

Spiral Sussex

**Flexible Working
Policy**

February 2019

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Policy

This policy and procedure has been approved by the Executive Committee of Spiral Sussex which are responsible for its review.

The original signed copy of this policy and procedure is kept at Spiral Sussex's office.

Signed: Mark Shanahan Date: 5th February 2019

Name: Mr Mark Shanahan

Chair of Trustees

Signed Marc Blackwell Date: 5th February 2019

Name: Mr Marc Blackwell

Trustee

Record of adoption and review of this policy and procedure:-

- Adopted:
- To be reviewed: (+1 years from the adopted date)

Spiral Sussex

Flexible Working

1. Eligibility

After 26 weeks of continued employment, paid staff members can request flexibility to their working arrangements. Requests to flexibility must be made in writing. One request per 12-month period may be submitted, unless there are drastic changes to the staff members' need for flexibility, such as due to accident or illness.

Staff members returning from parental leave may also request flexible working.

Requests for flexibility will be decided on by the Chief Executive. In the case that a request is rejected, the reasons for this will be communicated in writing to the staff member.

2. Forms of flexible working that can be requested

The below possibilities for flexible working can be requested:

- Changes to the quantity of working hours
- Changes to the times of working hours
- To work from home for all or part of the working time

Changes to working patterns or locations are made on a permanent basis. However, changes can be made in the future based on agreement by both parties.

3. Flexible working request procedure

Requests must be made in writing and should include the following information:

- The date of the application
- The changes requested
- The date for changes to begin
- Perceived impacts, if any, requested changes may have on Spiral Sussex

- Suggestions for limiting any negative impacts on Spiral Sussex
- Confirmation that it is a statutory request for flexible working
- The date of any previous formal flexible working request

4. Flexible working request responses and appeal procedures

Responses to requests for flexible working will be given in 3 months from the date the application is received in writing by Spiral Sussex. The decision will be provided in writing to the staff member requesting flexible working.

In the case that the request is granted in full, no meeting is required. However, the Chief Executive may feel that it is necessary to hold a meeting with the staff member before making a decision. In this meeting the staff member may be accompanied by a colleague if they wish, however they may not be accompanied by a trade union official unless the official is a fellow colleague at Spiral Sussex. Failure to attend this meeting without prior notice of good cause will lead the request to be considered withdrawn. A subsequent request may only be made after another 12-month period.

A request for flexible working may be rejected based on the following grounds:

- Burden of additional costs
- Detrimental effect on ability to carry out Spiral Sussex services in a safe and effective way
- Inability to re-organise work among existing staff
- Inability to recruit additional staff
- Detrimental impact on quality of staff member's or Spiral Sussex's
- Detrimental impact on performance of staff member's or Spiral Sussex's
- Insufficient work during the periods the employee proposes to work
- Planned organisational structural changes

The decision on the staff members request for flexible working will be communicated as soon as possible. In the case that the request is rejected, the staff member may appeal the decision.

5. Appealing the rejection of a flexible working request

In the case that the staff member's request for flexible working is rejected, they may appeal the decision.

Staff are given 5 working days in which time they have the right to request an appeal. An appeal can be made based on the following grounds:

- They feel that the decisions made were not fair
- They have new information that may respond to the Chief Executive's concerns

The appeal should be sent to the Chief Executive who will then arrange an appeal hearing.

In most instances, an appeal hearing will consist of a review of the case. In the case that the staff member believes that the facts were not fully or properly considered, they can request a full re-hearing. Appeals will not be heard by the same person running the hearing, usually these will be heard by a Trustee.

Within 5 working days an answer on the outcome of the appeal will be given to the staff member.

Audit Guidance

Check	Evidence
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Have requests for flexible working been received?	Ask CEO whether any requests for flexible working have been received by the charity. Check records
How were these requests processed?	Ask staff members who requested flexible working how they felt their requests were dealt with? Check records to see if the procedure was followed correctly?