

Comparison Table	Flexible Working Policy
Reference Number	HRFWP
Version Number	01
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Ratifying Committee	Policy & Resources Committee

Background

Flexible working was previously covered by two policies: Flexible Working Guidance and Flexible Working Request Procedure. This policy brings all the information under one heading.

Section	Old Policy/Information	New Policy
What is Flexible Working	Inaccurate definition to cover all flexible working variants.	More comprehensive definition.
Types of Flexible Working	Weak definitions	Full definitions and types of flexible working provided
The Needs of the Organisation	Criteria when considering a flexible working request on the flexible working request form but not within body of policy	Criteria now in body of policy. No change to criteria, defined in law.
Eligibility	Available for all employees, with at least 26 weeks service, to request	No change
Submission of Flexible Working Requests	The employee must make their request in writing, 1 request in any 12 month period	No fundamental change - Language updated, clearer guidance given in line with ACAS Code of Practice
Meetings Regarding Flexible Working	The manager will arrange to meet with the employee within four weeks of receipt request. Employees may be accompanied at this meeting.	No fundamental change - Language updated, clearer guidance/more detail given in line with ACAS Code of Practice
Responding to a Flexible Working Request	The manager will then write back within two weeks of the meeting either: Accepting request Confirming any compromise offered Rejecting request	No fundamental change - Language updated, clearer guidance/more detail given in line with ACAS Code of Practice
Right to Appeal	Employees will have two weeks in which to lodge an appeal, in writing, against a refusal.	No fundamental change - Language updated, clearer guidance/more detail given in line with ACAS Code of Practice
Trialling New Working Arrangements		New section giving clear guidelines on the use of trial periods
Varying and Employee's Contract		New section giving clear guidelines on contractual changes

Complaints		New section – reference RIAW Policy
Manager Responsibilities		New section giving clear guidance for managers
Flexible Working Request Application	Old flexible working application form but use of this was optional when making an application.	Revised flexible working application form to ensure all relevant information captured for efficient handling of requests
Flexitime Scheme	Previously Flexible Working Procedure	No changes to carry over balances or core hours. Clearer guidelines on recording hours.