



WILLIAMSBURGH

HOUSING ASSOCIATION LTD

Flexible Working Policy

Revision Date	Reviewer(s)	Review Date	Description of Revision
December 2021	Corporate Services	December 2024	To update existing policy.

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1. Introduction

Williamsburgh Housing Association recognises that introducing a flexible working policy will help to ensure compliance with the right to request flexible working brought in by the Employment Act 2002 and Work and Families Act 2006. The policy has also been introduced to help ensure equality and fairness throughout the process and aid employees work life balance. Employees have the right to request changes to their working hours or place of work under the statutory right in the Employment Rights Act 1996 to request flexible working.

2. Equal Opportunities

The Association is committed to the principles of equal opportunities and good practice. In this regard, we acknowledge the Scottish Social Housing Charter Outcomes and Standards (Updated April 2017): Outcome No. 1, Equalities, which states:

"every tenant and other customer has their individual needs recognised, is treated fairly and with respect and receives fair access to housing and housing services."

Whether relating to the way we provide services to customers, employ and support staff, or work with partners and stakeholders, we strive to ensure that all people we interact with are treated equally, irrespective of their sex or marital status, race, disability, age, sexual orientation, language or social origin, or other social attributes, including beliefs or opinions such as religious beliefs or political opinions.

This policy is designed to support fair treatment of our staff.

3. Background

Williamsburgh Housing Association believes its staff members are its most valuable asset and is committed to attracting and retaining the very best and utilising all talent and experience available. Williamsburgh Housing Association understands that it is important for staff members to establish a work – life balance as many individuals have personal responsibilities outside from work. Flexible work may allow more freedom for employees to organise their employment to fit in with other parts of their life.

4. Legal Framework

Employment Rights Act 1996

In August 1996, the Employment Rights Act was introduced to set out statutory employment rights of workers and employees.

Employment Act 2002

In April 2003, the Employment Act introduced the right for parents of young and disabled children to apply to work flexibly in order to strike a better balance between their home and work responsibilities.

Work and Families Act 2006

The Act builds on the right to request flexible working, introduced in April 2003. The Work and Families Act extends this right to include employees who care for or expect to care for adults.

Flexible Working Regulations 2014

These regulations further extend the right to request flexible working to employee's who have 26 week's continuous service with an employer.

5. Policy Principles

- The policy has been produced as Williamsburgh Housing Association's response to the legislation brought in by the Employment Rights Act 1996, Employment Act 2002, Work and Families Act 2006 and Flexible Working Regulations 2014.
- Aims to provide workers with the opportunity to request to change their standard working arrangements to strike a better balance between their home and work responsibilities and for Williamsburgh Housing Association to retain talent and skills in the workforce and react effectively to changing market conditions.
- Details the flexible working procedure that must be followed.
- Details the employers' responsibilities contained in the Act and the recommendations to consider workers' request for a flexible working arrangement.

- Is only applicable when the employee instigates the request to work flexibly (and not when it is instigated by the employer).
- Re-emphasises a desire to create a good place to work for everyone by aiming to retain skills and experience and adapting to changes in society.

6. Eligibility

Under provisions set out in the Employment Rights Act 1996 every employee with 26 weeks continuous service has the right to request a change to their contractual terms and conditions of employment. An employee can only make one statutory request within a 12 month period.

General

To be eligible, staff members must:

- Be an employee.
- Have worked for their employer for a continuous period of 26 weeks from the date of application.
- Not be an agency worker.
- Not have made another application to work flexibly under the right during the past 12 months.

Types of Flexible Working

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

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.

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.

6. Eligibility Contd.

Types of Flexible Working Contd.

Term time working

The employee remains on a permanent contract, but can take unpaid leave of absence as agreed.

Working from home

An approach whereby an employee carries out a proportion of his/her duties from home rather than on Williamsburgh Housing Association's premises.

Compressed Hours

A system permitting employees to work their total number of contractual hours over fewer working days. For example, a five day working week may be compressed into four days.

7. Flexible Working Procedure

Williamsburgh Housing Association aims to deal with requests as soon as possible and within 3 months of first receiving the request, including any appeal.

If for some reason the request cannot be dealt with within the 3 month period then the employer can extend this time limit provided the staff member is made aware.

Application for flexible working

To apply for flexible working, employees need to follow the steps below:

- Apply in writing.
- State the date of the application, the change to working conditions the employee is seeking and when they would like this change to come into effect.

- Explain what effect, if any, the change applied for would have on Williamsburgh Housing Association and how such effect might be remedied.
- State that it is a statutory request.

7. Flexible Working Procedure Contd.

Application for flexible working contd.

- State whether a previous application has been made to Williamsburgh Housing Association and the date of the application.
- Sign and date it.

Once the request is received

If the request is accepted, it will be confirmed, in writing, without a need for a meeting. Alternatively, a meeting will be arranged.

The Meeting

- The employee will be invited to a meeting in writing and informed they can be accompanied by a fellow employee or trade union representative of their choice.
- The companion can address the meeting and confer with the employee during the meeting but cannot answer questions on the employee's behalf.
- At the meeting the employee's proposal will be discussed.
- If the employee's proposal is not suitable to the business, alternative solutions will be discussed.
- If the employee fails to attend the meeting without prior notification on more than one occasion and fails to provide a satisfactory explanation, Williamsburgh Housing Association will treat the application as withdrawn. This will be confirmed in writing informing the employee will be unable to make another request for another 12 months.
- After the meeting the manager will inform the employee of their decision in writing, along with all details of the change.

Flexible working acceptance

- Once both sides have agreed to the changes requested, a revised Statement of Particulars – Terms of Employment will be issued. The employee has no automatic right to return to the original arrangement.
- A trial period for a specified time may be applicable to establish if the new arrangement is suitable for the needs of the business.

7. Flexible Working Procedure Contd.

Flexible working rejection

If the employee's application is declined, it will be confirmed, in writing, specifying the business reasons for rejection.

One (or more) of the following reasons may apply:

1. Burden of additional cost.
2. Inability to re-organise work amongst existing staff.
3. An inability to recruit additional staff.
4. A detrimental impact on quality.
5. A detrimental impact on performance.
6. Detrimental effect on ability to meet customer demand.
7. Insufficient work for the periods the employee proposes to work.
8. A planned structural change to the business.

Withdrawal of application

Williamsburgh Housing Association can treat an application as withdrawn under the statutory provisions where the employee has:

- Notified Williamsburgh Housing Association, verbally or in writing, that the application is withdrawn.
- Without a reasonable explanation failed more than once to attend a meeting or,
- Refused to provide Williamsburgh Housing Association with information required, in order to assess whether the contract variation should be agreed to.

7. Flexible Working Procedure Contd.

Appeal Process

An employee no longer has the automatic right to appeal but Williamsburgh Housing Association may consider hearing the appeal as best practice.

- The staff member can appeal against Williamsburgh Housing Association's decision to refuse an application.
- The appeal should be made in writing to the same manager and then a meeting will be held to discuss the appeal and any options available.
- The employee will be informed they can be accompanied to the meeting by a fellow employee or trade union representative of their choice
- After the meeting, the employee will be notified in writing, confirming the grounds for decision.

8. Responsibilities

Both the employee and the employer have certain responsibilities within this procedure as follows below:

Employee's responsibilities

- To provide a careful thought out application.
- To ensure their application is valid by checking that all the eligibility criteria are met and that they have provided all necessary information.
- To ensure the application is made well in advance of when the change is proposed to take effect.
- To arrive at meetings on time and to be prepared to discuss their application in an open and constructive manner.
- If necessary, be prepared to be flexible themselves in order to reach an agreement with the employer.
- If the employee wishes to be accompanied by a representative, the employee must ensure that their representative can attend on the date proposed by the employer or an alternative date within the time frame previously stipulated.

8. Responsibilities Contd.

Employer's responsibilities

- To consider requests thoroughly and in good faith in accordance with the set procedure.
- To deal with requests as quickly as possible and within 3 months.
- To decline a request only where there is a recognisable business ground and to explain to the employee why it applies.
- To ensure that any variation of the procedure is agreed in advance with the employee and recorded in writing.
- Not to subject an employee to detriment or dismissal for making a flexible working request.

9. General Data Protection Regulations

The Association will treat your personal data in line with our obligations under the current data protection regulations and our own Privacy Policy. Information regarding how your data will be used and the basis for processing your data is provided in Williamsburgh Housing Association's employee privacy notice/fair processing notice.

10. Review

This policy will be reviewed every 3 years, or at earlier intervals to meet changes in legislation.