



Flexible Working

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Table of Contents

SECTION 1 VERSION CONTROL2
 SECTION 2 BACKGROUND3
 SECTION 3 AIMS / OBJECTIVES3
 SECTION 4 DETAILS.....3
 4.1 Key principles3
 4.2 Flexible options3
 4.3 Representation.....4
 4.4 Appeals.....4
 SECTION 5 LEGISLATIVE COMPLIANCE.....4

SECTION 1 VERSION CONTROL

Version No.	Date	Post Holder/Author	Post	Reason for Issue
1.0	Nov 2012	Sue Peckham		New policy

SECTION 2 BACKGROUND

The Office of the Nottinghamshire Police and Crime Commissioner recognises that flexible working arrangements can be of benefit to the individual and the organisation, improving work-life balance and allowing the organization to retain skilled people.

SECTION 3 AIMS / OBJECTIVES

The aim of the policy is to allow individuals the opportunity to request a flexible work arrangement that provides a good work-life balance and does not have a detrimental impact on the operational performance of the organisation.

Within the policy the Office of the Nottinghamshire Police and Crime Commissioner have gone beyond legislation in offering all individuals the opportunity to request a flexible working pattern to support the optimum work-life balance and continue to deliver excellence in policing to the communities of Nottinghamshire.

The policy applies to staff who:

- Have completed 26 weeks continuous service with the Office of the Nottinghamshire Police and Crime Commissioner at the date the application is made.
- Have not made another application to work flexibly during the previous 12 months.

SECTION 4 DETAILS

4.1 Key principles

- All requests for flexible working will be considered in a fair, timely and consistent manner.
- A request can be made once in a twelve month period.
- All requests will be considered taking into consideration operational requirements and the needs of the individual.
- An individual whose request for flexible working is not approved will be provided with the business rationale for refusal.
- All requests will be assessed on their own merits.
- Pay, annual leave and bank holidays will be paid pro rata for hours worked.
- For staff a change in working arrangements will result in a permanent contractual change.
- If circumstances permit, a trial period for a flexible working pattern may be arranged. This can be for a 4 week period, up to a maximum of 3 months.
- If a redundancy situation arises whilst on a trial period the terms and conditions of the substantive post takes precedence.

4.2 Flexible options

- Part-time working
- Job Share
- Reduction in hours
- Term time working

- Variable shift arrangement
- Compressed hours
- Annual hours
- Working from home

4.3 Representation

All individuals are entitled to be accompanied to meetings regarding their flexible work request by a representative of a trade union/staff association or a work colleague.

4.4 Appeals

If an individual believes that there were insufficient grounds for rejecting an application for a flexible work pattern, then they may appeal in writing to the Chief Executive* within 14 calendar days of receiving the decision in writing.

The written appeal should outline the grounds for appeal and include copies of all the documentation used in determining the application outcome.

*If the Chief Executive is the Line Manager, appeals should be sent to the Police and Crime Commissioner or his Deputy.

SECTION 5 LEGISLATIVE COMPLIANCE

This document has been drafted to comply with the general and specific duties in the Equality Act 2010; Data Protection Act; Freedom of Information Act; European Convention of Human Rights and other legislation relevant to policing.