. Flexible and supportive working arrangements, which suit an individual's changing circumstances provided they meet service needs/efficiencies are an important part of helping achieve this.
- 1.3** Anyone applying for a flexible working arrangement must consider the possible effects on colleagues, the service and their own terms and conditions. The Trust's first aim must always be to meet its service needs and financial accountabilities.
- 1.4** The Trust also has an Agile Working Policy (see Trust Intranet) which sets out a framework whereby services/ways of working can be provided in a more effective and flexible way. Agile working is the term used by the Trust to describe how services can be reconfigured resulting in staff working from different locations, be that a Trust building, a community, or client site, or by varying degrees of home working and regular hot-desking. This is different from flexible working which is an individual rather than service wide arrangement.

2.SCOPE

- 2.1** These arrangements apply to all staff. The suitability of a post for flexible working is at the discretion of management and the quality of service delivery should always take priority.
- 2.2** In the event of an infectious outbreak, flu pandemic or major incident, the Trust recognises that it may not be possible to adhere to all aspects of these guidelines. In such circumstances staff should take advice from their manager.

3. DEFINITIONS

- 3.1** The term 'flexible working' describes a type of working arrangement which gives some degree of flexibility on how long, where and when the individual works. The flexibility can be in terms of working time, working location or the pattern of working. It covers a number of flexible working arrangements which are detailed in Section 8.

4. PRINCIPLES

The following principles are offered as guidance to both managers and staff:

- All requests to work flexibly should be given timely and proper consideration, at the very latest within two months, and not unreasonably refused where service delivery can support the arrangement.
- It is recommended that any new system of working is trialled for an agreed period of up to 6 months.
- Standards and quality of service delivery cannot be compromised.
- The application of flexible working patterns should not result in the Service/Trust incurring additional costs and managers should seek to make efficiency savings where possible.
- Working patterns that may be detrimental to the individual's ability to access training and update skills can only be considered as a short term option.
- Some flexible working patterns may not be compatible with working extra hours outside of the existing pattern and this will need to be considered as part of the new arrangement.
- Any agreement to work flexibly is not automatically transferable upon change of role, work location, organisational change etc. In such circumstances staff should discuss their current arrangements with their manager to see if these can continue to be accommodated and a new Request Form completed (**FWR1 Form within Procedure**)
- Flexible working may be considered as part of reasonable adjustments for staff with a disability, in line with the Trust's Sickness Policy.
- Any deliberate attempt to falsify the hours worked, or otherwise abuse a flexible working arrangement may lead to disciplinary action and the withdrawal of the arrangement.
- Agreed flexible working arrangements should be discussed regularly and reviewed i.e. if change in circumstances requires further application. Managers should review the whole team/departments flexible working arrangements, at a specific point annually, to ensure they continue to meet both service and individual needs, e.g., May each year enable changes in children's schooling and child care arrangements, which come into effect in September to be considered fully.
- Employees attending dental/hospital appointment/treatment should make every effort to arrange appointments outside of working time. This time should be taken from any outstanding lieu/flexi time, annual leave or time worked back. See also Trust's Special Leave Policy.

5.IMPACT OF LEGISLATION ON EMPLOYMENT

Managers may wish to consult with a HR representative when an individual requests a significant change in the method of working, or if the manager wishes to introduce a change, as this may result in a contractual change.

5.1 Working Time Regulations

No flexible working agreement will be agreed which exceeds the provisions set out within the Working Time Regulations.

6.APPLICATION OF FLEXIBLE WORKING

6.1 Employees

- Eligibility – All staff are eligible to request a flexible working arrangement at any time.
- Consider changes to terms and conditions – pay and pension
- Refer to the Flexible Working Procedure for full application process

6.2 Line Managers

- Should ensure that they deal with applications for flexible working in a timely manner.
- Flexible working conversations should take place regularly with staff
- Consider how best to accommodate the request without impairing service standards or, business related reasons for rejecting the request
- Requests should be considered in the order they are received. Having considered and approved the first request the business context will then have changed and can be taken into account when considering a second request.
- If more than one request is received, each request will be judged on its own merits looking at the business impact and possible impact of refusing a request.
- Where line managers are unable to agree a solution to a flexible working request, the request should be escalated to the next level of management who will look for options/solutions (including those outside of current role). Requests may be declined where they cannot reasonably be met. Each case must be considered within the existing circumstances.
- Undertake a periodic review of all agreements to ensure that the original reasons for the request are still valid and the agreement is in line with service requirements.

7.APPEAL PROCESS

Employees have a right to appeal against the decision made following the escalation process as described above. The appeal should be submitted to the next level of manager in line with the Flexible Working Procedure.

8.FLEXIBLE WORKING TIME OPTIONS

A list of flexible working options is detailed below, although this list is not exhaustive.

- Part Time Working
- Staggered/Compressed Working Hours
- Flexi Time
- Annualised Hours
- Term Time Working
- *Job Share – will no longer be an option available, however existing agreements will remain in place until review

9.OTHER RELATED GUIDANCE

The Trust has the following:

- Special leave Policy
- Adoption Rights and Benefits Policy
- Maternity Leave Policy
- Paternity Leave Guidance and Information
- Agile Working Policy

Please contact your line manager, Trust website/intranet or HR Manager for further information.

10. FRAUD AWARENESS

Fraud within the NHS is unacceptable and diverts valuable resources away from patient care. Any concerns over deliberate misapplication of the flexible options outlines in these Guidelines should be reported to your manager or Trust's local Counter Fraud Specialist. Please refer to the Trust's Fraud and Corruption Policy.

11. USEFUL CONTACT DETAILS

- Department for Work and Pensions (DWP) www.dwp.gov.uk
- Inland Revenue Website: www.inlandrevenue.gov.uk
- Go to www.direct.gov.uk

12. EQUALITY IMPACT ASSESSMENT

The EIA is included at Appendix 7.

13. VERSION CONTROL

The Version control sheet is included at Appendix 8.

14. FLEXIBLE WORKING PROCEDURE

The Flexible Working Procedure is intended to advise managers and individuals on the application of the policy and guidance on approving any flexible working requests.

Managers:-

- The understanding and rationale around considering flexible working requests
- Consistently and fairly applying the Policy
- Implementation of the Flexible Working Policy
- Monitoring and reviewing Flexible Working agreements

Employees:-

- Support and advice around interpretation of the policy
- Advice of flexible working options available
- Requesting Flexible Working application
- Appeals process

15. CONSIDERATIONS FOR APPLICATION AND APPROVAL

15.1 Employee

- Consider the effect of the change on terms and conditions, such as pay and pension
- Put your request in writing using the Application Form at **Appendix 3 – Form FWR1**. All parts of the form should be completed, signed and dated and returned to your line manager. A separate form should be completed for each flexible option you wish to be considered
- Get an agreement from your line manager as to when they will be able to give you an answer. This time period will need to reflect both the significance and urgency of your request. Your manager must consider the needs of the service and may not be able to accommodate your request.
- It may be that your line manager might be able to meet your request in part, but not in full, or may need to defer a decision until after a trial period. How flexible can you be, might there be alternative ways to meet your needs?

- If your line manager is unable to grant your request, the reasons for this will normally be discussed with you and your request will be escalated to the next level of management who will look for options/solutions (including those outside of your current role). You have the right of appeal against the decision made at this stage to the next appropriate level of management, who have not already been involved in the decision. You should arrange to do this within 7 days from receiving the formal response to your request.
- Individuals may revert to their original pattern of working within a trial period subject to them giving the agreed notice to enable their manager to make alternative arrangements. Thereafter it will be subject to agreement with their line manager. In circumstances where a service has been restructured to meet service demands there would be no automatic right to revert, and this would have to be agreed again with the line manager.
- Where flexible working has been agreed and individual's needs change, it is expected that the individual would not unreasonably maintain the arrangements, particularly when other colleagues would themselves benefit from greater flexibility. The Trust reserves the right to terminate a flexible working agreement, following consultation with the individual, subject to **4 weeks'** notice in writing if the service is adversely affected or the needs of the Trust/Service change. All Flexible Working arrangements will be reviewed as necessary on an annual basis as to whether they continue to meet service and individual needs
- Any deliberate attempt to falsify the hours worked, or otherwise abuse a flexible working arrangement may lead to disciplinary action and the withdrawal of the arrangement
- All staff must take an unpaid break of at least 20 minutes if working longer than six hours, this must not be taken at the beginning or end of the working hours

15.2 Manager

- Upon receiving a flexible working request, managers should discuss the initial request with the individual(s) and remind them to put their request in writing to you, by completing the Application Form at **Appendix 3 – FWR1 Form**. If you can agree their request immediately, without holding a meeting, then do so confirming agreement in writing using **Appendix 3a – FWR2 Form**. If you are unable to agree immediately, then agree with the individual(s) a date by which you will have completed your consideration of their request, taking account of its complexity, as well as its urgency.
- Managers should ensure that applications for Flexible Working are considered in line with the process fairly and consistently and should consider applications individually
- Requests should be considered in the order they are received. Having considered and approved the first request the business context will then have changed and can be taken into account when considering a second request.
- Managers should be mindful that although a flexible working request can be

refused; such a refusal may still be indirectly discriminatory, if it cannot be shown that the refusal was justifiable, as a proportionate means of achieving a legitimate aim. If in doubt, contact a HR representative

- Consult if necessary with relevant colleagues, other team members, your own manager, human resources representative etc., on the service and contractual implications of the proposal
- Consider how best to accommodate the request without impairing service standards or, business related reasons for rejecting the request.
- It is recommended that any new system of working is trialled for an agreed period of up to 6 months.
- Some flexible working patterns may not be compatible with working extra hours outside of the existing pattern and this will need to be considered as part of the new arrangement.
- Flexible Working agreements should be discussed and reviewed regularly. Managers should review the whole team/departments flexible working arrangements, at a specific point annually, to ensure they continue to meet both service and individual needs, e.g. May each year enables changes in children's schooling and child care arrangements, which come into effect in September to be considered fully.
- The manager should ensure records of working are retained securely. See **Appendix 1**, Flexible Working Recording Form
- Flexible working may be considered as part of a reasonable adjustments for staff with a disability, in line with the Trust's Sickness Policy
- If unable to approve a request because of the adverse effect on service provision, managers may ask for volunteers from existing flexible working staff to revert back to their original or change to some other arrangement. The manager should also review the whole team/service as necessary to determine the most effective way of delivering services and the possibility of increased (or decreased) capacity for granting new requests.
- Ensure that safe working systems can be put in place and that the health and safety of staff or others is not compromised. A risk assessment form, obtained from the Health and Safety section of the Trust's Intranet, should be undertaken, taking due account of lone working, building security, use of equipment, shut down procedures, prohibited operations and less experienced or young employees etc.
- Hold a meeting with the individual(s), as soon as possible but normally within **28 days** of receipt of their written application and give them the opportunity to bring a fellow worker, or Trade Union representative to the meeting
- Requests may be declined where they cannot reasonably be met. However, it would not be within the spirit of the Guidelines if your only concern was that whilst you could accommodate one request, you could not necessarily

accommodate others of a similar nature in the future. Each case must be considered within the existing circumstances and if there is no solution agreed, the request should be escalated to the next level of management who will look for options/solutions (including those outside of current role).

- Write to the individual(s), normally within **7 days** of the meeting informing them of your decision and the reasons for this (see **Form FWR2 at Appendix 3a**). These should be retained by the manager.
- Following a trial period a further meeting should take place with the individual(s) and a decision made as to whether the arrangements will/will not continue. The outcome of the meeting should be confirmed in writing, normally within **7 days**. The individual(s) should be advised that if dissatisfied with your decision, they may write to the next level of management within **7 days** of receipt of your letter
- Annual leave entitlements should also be amended to reflect agreement

16. APPEAL PROCESS

Employees have the right of appeal against the decision made at the escalation stage and should complete **FWR4 Form (Appendix 3c)** within 7 working days' notice of the meeting. The manager should be one level higher than the manager who made the decision at the escalation stage and not already involved in the decision.

The Senior Manager will invite the employee who may arrange representation by a trade union representative/work colleague to an appeal meeting using **Appendix 4** giving 7 days notice of the appeal meeting.

Documentation required for the appeal should consist of:

- the original Flexible Working Application (FWR1 Form)
- Reply Form (FWR2 Form)
- Extension Notice (FWR3 Form if appropriate)
- the employee's Appeal letter or FWR4 Form

All documentation should be available to each individual prior to the meeting, preferably within 5 days of the meeting.

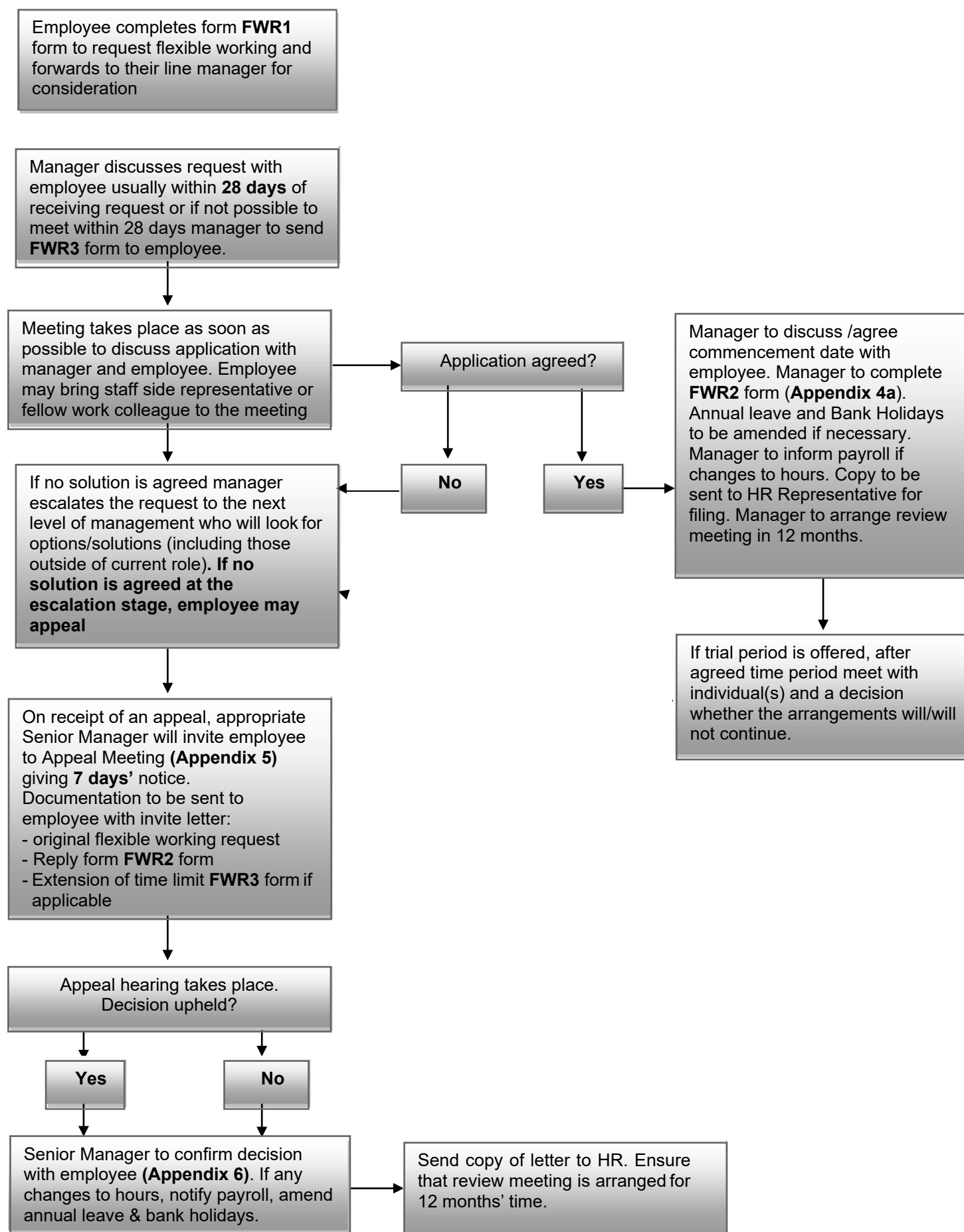
The Senior Manager supported by a HR representative who has not been involved in the process previously will meet with the employee and their chosen staff side representative/fellow work colleague to discuss the grounds of their appeal.

Should the appeal be accepted, or partial agreement be reached, then any necessary changes should be actioned. Should the original management decision be upheld then the appeal process has been exhausted therefore the process will cease.

17. PAY & ENTITLEMENT IMPLICATIONS

- Staff taking up a flexible working option which results in them working reduced hours, will be paid on a pro rata basis according to the number of hours worked. The employee should seek advice from Payroll services if necessary, prior to agreeing a flexible working proposal, so that specific salary/pension details can be calculated and considered by the employee.
- Pension payments and benefits will be affected by a reduction in an employee's working hours, working year or periods of unpaid leave. Deductions from salary for the NHS Pension Scheme are made monthly and will continue at the normal percentage rate during periods of unpaid leave (e.g. Employment Break) unless the individual leaves the scheme (for periods of 12 months or more) or agrees to make retrospective contributions. Contact Pension/Payroll services, Kendray Hospital for advice.
- Annual leave and public holidays will apply in accordance with Trust policy and will be adjusted accordingly
- Staff working flexibly will be expected to record their hours worked and have these signed off by their manager

18. FLEXIBLE WORKING APPLICATION PROCESS



19. FLEXIBLE WORKING REGULATIONS

The current statutory requirement gives employees a statutory right to apply for flexible working to facilitate the care of a child or an adult dependant. The Trust however accepts requests from all staff, regardless of whether they are parents or carers. Flexible working relates to the hours worked, times worked, and work location. The Trust has a duty to consider a request for flexible working and is entitled to refuse a request if one or more the following business-related reasons apply:

- Burden of additional costs; if it will cost more to replace hours of work e.g., agency costs
- Detrimental impact on quality e.g., continuity of care, skill mix, etc
- Detrimental effect on ability to meet customer demand.
- Insufficiency of work during the periods the employee proposes to work
- Inability to reorganise work among existing staff; or to fill the hours
- Detrimental impact on performance, e.g. inability to retain clinical skills, adverse impact on colleagues working lives
- Inability to recruit additional staff
- Planned structural changes or any other substantial reason

20. FLEXIBLE WORKING OPTIONS

20.1 PART TIME WORKING

Definition

Contracted to work less than the full time hours for the post on a permanent basis.

Points to be considered

- Part time staff should not be treated less favourably than full time staff
- How many working hours a week are required to meet service needs?
- Are there any special overlaps required between the part-time postholders/and others?
- Could service needs be covered without unreasonable additional cost
- What is the impact on the rest of the team?
- Can temporary flexibility be shown in the event of a crisis over which the employee has little or no control

Impact on pay and benefits

Salary and all pay related benefits are reduced pro-rata to the full-time entitlement, e.g.:

- Pay awards/salary increase
- Death in-service benefits
- Pension
- Redundancy Pay
- Holiday and Special Leave/Pay

- Sick Pay and Maternity Pay

20.2 JOB SHARE

No post within the Trust will be based on a Job Share basis. Any existing arrangements will remain in place until such time that the agreement is reviewed. A full time post will be covered by two part time posts.

20.3 STAGGERED/COMPRESSED WORKING HOURS

Definition

This allows normal working hours/days to be varied whilst working the contracted hours for the post. Compressed working results in longer hours being worked over fewer days in order for the remaining time/day to be taken as non-work time. For example, contracted hours may be worked over a 4.5 day week or 9 day fortnight. Staggered working involves the individual working different start and finish times to colleagues. This can be flexible/fixed hours throughout the week or fixed on one or two days etc, to meet service/individual needs.

Points to be considered

- Actual working arrangements must be agreed with the manager to ensure service needs are met in full. Early starts /late finishes must only be agreed if productive work can be undertaken during these periods
- Weekend work is not included unless currently part of the working pattern or proposed new service
- Staggered hours cannot normally apply to staff that are rostered, it can only apply to those working a 'standard' working week and who are not required to handover to an oncoming shift
- Agree how the compressed week's non-work time will be taken e.g., on a fixed or rolling day basis. Non-work time not taken in an accumulation period cannot be carried forward and will be lost
- Annual leave /bank holiday entitlement should be calculated in hours

Impact on pay and benefits

Pay and benefits are not affected on the basis that the full-time hours for the job are worked over five days or less.

20.4 FLEXITIME

Definition

Allows staff to vary their working hours within the boundaries of an agreed extended day to accommodate fluctuations in service delivery and staff needs. Staff may work flexibly outside a specified core band of hours, relevant to their Service/Department. The scheme allows for time to be accrued over a 4 week settlement period to be taken back during the next 4 week settlement period. The individual keeps a running total of hours worked. If the individual accrues hours in excess of that allowed as

time off in lieu (usually a whole or half day), the hours will be disregarded and not paid.

Points to be considered

- Can the required level of service be provided at all times, particularly peak periods?
- Does the service provision require a whole team approach?
- Are there fluctuating service needs which can be accommodated by a flexible approach?

Impact on pay and benefits

Pay and benefits are not affected on the basis that the individual's contracted hours are worked over the settlement period.

Example of a flexitime scheme

As schemes already exist in some areas of the Trust these may continue unless the manager, in consultation with their teams agree to change to the one described below.

The day will be divided into 'core hours' relevant to the Service/Department, which must be covered and 'flexi hours' where additional time may be worked and counted towards flexi hours:

Example of Core Hours: 10.00am - 12.00 midday and 14.00pm - 16.00pm

Example of Flexi hours: 8.00am - 10.00am and 16.00pm - 18.30pm

The working day width is usually from 08.00am – 18.30pm subject to service provision. However, it may be more practical for certain services to become operational before 8.00am.

Staff must take a minimum of 20 minute unpaid breaks if working over 6 hours and of not more than 2 hours duration. The above is subject to the agreement of the line manager and subject to adequate cover between core hours. Breaks are unpaid and in addition to the working day (e.g., 7.5hrs for full time staff).

The balance carried forward from one settlement period of 4 weeks to the next should normally be the equivalent of the individual's longest working day, i.e. credit of 7.5 or debit of 7.5 hours for full time staff. No more than this can be carried forward into the next 4 week settlement period.

Where an employee regularly accrues more than 7.5 hours per week and potentially 'loses' time or, where they regularly have a debit up to –7.5 hours, the manager should assess workload requirements in discussion with the employee.

If an employee continues to have a debit of 7.5 hours (for full time, pro rata for part time workers) for 2 consecutive months, the manager should meet with the employee and review the flexible working agreement. It will be determined between the manager and the employee how the hours of debit are to be worked back. The manager may consider the withdrawal of the flexible working agreement if a debit

continues.

There may be occasions where flexibility for the needs of the service need to be considered and that managers may authorise credit of more than 7.5 hours (pro rata for part time workers) i.e. if a particular piece of work means for employees to work in excess of their contracted hours resulting in a credit of more than 7.5 hours at the end of the working month then the additional hours may be carried over.

The flexitime agreement is not intended for employees to work longer hours with a view to accruing additional annual leave. Time should only be worked within service open hours and where there is a service need. Any work outside of normal service open hours should be by approval of the relevant manager.

Annual Leave is agreed/recorded in the usual way with the manager.

20.5 ANNUALISED HOURS

Definition

An arrangement in which the hours of work are spread unevenly throughout the year (or 3 or 6 month period). Particularly suitable in situations where there are predictable/unpredictable service fluctuations. Hours worked can be increased during peak periods and decreased/ceased during quieter periods.

Points to be considered

- Does the role show a peak and trough pattern which would lend itself to annualised hours/term time working, without an adverse effect on service needs?
- How would the working pattern be arranged e.g., agree number of hours/days per week/month/year, to be worked. Notional working patterns should be planned as far ahead as possible
- Example of calculation of annualised hours for an individual who works 4 hrs per day, 20 hrs per week, 5 days per week, 52 weeks per year = 20×52.142857 payment weeks per year, = 1042.8 hrs per year
- Salary is paid over 12 equal monthly instalments with a recovery clause for any overpayment if the individual leaves before completing the contracted hours for the period
- Consider if the system requires careful planning including staff side consultation
- Hours worked should be recorded on a weekly basis and monitored on a monthly basis to ensure that at year end, the individual is on track to have worked the annual contracted hours. Any working which would accrue unsocial hours payment must be justified and authorised by the line manager prior to being worked. Overtime will not normally be paid for hours worked above 37.5 hours

- The annualised hours scheme is not intended to increase working hours at the individuals request in exchange for extra days off at particular periods i.e. school holidays. Any hours worked shall only be worked within Service hours and where the needs of the service require this. Any annualised hours to be taken should be authorised and approved by the individuals line manager to meet service need and the employee's request.
- Annual leave should be calculated in hours

Impact on pay and benefits

This will only affect part time employees who reduce their hours in conjunction with taking up the annualised hours. The benefits affected will be:

- Pay awards/salary increases
- Death in-service Benefits
- NHS Pension Scheme benefits
- Redundancy Pay
- Holiday and Special Leave/Pay
- Sick Pay and Maternity Pay

20.6 TERM-TIME WORKING

Definition

Term-time working enables staff who have school age children to work during school time and spend time away from work during school holidays. It can be difficult to implement and is mainly used as a temporary short-term arrangement or for staff whose work is undertaken in schools on a term time basis.

Points to be considered

- Can the service accommodate periods of absence during popular annual leave periods during the school holidays? Consider if the job needs to be covered during the periods of absence and if additional staff costs will be incurred as this would suggest term time working is not suited to meeting service needs.
- Do school holidays coincide with a natural dip in activity?
- Are other skilled staff readily available to fill the gap during school holidays
- What would be the impact on other staff wishing to take leave during school holidays and could the service accommodate requests from other staff
- Salary is paid over 12 equal monthly instalments with a recovery clause for any overpayment if the individual leaves before completing the contracted hours for the period

- Term-time working staff only take 'leave' during school holidays as their monthly salary includes a payment for annual leave. Pay and annual leave is normally calculated over a working year of 39 working weeks
- Example of calculation of leave and general public holidays for 39 week, term-time working

Calculation of leave/public holidays if based on **52 working weeks** per year:

27 days annual leave per year ÷ 5 days (working week) = 5.4 weeks annual leave per year.

8 public holidays ÷ 5 days = 1.6 weeks public holidays per year.

5.4wks + 1.6wks = 7wks total leave entitlement for full time staff per year.

Calculation if leave based on **39 working weeks** term-time only per year:

52 wks - 7wks leave = 45 weeks

39 weeks term time ÷ 45 weeks x 7 wks leave = 6.2 weeks leave

6.2 weeks x 5days (working week) = 30.45 days leave per year.

Impact on pay and benefits

If the individual does not work the full time hours for the post, salary and all pay related benefits are reduced pro-rata to the full-time entitlement e.g.:-

- Pay awards/salary increases
- Death in-service Benefits
- NHS Pension Scheme benefits
- Redundancy Pay
- Holiday and Special Leave/Pay
- Sick Pay and Maternity Pay

WORKING RECORD FORM

Name_____Department_____Hrs +/- forward_____ from previous month

[illegible]

Signed/date.....Signed/date.....
(Employee) (Manager)

To be retained by the manager

SOUTH WEST YORKSHIRE PARTNERSHIP NHS FOUNDATION TRUST

**Agreement to Opt Out of Regulation 4(1) of the Working Time Regulations
1998 About Maximum Weekly Working Time**

1. I (*name*) agree with the South West Yorkshire Partnership NHS Foundation Trust of Fieldhead, Ouchthorpe Lane, Wakefield, WF1 3SP, "the Trust" that the limit in regulation 4(1) of the Working Time Regulations 1998 shall not apply to me and that my average working time may therefore exceed 48 hours for each seven-day period (as defined by and calculated in accordance with the Working Time Regulations 1998).
2. This agreement shall apply from (*date*)..... .
3. I agree that I will comply with any and all policies of the Trust, from time to time in force, which relate to its maintenance of records of my hours of work.
4. This agreement can be terminated by me giving at least seven days notice in writing to the Trust.

Signed: **Date:**
(Employee)

Name:
(please print)

Signed: **Date:**
(Manager)

Name:
(please print)

Copies to: The employee

The employee's manager

Payroll, for personal file

CONFIDENTIAL**DATE****Name of office/team****Location address****PRIVATE AND CONFIDENTIAL****Address**

Name

Address

Address

Address

Postcode

Postcode**Tel:****Email address**

Dear Colleague

**WORKING TIME REGULATIONS 1998 - AGREEMENT TO WORK BEYOND THE
MAXIMUM WEEKLY WORKING TIME**

I am writing to confirm the arrangements for individuals to work beyond the 48 hour per week average specified by the Working Time Regulations 1998.

The Working Time Regulations state that an employee cannot be required to work for more than an average of 48 hours per week, unless she/he signs an individual agreement, agreeing that this limit will not apply to him/her.

Although the Trust believes that it's established working hours suit both its employees and service needs, we recognise that from time to time you may wish to work more than 48 hours per week. Particularly if you work significant amounts of voluntary overtime or have another job with another employer. However, to do so you will need to sign and return the agreement (on the reverse of this letter) to me. The sole purpose of the agreement is to ensure that our current working practices comply with the law. There will be no change to your terms and conditions of employment as a result of this agreement.

If you have any concerns about this agreement, please contact me immediately. If you wish to subsequently cancel this agreement, you may do so by providing at least seven days notice.

Yours sincerely

Line Manager

Copy to: Payroll for personal file

SOUTH WEST YORKSHIRE PARTNERSHIP NHS FOUNDATION TRUST**WORKING TIME DIRECTIVE MONITORING FORM (48 HOURS)**

NAME:				JOB TITLE:			
				DIRECTORATE:			
	Week Commencing	Hours worked in this Trust	Hours (other paid work)		Week Commencing	Hours worked in this Trust	Hours (other paid work)
1.				14.			
2.				15.			
3.				16.			
4.				17.			
5.				18.			
6.				19.			
7.				20.			
8.				21.			
9.				22.			
10.				23.			
11.				24.			
12.				25.			
13.				26.			
SUB TOTAL				SUB TOTAL			
				26 WEEKS TOTAL			
				26 WEEKS AVERAGE			
Have you signed an agreement to work more than an average 48 hours Yes/No							
Signed:				Date:			
On completion, please pass this form to your Manager							
Signed: (Manager)				Date:			
<u>Action</u> required:							

Form to be retained by Manager for 2 years.

GUIDANCE ON PLANNING WORKING TIME

The Working Time Regulations 1998 introduced measures which ensure that workers do not work excessive hours. The Regulations are viewed as an important piece of Health and Safety Legislation which helps protect the health of staff who work for the Trust from the potentially harmful effects of working continuously for excessively long periods. Also, when staff work excessive hours, there is a greater risk of accidents happening and mistakes being made.

The Working Time Regulations cover the following areas:

- An average 48 hour working week
- Four week's paid annual holiday
- One day's rest in seven (or two a fortnight)
- 11 hours rest between working days
- A 20 minute break if the working day exceeds 6 hours
- Health assessments for night workers
- An 8 hour limit on nightworking

The following good practice guidance has been developed to assist duty planning and use of overtime to help prevent excessive hours being worked.

As new services are planned and developed within the Trust, the following guidance will be adhered to ensure the new service complies with the Working Time Regulations.

The Trust does not require staff to work more than their contracted hours. However, there may be occasions when staff are asked to undertake additional duties but, hours worked should not normally exceed an average of 48 hours per week (over a 17 week period).

Duty Planning

Those staff who wish to, or are likely to, exceed an average of 48 hours per week must agree to this by signing the accompanying agreement. This means they agree to working voluntarily beyond the 48 hour average specified in the Regulations. The following conditions are based on the Working Time Regulations and Good Practice and should be observed.

1. Ward Managers will supervise and monitor rota planning and work patterns.
2. All overtime/additional hours will be monitored by Ward Managers.
3. Staff who also undertake work outside of the Trust should be asked of additional hours already worked to ensure that they do not work excessive hours.
4. It is the responsibility of staff to advise of hours already worked when agreeing to work overtime for the Trust.
5. No more than six consecutive days will be rostered, unless this is necessary and requested by the member of staff concerned.

6. Staff must have at least one day off per week (seven day period). Except where shift patterns provide for compensatory time off in the following seven day period (e.g. seven on, seven off night shifts), when at least two consecutive days off must be taken.
7. Staff should not work double shifts which include a night shift.
8. Where, exceptionally, staff are asked to work overtime during a period of annual leave, a record should be made on their leave card and care taken to ensure the legal minimum leave period of 4 weeks is taken.

The Working Time Regulations are complex and subject to change, advice can be sought from a Human Resources representative.

FLEXIBLE WORKING APPLICATION FORM (FORM FWR1)

NOTE TO THE EMPLOYEE(S) (an individual or team can submit an application)

NOTE TO THE MANAGER

It is your responsibility to give serious/timely consideration to this request. Normally, within **28 days** of receipt of the application, you should hold a meeting with the individual(s) to discuss the outcome of their request. You should confirm receipt of this application using the attached confirmation slip.

Form **FWR2**, the Flexible Working Application Reply Form is available to respond to this application. Please refer to the Trust's Flexible Working Guidelines or contact a HR representative for assistance.

You should first read the Trust's Guidelines on Flexible Working. If you need further advice please contact, your Manager, HR or Trade Union representative.

It may take up to 14 weeks to consider your request before it can be implemented and possibly longer where difficulties arise. You should, therefore, ensure that you submit your application well in advance of the date you wish the request to take effect.

It is important that you complete all the questions fully. Normally, within 28 days of receipt of your application, your manager will meet with you to discuss your request. If the request is granted, this would result in a temporary or substantive change to your terms of employment. All agreed applications are subject to annual review and you may be asked to revert to your substantive working hours/pattern as per the needs of the service or change in circumstances.

1a. Personal Details

Name:

Job Title:

Department

Manager:

Tel no:

2a.

Are you making your request as a reasonable adjustment for a disability (Yes/No)

Do you have caring responsibility for a child or adult dependant?
(or expect to have) (Yes/No)

Substantive/temporary change requested (delete as appropriate)

3a. Describe your current working pattern (days/hours/times worked)

**3b. Describe the working pattern you would like to work in future
(days/hours/times to be worked)**

**3c. Please state why you are requesting the working pattern above e.g.
childcare needs (please note that this section is optional as there is no
formal requirement for up-front justification of a flexible working request)**

3d. I would like this working pattern to commence from

Date:

4. Is there any flexibility from you with this application?

**5. I am aware that the flexible working will be reviewed annually and maybe
revoked by my manager due to service needs and/or change in
circumstances.**

Please tick to confirm

☐

Please continue on a separate sheet if required which should also be signed and
dated and attached to this form.

Employee(s)

Signature:

Date:

NOW PASS THIS APPLICATION TO YOUR MANAGER

Please copy and send copy to your employee.

Manager’s Confirmation of Receipt *(complete and return to the employee)*

To:

I confirm that I received your request to change your work pattern on:

Date:

I shall be arranging a meeting to discuss your application, normally within **28 days** following this date. In the meantime you might want to consider whether you would like a Trade Union Representative or Fellow worker to accompany you at the meeting. Please advise me of your decision.

From:

Copy to HR and copy to employees’ personal file

FLEXIBLE WORKING APPLICATION - REPLY FORM (FORM FWR2)

Note to the Manager

Complete this form, normally within **7 days** following the initial meeting with the individual to inform them of your decision. If you cannot agree to their request, you may wish to explore alternatives including offering a trial period. The business grounds for not agreeing a solution must be stated. If a solution is not agreed, the request must be reviewed at the escalation stage by the next level of management.

Name:

Job Title/department:

Following receipt of your application and our meeting on
I have considered your request for flexible working.

Date:

☐ I am pleased to confirm that I am able to accommodate your application on a temporary/substantive basis (please delete as appropriate)

☐ I am unable to accommodate your original request. However, I am able to offer the alternative pattern, which we have discussed, and you agreed would be suitable to you.

Your new working pattern will be as follows:

Your new working arrangements will begin from

Date:

☐ We have been unable to agree a solution to your request and it has therefore been escalated to the next level of management for consideration.

Note to the Employee

Please note that the change in your working pattern will be reviewed regularly normally in May, and at appraisal to ensure continuing fit with service/your needs. If you have any questions on the information provided on this Form, please contact me to discuss them as soon as possible. Please sign below to confirm your acceptance of the new working pattern. Keep a signed copy of this form for your files returning the original signed document to me so that I can forward to HR/Payroll

Name:

Date:

☐ Electronic copy to HR Department,

☐ Changes form to payroll if contractual change eg in hours of work

Reasons for failure to agree solution at initial stage

The request has not been agreed on the following business ground(s) (explain why these grounds apply)

Details of other options considered but not agreed (with reasons)

Name:

Date:

ESCALATION STAGE

Details of discussion at escalation stage including options considered (including those outside of role). Where a solution is agreed, provide details of the new working pattern to be implemented (including duration where this is time limited) and where appropriate complete relevant payroll changes form. If no solution is agreed and the request declined, provide written reasons to the employee.

Name

Date

Copy to be placed on employee's personal file & copy sent to HR for recording

Note to the Employee

If you are unhappy with the decision you may appeal against it. You must submit a written appeal to the next level of management within **7 days** of receiving written notice that your application has been rejected. The Flexible Working Appeal **FWR4 Form** is available for this purpose.

Note to the Manager

The Trust is monitoring all Flexible working applications, accepted or rejected. Please ensure a copy of this form or subsequent appeal and outcome documentation is copied to the HR Department.

FLEXIBLE WORKING - EXTENSION OF TIME LIMIT FORM (FORM FWR3)

Note to the Manager

You may complete this Form when confirming an agreement with your employee that you wish to extend a time limit for any part of the process.

To: Job Title/department:

I wish to extend the time limit to:

- Arrange a meeting to discuss your application (28 days)
- Notify you of my decision regarding your application (7 days)
- Arrange a meeting to discuss your appeal (7 days)
- Notify you of my decision regarding your appeal (7 days)

I wish to extend the time limit to days. This means that I will have until: to complete the necessary action.

I need extra time for the following reason:

If you agree to this extension, please complete the slip below and return it to me.

Signed: Date:

NOW PASS THIS APPLICATION TO YOUR EMPLOYEE

.....

Manager: please copy and send to Employee

Employee's Agreement to Time Extension (to be completed and returned to the manager)

To:

I accept your request to extend the amount of time to:

Signed: ate:

Copy: personal file

FLEXIBLE WORKING REQUEST - APPEAL FORM (FORM FWR4)

Note to the Employee

If your application has been refused, you should use this form to make your appeal to the next level of management. You should set out the grounds on which you are appealing and do so within **7 days** of the date of the written notice that your application has been declined.

Note to the Senior Manager

This is a formal appeal made under the right to apply for flexible working in accordance with NHS Terms and Conditions. You normally have **7 days** following your receipt of this form in which to arrange a meeting with your employee to discuss their appeal.

Personal Details

Name:

Job Title:

Print

Department

Manager:

Print

Tel no:

APPEAL DETAILS

To:

I wish to appeal against the decision to decline my application for flexible working. I am appealing on the following grounds:

Signed:.....

Date:.....

DATE

PRIVATE AND CONFIDENTIAL

Name
Address
Postcode

Name of office/team

Location address

Address

Address

Address

Postcode

Tel:

Email address

Dear

Re: FLEXIBLE WORKING REQUEST APPEAL

I am writing with reference to your flexible working request which you submitted to your manager.

I understand that your request for flexible working was reviewed and declined by (Name) at the escalation stage and you have subsequently appealed against the decision.

I would therefore like to invite you to a meeting to discuss this matter further. The details of the meeting are:

Date:

Time:

Location:

Enclosed are the relevant papers which will be discussed at the meeting.

I will be supported at the meeting by (Name) HR Representative. You are entitled to be accompanied by a trade union representative or a fellow worker who is not acting in a legal capacity. Please contact (Name) on (Contact Number) to confirm your attendance by no later than (Date).

Yours sincerely

Title of Manager

cc Personal file

DATE

PRIVATE AND CONFIDENTIAL

Name
Address
Postcode

Name of office/team

Location address

Address

Address

Address

Postcode

Tel:

Email address

Dear

Re: FLEXIBLE WORKING REQUEST APPEAL OUTCOME

Thank you for attending the Appeal meeting which was held on *(Date of Meeting)*. I was supported at the meeting by *(HR Representative)* and you were supported by/you chose to attend on your own at the meeting.

I refer to the details which were discussed concerning your request for flexible working:

(Context around original request to be summarised here)

Following submission of your request and subsequent consideration at the escalation stage, you met with *(Name of Manager who met with employee to give decision)* on *(Date)*. At that meeting a decision was taken that your flexible working request could not be agreed due to *(give rationale here)*. You subsequently submitted an appeal in line with the Trust's Flexible Working Policy.

At the appeal meeting we discussed:

(Details of discussion at the appeal meeting)

****After considering the information at the appeal hearing I can confirm that I uphold the original decision given by *(Name of Manager)* on the grounds that:**

(give rationale around decision) or:

****After considering the information at the appeal hearing I can confirm that I do not uphold the decision given by *(Name of Manager)* *(give rational around decision)* and I can confirm that your flexible working application is agreed on the following basis:**

(Give details of agreed working pattern)

Your agreed flexible working arrangement will be reviewed annually in line with Trust Policy.

Yours sincerely

Title of Manager

Evaluating a request for flexible or part-time working – Manager's Checklist

Which options are being considered (tick box)?

Part-time options	☐	Full-time options	☐
Fixed part-time hours		Shift working	
Term-time working			
Voluntary reduced work time		Compressed hours	
Flexible part-time hours		Flexitime	
Job-share			
Annual hours		Annual hours	
Homeworking		Homeworking	

GENERAL	Do you know why the employee has asked for this particular arrangement? Would another arrangement be equally suitable for their needs?
	If the requested option is not referred to in the Guidance, it may still be considered if it meets service and individual needs.
	Are there any other staff already working this arrangement, formally or informally? What feedback can you get from them to help you make your decisions?
	Do you know anyone who is managing/has managed the proposed arrangement and can give you advice?

IMPACT ON THE SERVICE	What are the likely effects of this change to the service or other staff's working arrangements?
	Will the benefits outweigh any potential adverse effects for service users/staff? How can any adverse impact be minimised?
	What is the likely impact on other staff? Will the benefits outweigh any potentially adverse effects on other staff?
	Are there peaks and troughs of demand in the service which this new arrangement could meet?
	What are the implications for service/staff costs and CIPS?
	Will this arrangement increase the number of staff you need, if so can it be considered as a suitable option?
	Will it make current staff management arrangements more complex? If so how can this be managed?

	Would the employee need any extra training or development in order to get the best out of the new arrangement? If so, how can the training be provided quickly and efficiently?
	Does the employee work as part of a team? If so does s/he understand his/her obligations to the rest of the team under the new arrangements?

IMPACT ON STAFF MEMBER	Is the employee fully aware of the financial implications of changing their proposed way of working (including implications on pay, pension, travel etc)?
	Does the employee understand the implications for their own well- being?
	Has the employee discussed the proposed arrangement with family and others on whom the new arrangement may depend and obtained their support?
	If the request is for home working, does the employee understand that this is not a substitute for having childcare arrangements in place?
	Does the employee understand this will be a permanent change if it affects the weekly number of hours worked?

STAFF MANAGEMENT ISSUES	Will there be any need to change the way the employee's performance or attendance etc, is recorded?
	How will the employee be kept informed of latest developments relevant to their work?
	How will the employee keep you informed of latest developments relevant to their work?
	Does there need to be any change to arrangements for clinical supervision, development and training?
	What arrangements will be needed for team meetings if appropriate?
	What arrangements will be needed for staff/clinical supervision and appraisal/performance management meetings
	Are any special arrangements needed for holiday cover?
	Will there be any additional travelling expenses or changes to travel or for claiming expenses?
	Will there be a trial period, when will it be reviewed?
	If the request is for home working have you considered the Health & Safety implications?

Equality Impact Assessment template to be completed for all policies, procedures and strategies

Date of EIA: 21.09.2022

Review Date: October 2023

Completed By: HR business manager

	QUESTIONS	ANSWERS AND ACTIONS
1	What is being assessed? Prompt: what is the function of this document (new or revised)	Flexible Working Policy and Procedure (review of existing policy).
2	Description of the document Prompt: What is the aim of this document	The aim of the Policy and Procedure is to inform staff of the different flexible working options, the impact it may have on pay and benefits and the process for requesting flexible working.
3	Lead contact person for the Equality Impact Assessment	Paul Brown HR business manager
4	Who else is involved in undertaking this Equality Impact Assessment	People Directorate colleagues, staff side, employment policy group
5	Sources of information used to identify barriers etc Prompts: service delivery equality data – refer to equality dashboards (BI Reporting - Home (sharepoint.com)) satisfaction surveys, complaints, local demographics, national or local research & statistics, anecdotal. Contact InvolvingPeople@swyt.nhs.uk for insight What does your research tell you about the impact your proposal will have on the following equality groups?	Data is taken from the Equality Workforce Monitoring Annual Report 2022. The data is Trust wide and includes medical staff unless otherwise advised. Flexible working arrangements for staff using e- rostering is partly available but very little exists. Very limited information is available for staff not on e-rostering and there is known to be wide spread under reporting.
5a	Disability Groups: Prompt: Learning Disabilities or Difficulties, Physical, Visual, Hearing disabilities and people with long term conditions such Diabetes, Cancer, Stroke, Heart Disease etc. Accessible information standard	<u>Staff in Post</u> 8.4% Disabled staff may benefit from flexible working arrangements as a reasonable adjustment to support them to manage their disability. The trust has introduced a staff disability and reasonable adjustments policy which includes supportive disability and wellness planning agreements where flexible working arrangements can be discussed. The staff network is available for peer support & information sharing. Any member of staff may request flexible working without the need for up front justification and it is not anticipated there would be any adverse impact to any group through the implementation of this policy in fact this policy will support our disabled staff to achieve a more positive work life balance.

5b	Gender: Prompt: Female & Male issues should be considered	<u>Staff in post</u> Female – 79.1% Male – 20.9% Historically more female staff request flexible working to support carers responsibilities and this policy will positively support that group of staff. This also applies to all staff without the need for up front justification and it is not anticipated therefore would be any adverse impact to any group through the implementation of this policy.
5c	Age: Prompt: Older people & Young People issues should be considered	<u>Staff in post</u> 19 and under – 0.20% 20 – 29 – 13.4% 30 – 39 – 23.4% 40 – 49 – 24.1% 50 – 59 – 28.6% 60 – 69 – 9.8% 70+ - 0.5% We know from staff survey and other evidence that the older workforce value flexible working and also the younger generation and as such this is important to support and offer this to retain staff. As any member of staff may request flexible working without the need for up front justification and it is not anticipated there would be any adverse impact to any group through the implementation of this policy.
5d	Sexual Orientation: Prompt: Heterosexual, Bisexual, Gay, Lesbian groups are included in this Category	<u>Staff in Post</u> Gay or Lesbian – 2.4% Heterosexual – 82.8% Bisexual – 1.2% Unknown – 13.6% Any member of staff may request flexible working without the need for up front justification and it is not anticipated there would be any adverse impact to any group through the implementation of this policy.
5e	Religion & Belief: Prompt: Main faith groups and people with no belief or philosophical belief issues should be considered	<u>Staff in Post</u> Atheism – 19.6% Christianity – 46.9% Islam – 3.7% Unknown – 18.0% Other – 11.9% Any member of staff may request flexible working without the need for up front justification and it is not anticipated there would be any adverse impact to any group through the implementation of this policy.
5f	Marriage and Civil Partnership Prompt: Single, Married, Co-habiting, Widowed, Civil Partnership status are included in this category	<u>Staff in post</u> Civil partnership – 1.2% Divorced & legally separated – 9.6% Married – 50.1% Single – 37.4% Widowed – 0.9% Unknown – 0.8% Any member of staff may request flexible working without the need for up front justification and it is not anticipated there would be any adverse impact to any group through the implementation of this policy.
5g	Pregnancy and Maternity Prompt: Currently pregnant or have been pregnant in the last 12 months should be considered	no data available Any member of staff may request flexible working without the need for up front justification and it is not anticipated there would be any adverse impact to any group through the implementation of this policy. Flexible working may be of additional benefit to those in the run up to or returning from maternity leave.

5h	Gender Re-assignment Prompt: Transgender issues should be considered	There is no information available in the trusts workforce monitoring data to specifically identify trans staff. Stonewall report: <i>There isn't an accurate figure for how big the trans community is. There were no questions about trans identity in the census until this year, and we're awaiting those results. There also isn't any existing research that covers enough people to be statistically significant.</i> <i>The best estimate at the moment is that around 1% of the population might identify as trans, including people who identify as non-binary. That would mean about 600,000 trans and non-binary people in Britain, out of a population of over 60 million.</i> Any member of staff may request flexible working without the need for up front justification and it is not anticipated there would be any adverse impact to any group through the implementation of this policy.
5i	Carers Prompt: Caring responsibilities paid or unpaid, hours this is done should be considered	No workforce data available Any member of staff may request flexible working without the need for up front justification and it is not anticipated there would be any adverse impact to any group through the implementation of this policy. Again this policy is a positive support for Carers who may need and benefit from flexible working depending on their caring responsibilities. They may access additional support through the use of the staff carers passport & advice/guidance/signposting available from the staff carers network
5j	Race Prompt: Indigenous population and BME Groups such as Black African and Caribbean, Mixed Heritage, South Asian, Chinese, Irish, new Migrant, Asylum & Refugee, Gypsy & Travelling communities.)	<u>Staff in post</u> Non-medical Asian – 3.5% Black – 3.4% Chinese/other – 0.9% Mixed – 1.4% White – 90.7% Not stated – 0.2% Medical Asian – 47.0% Black – 5.4% Chinese/other – 10.1% Mixed – 3% White – 34.5% Not stated – NIL Any member of staff may request flexible working without the need for up front justification and it is not anticipated there would be any adverse impact to any group through the implementation of this policy.

Action Plan

EIAs are now reviewed using a grading approach which is in line with our Equality Delivery System (EDS). This rates the quality of the EIA. This means that the team can review the EIA and make recommendations only. The rating and suggested standards are set out below:

- **Under-developed** – red – **No data. No strands** of equality
- **Developing** – amber – **Some census data plus workforce. Two strands** of equality addressed
- **Achieving** – green – **Some census data plus workforce. Five strands** of equality addressed
- **Excelling** – purple – **All the data and all the strands** addressed

Potential themes for actions: Geographical location, built environment, timing, costs of the service, make up of your workforce, stereotypes and assumptions, equality monitoring, community relations/cohesion, same sex wards and care, specific issues/barriers.

Who will benefit from this action?	Tick all that apply	Action 1: This is what we are going to do	Action 2: This is what we are going to do	Action 3: This is what we are going to do	Lead/s	By When	Update/review outcome	RAG
Age	/	To develop a centralised logging system for flexible working arrangements so that equality monitoring information is available.	Undertake an in depth review of the policy within the next 12 months to identify additional areas of improvement and develop any new approaches. Also how this policy can support our retention plans	Support managers to think differently about flexible working as a recruitment and retention aid and through increased awareness of roster management and different ways of workinh	People directorate nominated lead	October 2023		
Disability	/	As above						
Gender reassignment	/	As above						
Marriage and civil partnership	/	As above						
Race	/	As above						

Religion or belief	/	As above						
Sex	/	As above						
Sexual orientation	/	As above						
Pregnancy and maternity	/	As above						
Carers	/	As above						

6. Involvement & Consultation: New or Previous (please include any evidence of activity undertaken in the box below)

As it is a staff specific policy, service users were not involved. Staff Side Organisations and managers in the EPG represent the interests of staff. Further involvement and consultation to take place as part of an in depth review of this policy to be completed in the next 12 months.

7 Methods of Monitoring progress on Actions

Through planning and development of new policy.
Development of recording system to monitor flexible working arrangements.
Using leavers data to track reasons for leaving

8 Publishing the Equality Impact Assessment

The EIA will be published as an appendix to the Policy which will be available on the Trust Intranet

9 Signing off Equality Impact Assessment:



Lindsay Jensen
Deputy Chief People Officer

Date: 7 October 2022

**Once approved, you must forward a copy of this
Assessment/Action Plan by email to:
InvolvingPeople@swyt.nhs.uk**

**Please note that the EIA is a public document and will be published on
the web.**

**Failing to complete an EIA could expose the Trust to future legal
challenge.**

Version Control Sheet

This sheet should provide a history of previous versions of the policy and changes made

Version	Date	Author	Status	Comment / changes
1	Dec 2003	Marilyn MacDougall HR Business Partner	Previous	Final version approved by EMT
1.1	March 2013	James Corson HR Business Manager	Previous	Interim amendment to recognise changes to legislation affecting the criteria for both Flexible working and Parental leave. The Guidelines will be more comprehensively reviewed later in the year.
2	June 2014	Marilyn Gill HR Business Manager	Previous	This policy replaces all similar previous policies covering Flexible Working, whether of the Trust or of any former organisations that applied to employees, who have now joined, or transferred to the Trust.
3	September 2016	Karen Kenworthy Senior HR Advisor	Previous	Updating of flowcharts/application process
4	October 2021	HR Business Manager	Previous	Interim changes made to account for changes to NHS Terms and Conditions pending a full policy review/re-write
5	October 2022	HR Business Manager	Previous	Periodical review. Minor amendments only.
6	August 2023	Sam Hodzic Senior HR Advisor	Current	Periodical review in line with new legislation. Minor amendments only.