



LOCAL COUNCIL
AWARD SCHEME
QUALITY GOLD

Jane Austin
Executive Officer

Moulton Parish Council
Moulton Community Centre - Sandy Hill
Reedings, Moulton, Northants, NN3 7AX
t: 01604 642202
e: info@moultonparishcouncil.org.uk
w: www.moultonnorthants-pc.gov.uk

Flexible Working Policy

Moulton Parish Council is committed to providing a flexible working environment which promotes positive work life balance.

Flexible working is a way of working that suits an employee's and employer's needs. Flexible working could be part time working, job sharing, working from home, staggered hours (different start, finish or break times), compressed hours (working full time hours over fewer days), or phased retirements.

This policy also covers informal flexible working for example to make time up for personal appointments or swapping shifts, where the needs of the business allow.

Moulton Parish Council welcomes the continued involvement of employees in implementing this policy.

1. Purpose and Scope

The purpose of this policy is to encourage employees to achieve a healthy work life balance and enable them to gain access to appropriate support and opportunities when experiencing the effects of physical or mental health conditions.

Whilst exercising its duty of care towards employees, the council acknowledges that it should be encouraging employees to take more personal responsibility for their lifestyle choices, health, and wellbeing.

This policy provides guidance:

- to employees on how to request flexible working
- to managers on who to respond to those requests
- non-statutory flexible working practices

2. Legal Responsibility & Policy Support

Moulton Parish Council recognises its duty of care to its employees and its legal obligation to support flexible working under the terms of:

[The Health and Safety at Work Act \(1974\) \(legislation.gov.uk\)](#)

[The Management of Health and Safety at Work Regulations \(1999\) \(legislation.gov.uk\)](#)

[Human Rights Act \(1998\) \(legislation.gov.uk\)](#)

[Data Protection Act \(1998\) \(legislation.gov.uk\)](#)

[Special Educational Needs and Disability Act 2001 \(legislation.gov.uk\)](#)

[Equality Act \(2010\) \(legislation.gov.uk\)](#)

[Employment Rights Act 1996 \(legislation.gov.uk\)](#)

Employees who have worked for the same employer for at least 26 weeks, who are not agency workers, have the statutory right to request flexible working - not just parents and carers. There is no legal responsibility for informal flexible working. However, the council recognises the importance of helping their staff to achieve a good work-life balance so will consider informal and statutory requests. For the purposes of this procedure, the focus will be on the process for making statutory requests.

Also see [Flexible working: Overview - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/flexible-working-overview)

Please also refer to our related policies outlined in Section 5.

3. Statutory Right to Request Flexible Working

Employees

Employees should submit their request in writing to the Executive Officer or, in the case of the Executive Officer, the Chairman of the council to discuss, outlining how they want to work flexibly, their requested flexible working start date and provide an explanation of how they think flexible working might affect the council and how this could be dealt with, for example, if they're not at work on certain days.

Employers

The Executive Officer, or Chairman of the council should consider the application and hold a meeting to discuss the request with the employee, at the earliest opportunity.

If the request can be accommodated, or an agreement reached by all parties on the request, a start date for the change and written statement of terms and conditions will be sent to the employee, within 28 days of the request being approved.

The council can reject an application following the meeting, for any of the following reasons:

- Extra costs that will damage the council.
- The work cannot be re-organised among other staff.
- People cannot be recruited to do the work.
- Flexible working will affect quality and performance.
- The council will not be able to meet customer demand.
- There is a lack of work to do during the proposed working times.
- The council is planning changes to the workforce.

The reasons for a refusal will be detailed in writing to the employee along with a right of appeal to the full council. The full council will hold an Appeal Hearing at the earliest opportunity and confirm the outcome of this hearing in writing to the employee.

All requests should be dealt with within three months of the date of application. An employee can only make one application for flexible working a year.

Please see our related policies in section 5 for other statutory obligations.

4. Non-statutory Flexible Working Practices

Where the needs of the business allow, Moulton Parish Council are committed to allowing flexible working practices.

In addition to the statutory paid Special Leave and unpaid Emergency Dependents Leave outlined in our Bereavement and Special Leave Policy. Where there is no statutory entitlement to pay if staff do take time off for an emergency, appointment, funeral, or other life event. Moulton Parish Council is committed to supporting their staff with their work/life balance and will assess each case on an individual basis and where reasonable, time can be made up via flexible working. Flexible working means managing your contracted working hours flexibility. You still work the number of hours in your contract, although these maybe over an extended or alternative time period to your contract.

Employees requesting flexible working must consult with the Executive Officer, or in the case of the Executive Officer by Chairman of the council, to discuss the options available prior to the flexible working commencing. These arrangements will always be at the discretion of the council, will depend on the circumstances of the case and the impact that any absence on your part may have on the organisation. However, the council will be sympathetic to your need for time off to deal with life events.

Examples of non-statutory flexible working practices, where the business allows are: Swapping working day or shifts, coming in early/late, leaving early, staying late, making up time for doctors' appointments or taking a pet to the vet, supporting with extra hours when colleagues are unwell or when the business needs extra support. This list is not definitive and will be at the discretion of the council.

Employees may, of course, use their annual leave allowance to deal with life events.

5. Recording Flexible Working

Timesheets (Appendix C) must be completed by all office staff with standard contracted hours to keep a record of flexible working.

6. Related Policies

This policy applies to all employees of Moulton Parish Council and should be read in conjunction with our other policies and procedures covering attendance. These policies have been written with the needs of the employee at the centre, and the council recognises that employees who are happy and well at work will perform at their best. Please refer to additional workplace policies:

- Managing Ill Health and Absence Policy
- Dignity at Work Policy
- Equality, Diversity and Inclusion Policy
- Bereavement and Special Leave Policy
- Working from Home Policy
- Maternity, Paternity and Adoption Policy

This policy is reviewed annually by the Executive Officer and submitted to the full council for approval.

Last Reviewed: January 2024
Review Due: January 2025