

# Flexible Working Framework

Date: 2<sup>nd</sup> July 2019  
Contact Officer: Christie Tims /Cathy Pepper  
Tel Number: 01543 308100/ 308112  
Email: [christie.tims@lichfielddc.gov.uk](mailto:christie.tims@lichfielddc.gov.uk)  
[cathy.pepper@lichfielddc.gov.uk](mailto:cathy.pepper@lichfielddc.gov.uk)  
Key Decision: NO  
Local Ward: None  
Members:

*Lichfield*  
district council  
[www.lichfielddc.gov.uk](http://www.lichfielddc.gov.uk)

## EMPLOYMENT COMMITTEE

### 1. Executive Summary

- 1.1 To inform the Committee of the revised Flexible Working Framework in line with best practice and guidance from ACAS and relevant employment legislation.
- 1.2 To approve the updated document for formal adoption.

### 2. Recommendations

- 2.1 It is recommended that Employment Committee notes the contents of the updated Framework shown in Appendix A.

### 3. Background

- 3.1 Under provisions set out in the Employment Rights Act 1996 and regulations made under it, all employees have a statutory right to ask their employer for a change to their contractual terms and conditions of employment to work flexibly provided they have worked for their employer for 26 weeks continuously at the date the application is made.
- 3.2 An employee can only make one statutory request in any 12 month period. Employees who have been employed for less than 26 weeks, agency workers and office holders do not have a statutory right to request flexible working.
- 3.3 Nevertheless, Lichfield District Council supports the principle that employees should enjoy a work-life balance, which recognises the needs of the service whilst at the same time allowing for a degree of flexibility where possible in order to accommodate other commitments and the business benefits it can bring; which include attraction and retention of staff in a very competitive employment market.
- 3.4 Before June 2014 the right only applied to the parents of children under 17 or 18 in the case of parents of disabled children or to those caring for an adult. Now any eligible employee can apply to work flexibly for any reason.
- 3.5 A fundamental principle of our Flexible Working Framework is that the efficiency of the council and the levels of service to our customer are maintained, and in some cases strengthened, by the application of the framework. Employees are expected to co-operate with the needs of their service and recognise that flexible working is a benefit, rather than an automatic right and that different parts of the council, require different working patterns as set out in Local Service Area Agreements (LSAA).
- 3.6 The benefits of flexible working arrangements, for customers, employees, partners and the council include:

- High quality needs based public services to customers are targeted effectively within the resources available;
- Increased employee job satisfaction, personal responsibility, and flexibility;
- Helping employees balance their work and home lives as a benefit;
- Delivering services in the most effective way possible;
- Ensuring the most effective and efficient use of the skills of the staff we employ at the most effective times;
- Focusing all attendance at work on deliverable outcomes and performance;
- Achieve an inherent sense of fairness and equity.

<b>Alternative Options</b>	Work standard hours
<b>Consultation</b>	Employee Representatives have been consulted with regard to this document.
<b>Financial Implications</b>	None anticipated as Heads of Service manage the implications of flexible working to suit business requirements.
<b>Contribution to the Delivery of the Strategic Plan</b>	The Flexible Working Framework is a key element to ensuring we recruit and retain staff to ensure delivery of the plan.
<b>Equality, Diversity and Human Rights Implications</b>	These have been considered in developing the document.
<b>Crime &amp; Safety Issues</b>	There are no implications.

	<b>Risk Description</b>	<b>How We Manage It</b>	<b>Severity of Risk (RYG)</b>
A	Inability to recruit and retain skills to operate the council effectively.	Through feedback and action planning	Green
B	Failure to improve employee experience/satisfaction	Ensure that issues are resolved through the relevant Management structures	Green
<b>Background documents</b>			