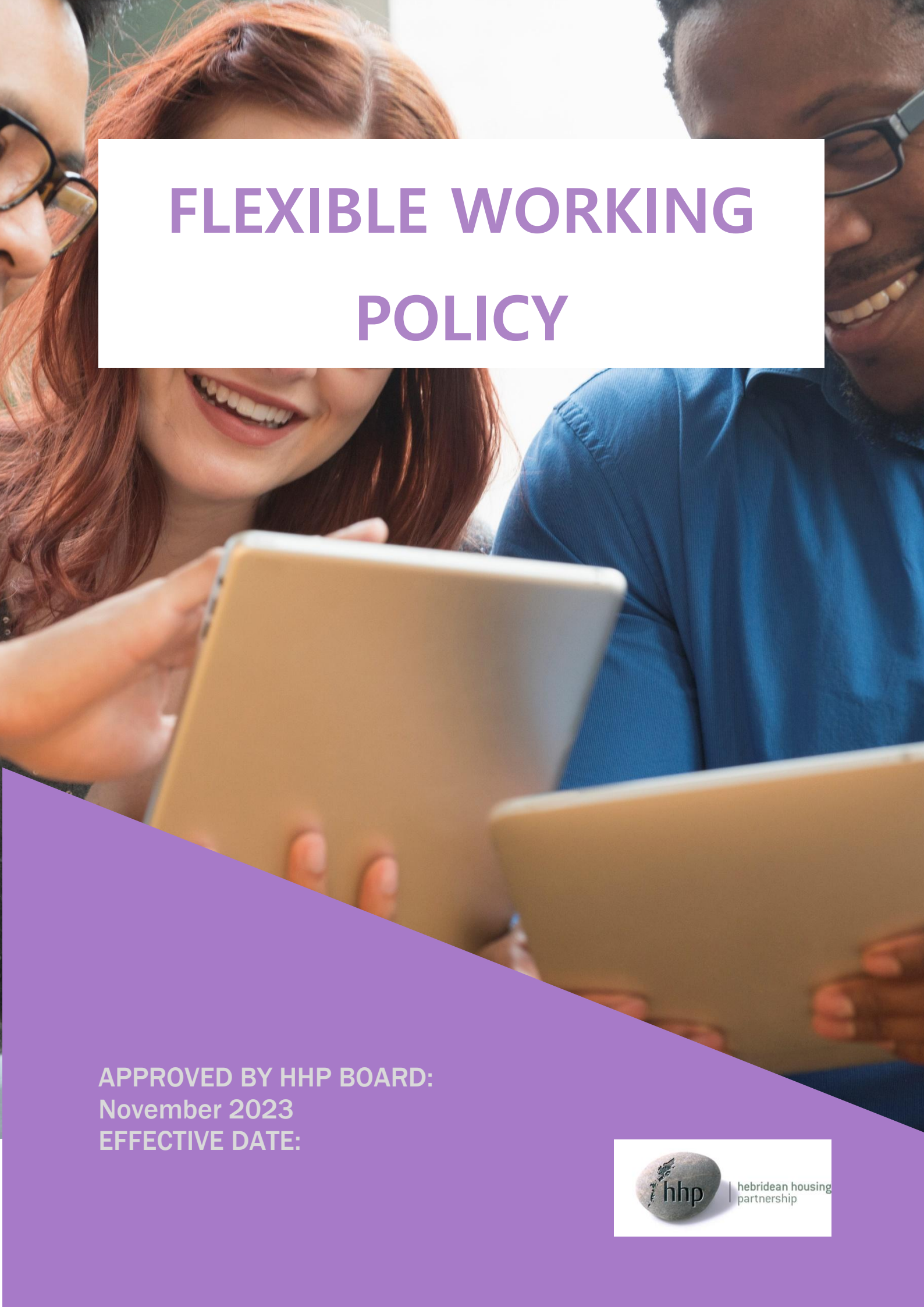




FLEXIBLE WORKING POLICY

APPROVED BY HHP BOARD:
November 2023
EFFECTIVE DATE:



hebridean housing
partnership

TABLE OF CONTENTS

INTRODUCTION & LEGAL FRAMEWORK	2
AIMS & OBJECTIVES	2
ELIGIBILITY	2
MAKING AN APPLICATION	2
TYPES OF FLEXIBLE WORKING	3
TRIAL PERIOD	4
WORKING TIME REGULATIONS	4
EMPLOYEE'S REMEDIES	4
MONITORING & REVIEW	5
INTERPRETATIONS & ABBREVIATIONS	6

INTRODUCTION & LEGAL FRAMEWORK

- 1.1 We recognise the contribution of all our employees and understand that at some stage during your working lives you may find it difficult to fulfil domestic, family, studying and working commitments due to your responsibilities. We aim to help you through our Flexible Working Policy and our Special Leave Policy.
- 1.2 There is a duty on employers to give serious consideration to requests from employees to work flexibly.
- 1.3 You can request changes to your contract on a permanent basis in relation to hours, location and pattern of work. Whilst there is a right of request, there is no automatic right to these changes
- 1.4 The legal framework for our duties can be found within the Employment Rights Act 1996, the Employment Act 2002, Work and Families Act 2006 and Flexible Working Regulations 2014.
- 1.5 The Policy is applicable to all employees of Hebridean Housing Partnership.

AIMS & OBJECTIVES

- 2.1 The Policy aims to:
 - Provide you with the opportunity to request a change to your standard working arrangements to strike a better balance between your home and work responsibilities and for us to retain talent and skills in the workforce and react effectively to changing market conditions.
 - Re-emphasise a desire to create a good place to work for everyone by aiming to retain skills and experience and adapt to changes in society

ELIGIBILITY

- 3.1 You have the right to request a change to your contractual terms and conditions of employment by making a request for flexible working.
- 3.2 You must be able to fulfil all your duties regardless of whether you are working in the office or at home.

MAKING AN APPLICATION

- 4.1 You can make two statutory requests within a 12 month period.

- 4.2 The policy is supported by procedures for making an application.

TYPES OF FLEXIBLE WORKING

- 5.1 Some examples of flexible working are documented below, however please note this list is not exhaustive.

5.2 Part Time Working

A system whereby the employee is contracted to work fewer than the standard full-time hours. There are many variations to part time working such as later start or earlier finish times, afternoons or mornings only and fewer working days in the week.

5.3 Job Sharing

An arrangement whereby two part time (or occasionally more) employees share the responsibility of a position. In a 'shared responsibility' arrangement the individuals both carry out all the duties of the job simply by picking up the work where the other employee left off. A 'divided responsibility' arrangement is when the duties of the position are divided between the two individuals, with each being able to provide cover for the other as and when necessary.

5.4 Working From Home

An employee regularly carries out all, or part of their duties from home rather than at HHP's premises.

5.5 Hybrid

You carry out your duties from home and from HHP's premises on a pattern agreed with your Director with a minimum of two days a week being in the offices.

5.6 Adhoc

There may be occasions when you need to work at home but you don't want to make it a permanent arrangement. You should ask permission from your Director who will agree arrangements with you and inform Personnel. This type of arrangement should be the exception rather than the rule e.g. it should not be happening every week or month.

TRIAL PERIOD

- 6.1 The proposed flexible working arrangements can be tried out for a mutually agreed period before any permanent changes are made to an employee's Contract of Employment.

WORKING TIME REGULATIONS

- 7.1 Flexible working arrangements still need to comply with the law on working time. The UK's Working Time Regulations 1998 lay down the minimum conditions relating to weekly working time. All flexible working arrangements must comply with the Working Time Regulations 1998 and any subsequent updates. Generally, employees aged 18 or over are entitled to:

- 5.6 weeks' annual holiday (includes public holidays)
- At least one day off per week, or two days per fortnight
- A 20 minute break if working over six hours
- A maximum 48 hour average working week
- A daily rest period of at least 11 hours in each 24 hour period of work

- 7.2 There are stricter rules for younger employees.

EMPLOYEE'S REMEDIES

- 8.1 You are protected against suffering a detriment or being dismissed for exercising the right to request flexible working, or accompanying a colleague in their request, and may present a complaint to an employment tribunal within three months of the detriment or dismissal.

- 8.2 In addition, you can bring a claim to an employment tribunal if we fail to follow the necessary procedures or if the decision to reject the application was based on incorrect facts. Employment tribunals can make an order to require the employer to reconsider the application and/or award compensation. Compensation is limited to two weeks' pay for failure to allow the employee to be accompanied at a meeting and eight weeks' pay for failure to follow the prescribed procedure. The tribunal cannot question the commercial validity of the employer's decision. These provisions are independent of existing discrimination law.

MONITORING & REVIEW

- 9.1 Six monthly reports will be prepared by the Personnel Team showing the following:
- a) the number of applications made
 - b) the outcome of each application
 - c) number of appeals
 - d) outcome of appeals
- 9.2 The reports will not include the names or posts of any of the applicants and will be considered at the Executive Team and included in the Board's information Bulletin.
- 9.3 Output and performance will be measured in the same way for all employees irrespective of where you work from.
- 9.4 This Policy will be reviewed every three years. More frequent reviews will be considered if, for example, there is a need to respond to new legislation/policy guidance.

INTERPRETATIONS & ABBREVIATIONS

The following interpretation and abbreviations are used in this policy:

WORD	INTERPRETATION
<i>HHP or Partnership</i>	Hebridean Housing Partnership
<i>Board</i>	Means the Board of the Hebridean Housing Partnership
<i>Board Members</i>	All Members of the Board including co-opted Members
<i>Leave</i>	Leave is taken to mean both annual and public holiday entitlement subject to the statutory minimum
<i>Personnel Team</i>	Chief Executive's Personal Assistant & Executive Office Manager
<i>12 month period</i>	The 12 month period runs from the date the decision is made by the Director
All references to the masculine gender in this policy shall read as equally applicable to the feminine gender	

If there is a conflict between this Policy and any statutory provision or regulation, the latter shall prevail.



HHP is a registered society under the Co-operative and Community Benefit Societies Act 2014, Registered Number: 2644R(S), Registered Office: Creed Court, Gleann Seileach Business Park, Willowglen Road, Stornoway, Isle of Lewis HS1 2QP. It is a charity registered in Scotland, Charity Number: SCO35767, registered as Registered Social Landlord with the Scottish Housing Regulator, Registration Number: 359 and registered as a Property Factor, Registration Number PF000183

Email: info@hebrideanhousing.co.uk

Web: www.hebrideanhousing.co.uk