

	AGENDA ITEM NO.
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Report Cover Sheet

Name of Meeting:	Employment Committee
Date of Meeting:	18th September 2007
Report Title:	Flexible Working Hours Scheme
Summary of report:	Members are requested to approve and adopt the revised Flexible Working Hours Scheme for implementation.
For Further Information Please Contact (report author):	Liz Reed, HR Manager (Acting)
Business Unit:	Corporate Personnel Services
Would the recommended decision be contrary to the Policy Framework:	No
Would the recommended decision be contrary to the Budgetary framework:	No
Wards of the District directly affected by this decision:	None
Key Decision?	No
Included within the Forward Plan?	No
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006	No
Background Papers:	None

Consultation Undertaken

Below is a table of the Council's regular consultees. However not all have to be consulted on every matter and if there was no obligation to consult with a specific consultee they will be marked as n/a.

Consultees	Yes/ No	Who
Other Committees	n/a	
Ward Councillors	n/a	
Portfolio Holders	n/a	
Other Councillors	n/a	
Warwick District Council recognised Trades Unions	Yes	Andy Crump – UNISON Jackie Webb – GMB/MPO
Other Warwick District Council Service Areas	n/a	

Project partners	n/a	
Parish/Town Council	n/a	
Highways Authority	n/a	
Residents	n/a	
Citizens Panel	n/a	
Other consultees	n/a	
Officer Approval		
With regard to officer approval all reports must be approved by the report authors relevant director, Finance Services and Legal Services.		
Officer Approval	Date	Name
Relevant Director(s)	July 2007	Karen Pearce
Chief Executive		
CMT	6 th July 07	
Section 151 Officer		
Legal		
Finance		
Final Decision?		Yes
Suggested next steps (if not final decision please set out below)		

1. **RECOMMENDATIONS**

- 1.1 Members are asked to approve and adopt the revised Flexible Working Hours Scheme for implementation.

2. **REASON(S) FOR THE RECOMMENDATION(S)**

- 2.1 The Council operates a range of flexible working options to support employees in achieving a sustainable work-life balance. These currently include flexible hours scheme, voluntary reduced time, part time working, job share, homeworking, parental and dependants leave.
- 2.2 Discussion groups held after the Chief Executive's address, staff and stress surveys have identified the rules regarding flexitime as particular concern to staff.
- 2.3 A commitment has been made to review the Council's current flexible hours scheme to take into account the more flexible working arrangements which are being introduced.
- 2.4 Under the agreed Single Status Agreement ratified by Committee in April 2003 the Council's standard hours when council services are available to the public are 8am to 8pm Monday to Friday and 4 hours on Saturday morning. Staff working hours are between 7.45am and 8.15pm Monday to Friday and 9am to 1pm on a Saturday. It is appropriate to look at the flexible working hours scheme to reflect the broader range of hours, this does not alter individual's contractual hours.
- 2.5 Employees were asked to put forward concerns and ideas in relation to the review the flexible working hour's scheme.
- 2.6 A number of requests have been received for clarification in relation 'smoking breaks' and the revised No Smoking Policy makes it clear there are no paid smoking breaks.
- 2.7 The revised draft is attached and the main areas of change are:
1. No core time.
 2. Subject to the needs of the service and the opening hours of the place of work employees subject to flexi time may start earlier (7.45am) and finish later (8.15pm). There will be no special extensions made to the opening hours of buildings. Therefore the ability to work within the extended hours of the flexi-scheme will be subject to having the necessary facilities available.
 3. Increased emphasis on service delivery

3. **ALTERNATIVE OPTION(S) CONSIDERED**

- 3.1 The alternative option that could be considered would be not to change the Flexible Working Hours Scheme, or to introduce a scheme with fewer constraints on staff working time. However following full consultation with the Trade Unions the scheme put forward gives a balanced move forward.

4. **BUDGETARY FRAMEWORK**

- 4.1 The proposed changes should have no impact on the Budgetary Framework..

5. **POLICY FRAMEWORK**

- 5.1 Initiatives in relation to flexible working/work-life balance support the Council in its objective to promote wellbeing and attract and retain a diverse workforce.

BACKGROUND PAPERS - Previous Flexible Working Hours Scheme

Areas in District Affected: None
Key Decision: No
Included in Forward Plan: No