



## **Background**

Flexible working time is now commonplace in many organisations and may improve working conditions for staff at the same time as improving efficiency in the organisation. A scheme should allow for staff to work at times which may better allow for personal circumstances, at the same time as ensuring the organisation is serviced at all key times

The number of staff employed by Neston Town Council has increased since 2014, and the demands of the roles undertaken are varied. There is a requirement of staff to work flexibly to meet with the operational requirements of the Council. However, given the small number of staff employed by the Town Council, any scheme should be simple to understand and administer.

## **Scope**

There is a requirement for appropriate staff to be available at the following times:

- Public opening of the Town Hall reception weekdays from 09:00 to 12:00
- Committee or Council meetings most Tuesdays from 18:00 (18:30) to 20:00 (20:30) or later
- Ad hoc meetings of committees at other times.
- Market operations on Fridays from 06:00 to 16:00 (and some Saturday mornings).

In addition, any flexitime procedure should, as far as is practicable, minimise lone working.

## **Policy**

1. Individual staff members must take responsibility for recording their time- there should be no requirement for the Town Council to invest in time management software or "clocking in" systems. Line managers should simply monitor the system and only take action if problems are encountered (e.g. an individual working significantly more or less than their contractual hours)

- a) The period of time to be calculated is 4 weeks, with no more than 80% or credit or 20% of debit of an employee's weekly contracted hours to be carried forward to the next 4 week period.

- b) The flexi-time scheme should be used by staff within agreed limits which meet operational requirements – this will involve starting work before 8.00 am only in exceptional circumstances
- c) Any flexi time off must be agreed in advance with line managers as with all leave to ensure operational requirements are met

2. The scheme should be reviewed periodically'

3. Staff should be aware that misuse of the flexitime scheme could be considered a disciplinary matter. In a serious case it might be classed as gross misconduct.

4. Certain roles may not be appropriate for flexitime working due to their specific tasks. If a new role is proposed to or recommended by the Town Council and the relevant manager does not wish it to form part of the flexitime process, then this must be made clear in any proposal, otherwise it will be assumed that the post can work within the rules of this scheme

5. Staff must take a minimum break of 20 minutes if they work more than 6 hours in on day.