



## Hinckley & Bosworth Borough Council

Forward timetable of consultation and decision making

Ethical Governance and  
Personnel Committee

12 November 2024

Wards affected:

All

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### Right to Request Flexible Working - Statutory changes

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Report of Director Corporate and Streetscene Services

#### **1. Purpose of report**

1.1 To present the updated Right to Request Flexible Working and Hybrid Working Policy.

#### **2. Recommendation**

2.1 That the policies are approved.

#### **3. Background to the report**

3.1 The Government published the updated Flexible Working Regulations 2024 which provides for changes to the rules on statutory flexible working requests.

The main changes are:

- employees can make a flexible working request from the first day of employment (previously an employee was required to have completed 26 weeks' continuous service)
- employees can make two requests in a 12-month period (previously this was one request)
- employees are no longer required to outline the effect that their request may have on the council and how the effect could be dealt with and
- a reduction in the time within which the employer must notify the employee of its decision to two months.

- 3.2 The changes mainly affect the Right to Request Flexible Working Policy and this has been updated to reflect the statutory changes. This policy is primarily used when an employee wants to change their working hours or pattern.
- 3.3 The Hybrid Working Policy has also been updated as it is a link policy to the Right to Flexible Working Policy and makes reference to the 26-week continuous service period, which has now been removed.
- 3.4 There was a commitment by senior management in October 2022 to review the Hybrid Working Policy twelve months after implementation. The changes made form part of that review.
- 3.5 The council is a flexible working employer and has historically operated flexible working for many years which have been above and beyond the statutory requirements. The council uses both policies as a tool to attract and retain staff, however all requests are managed to ensure there is no detrimental impact on service delivery. It is envisaged that the statutory changes will have minimal effect.

#### **4. Exemptions in accordance with the Access to Information procedure rules**

- 4.1 Open session.

#### **5. Financial implications [IB]**

- 5.1 None.

#### **6. Legal implications [ST]**

- 6.1 As set out in the report.

#### **7. Corporate Plan implications**

- 7.1 The application of this policy supports the corporate aim People.

#### **8. Consultation**

- 8.1 The trade unions have been consulted and no responses were received.

#### **9. Risk implications**

- 9.1 It is the council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.
- 9.2 It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer's opinion based on the information available, that the significant risks associated with this decision / project have been identified, assessed and that controls are in place to manage them effectively.

9.3 The following significant risks associated with this report / decisions were identified from this assessment:

Management of significant (Net Red) risks

Risk description	Mitigating actions	Owner
Increase in flexible working applications – which could impact upon capacity	The operation of the Hybrid policy and the flexibility it provides will mitigate against this risk	Julie Stay

## 10. Knowing your community – equality and rural implications

10.1 The majority of flexible working applications are made by female members of our workforce which represent over 50% of our workforce. By applying the new regulations consistently across the council ensures that females are not indirectly discriminated against.

## 11. Climate implications

11.1 None.

## 12. Corporate implications

12.1 By submitting this report, the report author has taken the following into account:

- Community safety implications
- Environmental implications
- ICT implications
- Asset management implications
- Procurement implications
- Human resources implications
- Planning implications
- Data protection implications
- Voluntary sector

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Background papers: None.

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