



Hinckley & Bosworth  
Borough Council

*A Borough to be proud of*

FORWARD TIMETABLE OF CONSULTATION AND DECISION MAKING

ETHICAL GOVERNANCE AND PERSONNEL COMMITTEE - 12 DECEMBER 2016

WARDS AFFECTED: ALL WARDS

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## FLEXI TIME POLICY

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### Report of Chief Officer (Corporate Governance and Housing Repairs)

1. PURPOSE OF REPORT

1.1 To seek approval of the council's updated Flexi Time policy.

2. RECOMMENDATION

2.1 That members approve the updated policy for adoption on 1 January 2017.

3. BACKGROUND TO THE REPORT

3.1 Earlier in the year, the Strategic Leadership Board requested a review of the current flexi time policy as the existing policy had not been reviewed for a period of time and was therefore out of date. It didn't reflect current service requirements, other flexible working arrangements and was not aligned to other developing policies (such as the TOIL policy).

3.2 The revised policy reinforces the principal that flexi time, whilst valued by staff as it supports work life balance and therefore an excellent recruitment and retention tool, is primarily driven by the service requirements of the Council. It also provides a more detailed and robust framework in terms of management guidance and increased alignment to other HR policies which are currently in place.

The main changes to the policy are as follows:

- *Removal of core time*

What has emerged, with the increase in flexible working and varying working patterns, is that teams are, by default, agreeing service cover and provision at a local level. It could be argued that the use of core time is no longer required.

- *Restriction on carry forward credit*

This is a major change to the policy and will be a significant culture change for both managers and staff. At present, staff can accrue unlimited hours throughout the year and at the end of December the hours are capped at a 10 hour maximum to be carried forward 1 January.

Whilst it could be argued that staff and managers should control the excess hours being accrued during the year, inevitably by not having a monthly ceiling, this has been difficult to control. As a consequence some employees have forgone accrued hours above the ten hour maximum.

To mitigate this, the revised policy introduces a monthly cap whereby no more than 15 hours (pro rata for part time staff) can be carried forward, if accrued.

- *Alignment to TOIL policy*

The revised policy provides clarity and parameters for any additional hours worked and whether an officer should accrue flexi or claim TOIL.

#### 4. EXEMPTIONS IN ACCORDANCE WITH THE ACCESS TO INFORMATION PROCEDURE RULES

4.1 The report to be taken in open session.

#### 5. FINANCIAL IMPLICATIONS [DW]

5.1 None directly arising from the report.

#### 6. LEGAL IMPLICATIONS [JB]

6.1 None.

#### 7. CORPORATE PLAN IMPLICATIONS

7.1 Providing value for money and pro-active services.

#### 8. CONSULTATION

8.1 Extensive consultation has taken place with the recognised trades unions, managers and all staff throughout the summer months.

#### 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:

None

10. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS

10.1 This policy applies to all staff. No EIA at this stage.

11. CORPORATE IMPLICATIONS

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

- Human Resources implications

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Background papers: None.

Contact Officer: Julie Stay, HR and Transformation Manager – Extension 5688.

Executive Member: Councillor A Wright.