Reference Number:	FOI/2019/180
From:	Private Individual
Date:	01 May 2019
Subject:	Flexible Working Policy and Adoption

Q1   Do you offer flexible working policies to address the different types of flexible working listed below (Yes/No):
   a) Part-time working
   b) Flexitime
   c) Job sharing
   d) Compressed hours
   e) Annual hours
   f) Term-time working
   g) Home working
   h) Voluntary time
   i) Zero-hour contracts
   j) Other

A1   a) Part-time working YES
   b) Flexitime YES
   c) Job sharing YES
   d) Compressed hours YES
   e) Annual hours YES
   f) Term-time working YES
   g) Home working NO
   h) Voluntary time YES
   i)   Zero-hour contracts NO

Q2   Please provide the number of staff accessing flexible working by the following staff groups in the years 2017/18 and 2018/19 (Headcount):

A2

	2017/18	2018/19
Medical	Information not held - the Trust does not routinely collate or hold this information centrally as part of its management or performance data	
Nursing		
AHP/Scientific		
NMNC		
Total		

Q3   Please provide the following details around flexible working requests and agreements over the past 12 months (Headcount):

A3

	Total number of staff	Number of flexible working requests	Number of flexible working agreements

Male	
Female	Information not held - the Trust does not routinely collate or hold this information centrally as part of its management or performance data
16-40 Years of Age	
40+ Years of age	

Q4 On average, how long does a flexible working agreement last (Years/Months)?

A4 No longer than 12 months, at which point a review will be undertaken and decision taken on whether to extend or end as planned.

Q5 Are flexible working agreements recorded against the employee HR record (ESR)?

A5 Dependant on the type of flexible working agreement this may be recorded in ESR, however not all flexible working will be evident as they will be managed locally.

Q6 What % of vacancies in your organisation have been specifically targeted at reaching individuals seeking flexible working arrangements?

A6 All Trust recruitment holds the following statement: 'Flexible Working applications will be considered in line the Trusts flexible working policies.' No more direct targeting is undertaken.

Q7 Has your organisation seen any quantifiable or measurable returns through the implementation or adoption of flexible working?

A7 Information not held - the Trust does not routinely collate or hold this information centrally as part of its management or performance data

Q8 Is training available to managers around dealing with flexible working?
    a) What % of managers have received training around flexible working?

A8 Advice is given on a case by case basis, with managers initially advised to read through the appropriate policy and seek advice if further clarification is required. No sessions currently scheduled for training in this respect.
    a) Information not held - no scheduled training planned.

Q9 Please provide details on the organisation's application process for a member of staff wishing to engage in a flexible working arrangement. Within which, please indicate whether this process is manual or supported via an electronic system.

A9 Applicants are directed to the Trust's flexible working policy, and advised to complete the application (appendix to the policy toolkit) and submit to their immediate manager. Managers should then meet with the applicant within 28 days with a view to agreeing or rejecting the application within 3 months of receipt of the application. Currently management of any agreements is a local responsibility, and this is not recorded on a central electronic system. Plans are underway for centralised recording to be introduced.

Q 10 Does your organisation use any 3rd party systems to enable or facilitate the flexible working application process and flexible working arrangements?
    a) Please provide the name of the system[s] used

A No

10   a) Information not held – not applicable