



Hull
City Council

Stepney Primary School



A Small School With Great Expectations

Flexible Working Policy

Hull City Council
Workforce Strategy
Implementation Date: 14th October, 2003
Revised: 5th July, 2005, 21st August 2006
Updated : June 2009

FLEXIBLE WORKING POLICY

ELIGIBILITY

1. This policy will apply to all employees of the Council other than those employed in schools unless adopted by the Governing Body.

SCOPE AND PURPOSE

2. The Council acknowledges and recognises that all employees will need to balance home life with meeting their work commitments. This Policy provides the framework within which the Council will respond to requests for flexible working and develop initiatives which result in flexible working and flexible service delivery.

POLICY OBJECTIVES

3. To ensure that the Council complies with legislation covering flexible working.
4. To support employees in meeting the demands placed on them at home and work.
5. To develop a range of approaches to flexible working in order to enhance service delivery.
6. To provide modern service delivery arrangements which meet the needs of customers and citizens.
7. To encourage new and innovative approaches to working arrangements which recognise the modern day pressures faced by employees.
8. To facilitate e-government by supporting new ways of working.
9. To ensure that employees who wish to work flexibly do not suffer any detriment as a result.
10. To attract and retain experienced and skilled employees within the Council's workforce.

MONITORING AND REVIEW ARRANGEMENTS

11. This Policy and associated procedures will be reviewed regularly and amended in light of achievement against objectives, changes in legislation or other Council Policies.

[Flexible Working - Procedure](#)

[Flexible Working – Employees Guide](#)

[Flexible Working – Managers Guide](#)

PERSON RESPONSIBLE WITHIN SCHOOL:

This is a Local Authorities Policy which was adopted at the Full Governing Body Meeting. Mrs M Codd will continue to monitor and update in accordance with the Local Authorities updates.

This policy was last monitored in Autumn 2011 by Mrs M Codd, and no changes have been made by the LA.