

Flexible Working Policy

Compass Disability Services

Units 11 – 12 Belvedere Trading Estate
Taunton, TA1 1BH

Date: February 2016

Review date: February 2019

Background

Compass Disability Services recognises that there is a legal responsibility to consider flexible working arrangements for all employees. Employees who work flexibly often have a greater sense of responsibility, ownership and control of their working life. If a manager helps an employee to balance their work and home life this can be rewarded by increased loyalty and commitment. An employee may feel more able to focus on their work and to develop their career.

Introduction

Compass Disability Services is committed to achieving the highest standard of services for its service users. This can be achieved through a highly trained, skilled and motivated workforce. The provision of flexible working patterns is an important part in making it possible to attract and retain the best possible staff. A flexible approach to working patterns also enables Compass Disability Services to demonstrate commitment to fair and equal treatment inside the workplace.

Purpose

The purpose of this policy is to confirm the commitment of Compass Disability Services to maximising the opportunities to recruit, retain and motivate staff by making available a range of flexible forms of working and fulfil our legal obligations as an employer.

Scope

The provisions of this policy apply to all employees of Compass Disability Services.

General Principles

Current legislation means that all employees can apply for flexible working if they've worked continuously for the same employer for the last 26 weeks. It's known as 'making a statutory application.

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The current legislation regarding flexible working states that one request per year may be made; however Compass Disability Services will consider all requests made.

In order for a flexible working request to be granted, the request must not be to the detriment of the organisation and must meet the needs of the organisation and the employee. A request can be refused if the organisation has a good business reason for doing so.

Each request for flexible working will be considered individually and assessed on its own merits by the line manager in the first instance.

Employees who may be affected by the requested change must be consulted before a decision is confirmed.

Contractual changes to terms and conditions can only be agreed following careful consideration of the implications and a proper understanding of the employee's circumstances. Pay and benefits may need to be adjusted on a pro-rata basis to reflect changes in hours worked and the effects of the proposed change fully explained and agreed with the employee.

Employees working flexibly will not be treated less favourably in relation to access to training or promotional opportunities.

The application of flexible forms of working should not result in Compass Disability Services incurring additional costs without objective justification.

Types of Flexible working

There are various different forms of flexible working that may be considered. These include but are not limited to

- Job sharing - Two people do one job and split the hours.
- Working from home - It might be possible to do some or all of the work from home or anywhere else other than the normal place of work.
- Part time - Working less than full-time hours (usually by working fewer days).
- Compressed hours - Working full-time hours but over fewer days.
- Flexitime - The employee chooses when to start and end work (within agreed limits) but works certain 'core hours', eg 10am to 4pm every day.
- Annualised hours - The employee has to work a certain number of hours over the year but they have some flexibility about when they work. There are sometimes 'core hours' which the employee regularly works each week, and they work the rest of their hours flexibly or when there's extra demand at work.
- Staggered hours - The employee has different start, finish and break times from other workers.

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- Phased retirement - Default retirement age has been phased out and older workers can choose when they want to retire. This means they can reduce their hours and work part time.

Responsibilities

Any employee wishing to make a flexible working request must follow the Flexible Working Request procedure.

Any line manager receiving a flexible working request is responsible for giving full consideration to each request, ensuring that individual circumstances and the needs of the business are fully considered and a measured response given. Further guidance can be found on the ACAS website at

<http://www.acas.org.uk/index.aspx?articleid=1616>

Policy Revision

This policy will be reviewed every three years and amended as necessary, or earlier in accordance with any forthcoming legislation. All employees should pass suggestions or recommendations for the revision of any aspect of this policy through normal channels to the Chief Executive.

Associated Documents

Flexible Working Request Procedure

Equal Opportunities Policy

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