

FLEXIBLE WORKING POLICY AND PROCEDURE**REPORT OF THE CHIEF FIRE OFFICER****For Approval****1. PURPOSE OF REPORT**

- 1.1 To seek approval for the Authority's Flexible Working Policy attached as Appendix A.

2. RECOMMENDATIONS

- 2.1 To approve the Authority's Flexible Working Policy attached as Appendix A.

3. BACKGROUND

- 3.1 The Employment Rights Act 1996 (section 80F – 80I), Employment Act 2002 and Flexible Working Regulations 2014 provide a statutory right for an employee to make an application for a permanent change to their terms and conditions if the variation relates to working hours, start and/or finish times, location of work (restricted to home as opposed to stations) or any other reasonable factor. The Flexible Working Regulations 2014 (S1 2014/1398) apply to a flexible working application made on or after 30 June 2014.
- 3.2 In line with the Authority's key document framework arrangements the existing Flexible Working Policy and Procedure was reviewed in November 2021.

4. Flexible Working Policy and Procedure

- 4.1 The review of the Flexible Working Policy and Procedure has resulted in the following amends:
- document has been changed into the Brigade's new design and format for policies
 - job titles have been updated to reflect current organisational structure
 - clarity on home working arrangements including matters for line managers to consider before approval and agreement of working 'core hours' (Appendix 7)
 - responsibility for approval of flexible working requests to be carried out by Senior Head of People with appeals being heard by the Assistant Chief Fire Officer Strategic Planning and Resources
 - Section 4.4 (Part B) has been added regarding variation to contract and relevant notice periods

4.2 The revised Flexible Working Policy and Procedure is attached as Appendix A.

IAN HAYTON
CHIEF FIRE OFFICER

KAREN WINTER
ASSISTANT CHIEF FIRE OFFICER
STRATEGIC PLANNING AND RESOURCES