
Flexible Working Policy



Council of the
ISLES OF SCILLY

June 2025

REVISIONS TO SOURCE DOCUMENT

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Version History

Date	Version	Author/Editor	Comments
12/05/15	0.1	LWJ	New draft policy
29/06/15	0.2	LWJ	Revisions following staff consultation
14/10/16	0.3	SO:SS	Annual review and introduction of other options
19/08/20	0.4	SO:HR	Inclusion of mainland-based working as an example of a flexible working request
25/6/2025	0.5	Head of HR and Workforce Planning	Updated for 2024 legislative changes

Equalities Impact Assessment Record

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25/6/25	EIA	Complete	See EIA	Natalie Swift	30/6/2026

Document retention

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Law relating to this document:

Children and Families Act 2014

Health and Safety at Work etc Act 1974

Equality Act 2010

Employment Rights Act 1996

Working Time Regulations 1998 (SI 1998/1833)

Flexible Working Regulations 2014 (SI 2014/1398) (as amended)

Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 (SI 2000/1551)

1. INTRODUCTION

- 1.1 This policy sets set out how the Council approaches and determines requests for flexible working. The Council of the Isles of Scilly (The Council) believes that its staff members are its most valuable asset and is committed to attracting and retaining the very best, and utilising all the talent and experience available within the community. It also appreciates that the UK workforce is becoming increasingly diverse and includes a high percentage of parents and individuals with other caring responsibilities, as well as those whose interests and aspirations impact on their time. It therefore appreciates that the standard Monday to Thursday, 8.30am to 5pm and Friday 8.30am to 4.30pm working week is, in many cases, incompatible with increasing demand for a better work-life balance.
- 1.2 The Council recognises the importance of helping its employees balance their work and home life by offering flexible working arrangements that enable them to balance their working life with other priorities, including parental and other caring responsibilities, life-long learning, charity work, leisure activities and other interests. In turn it recognises that staffing levels must at all times remain in line with the demands of the business.
- 1.3 This policy aims to set out the ways in which flexible working can increase staff motivation, build better relationships between the Council and its employees, increase the rate of retention of staff, reduce absence, attract new talent, promote work-life balance and reduce employee stress, and in doing so improve the Council's efficiency, productivity and competitiveness. This policy provides a description of the options taking into account the possible benefits of each kind of flexible working to both employees and the Council, but also raising possible drawbacks and areas of potential concern.
- 1.4 The policy considers the following options, but the Council recognises that there may be alternatives, and that the working pattern that may suit any particular individual could be a unique one involving a combination of options:
 - job-sharing;
 - part-time working;
 - annualised hours;
 - compressed hours;
 - flexitime;
 - term-time working;
 - swapping hours;
 - voluntary-reduced working time;
 - working from home;
 - career breaks;
 - flexible shiftworking.

- 1.5 This policy applies to all Council employees. This policy does not form part of your contract and may be amended from time to time as appropriate.

2. THE BUSINESS NEED

- 2.1 Although the Council is committed to providing the widest possible range of working patterns for its workforce, both management and employees need to be realistic and to recognise that the full range of flexible working options will not be appropriate for all jobs across all areas of the business.
- 2.2 Where an instance of flexible working is proposed the Council will need to take into account a number of criteria including (but not limited to) the following:
- the cost of the proposed arrangement;
 - the effect of the proposed arrangement on other staff;
 - the level of supervision that the post-holder requires;
 - the structure of the department and staff resources;
 - other issues specific to the individual's department;
 - an analysis of the tasks specific to the role, including their frequency and duration;
 - an analysis of the workload of the role
 - impact on transaction of Council's business.

3. ELIGIBILITY

- 3.1 Although it is recognised that not all of the flexible working patterns considered will be suitable for all sections of the organisation's workforce, there should be no arbitrary barriers. Employees in all areas and levels of the organisation will be considered for flexible working regardless of their age, sex, sexual orientation, race, or religion or belief, or whether they have a disability, their level of seniority, their current working pattern, or whether they are employed on a permanent or fixed-term basis. However, legally, there is no automatic right for employees to change to any of the flexible working patterns - each application will be considered on the basis of the particular work involved and any detrimental effect the change could have on individual, team or business performance.

4. RIGHT TO REQUEST FLEXIBLE WORKING

- 4.1 Employees in all areas, and at any level, may submit a request for flexible working regardless of their length of service.
- 4.2 Employees can submit two flexible working requests in any rolling 12-month period (an employee is entitled to additional requests if they relate to a statutory entitlement, for example the Equality Act 2010 right to request reasonable adjustments).
- 4.3 While it is the Council's policy to be flexible on working patterns for all its employees, to ensure that it is complying with its legal obligations concerning the right to request

flexible working, there may be situations where precedence has to be given to those who are eligible for this right (see above 4.1 and 4.2).

5. REQUESTS FOR FLEXIBLE WORKING

- 5.1 A request for flexible working could include a request for a change to the number of hours that the employee works, a request for a change to the pattern of hours worked, a request to job share or a request to perform some or all of the work from the employee's home or another location (see Annex 1).
- 5.2 All requests must be made in writing by filling in the requisite application form (see Annex 2), which is also available on the HR Shared drive. Any request made under this policy must include:
- the date of the application;
 - the changes that the employee is seeking to their terms and conditions;
 - the date on which the employee would like the terms and conditions to come into effect;
 - whether or not the employee has made a previous application for flexible working; and
 - if the employee has made a previous request, when the employee made that application.
- 5.3 Where the request is being made by a disabled person as part of a request for a reasonable adjustment to their working arrangements, the employee should state this in the written application.
- 5.4 Line managers should not reject out of hand a request that does not contain the required information. Line managers should explain to the employee what additional or amended information they need to provide and ask the employee to resubmit the request.
- 5.5 Employees may only have one live request for flexible working at any one time. Once a request has been made it remains live until any of the following occur:
- a decision about the request is made by the Council
 - the request is withdrawn
 - an outcome is mutually agreed
 - the statutory two-month period for deciding requests ends

A request continues to be live during any appeal or any extension to the statutory two-month decision period that the employee has agreed with the Council.

6. MEETING TO DISCUSS A FLEXIBLE WORKING REQUEST

- 6.1 Once the Line Manager receives the request, it will be dealt with as soon as possible, but no later than the deadline set out below.

6.2 The line manager or another appropriate manager will arrange a consultation meeting with the employee to consider the request. The purpose of the consultation meeting will be to:

- consult with the employee about the request
- find out more about the proposed working arrangements
- understand how it could be of benefit to both the employee and organisation
- discuss ideas about how to accommodate the employee's needs
- have a meaningful discussion to consider the request

Employees will be given advance notice of the time, date and place of the meeting, which will be in a private and confidential venue. If the initial date is problematic, then one further date will be proposed. The meeting may be held either face-to-face or via telephone/video call.

6.3 The employee will be given the right to be accompanied by a trade union representative or work colleague at any flexible working meeting.

6.4 Where a request can, without further discussion, be approved in the terms stated in the employee's written application, then a meeting will not be necessary. In that case the employee will be informed of the Council's agreement to the request via a confirmation letter as outlined in the section below: 'Outcome of a flexible working request'.

7. OUTCOME OF A FLEXIBLE WORKING REQUEST

7.1 After the meeting, the line manager will consider the proposed flexible working arrangements carefully, weighing up the potential benefits to the employee and to the Council against any adverse impact of implementing the changes. Each request will be considered on a case-by-case basis: agreeing to one request will not set a precedent or create the right for another employee to be granted a similar change to their working pattern.

7.2 The employee will be informed in writing of the decision as soon as is reasonably practicable after the meeting, but no later than the deadline set out below.

7.3 The request may be granted in full or in part: for example, the Council may propose a modified version of the request, the request may be granted on a temporary basis, or the employee may be asked to try the flexible working arrangement for a trial period. The employee will be given the right to appeal the decision if the employee's request is not upheld or is upheld in part.

7.4 If the request is upheld, the employee and the line manager will discuss how and when the changes will take effect. Any changes to terms and conditions will be put in writing and sent to the employee as an amendment to their contract of employment (written statement of particulars) as soon as is reasonably practicable. The employee and manager may wish to make arrangements to meet and review how the new arrangements are working, if required. The employee should contact their manager within 14 days if they wish to discuss the new arrangements further or have any concerns.

7.5 If the request is not upheld, or is upheld only in part, then this will be for one or more of the following prescribed business reasons:

- the burden of additional costs;
 - an inability to reorganise work among existing staff;
 - an inability to recruit additional staff;
 - a detrimental impact on quality;
 - a detrimental impact on performance;
 - a detrimental effect on ability to meet customer demand;
 - insufficient work for the periods the employee proposes to work; and
 - a planned structural change to the business.
- 7.6 The reasons for refusing a request would be explained in the outcome letter in full, and include the employee's right to appeal against the decision.

8. TIMESCALES

- 8.1 All requests will be dealt with within a period of two months, from first receipt of the request, to notification of the decision on appeal. There may be an extension period if agreed with the employee. For example, if the employer and employee agree to a trial period, the two-month decision deadline will be extended by the duration of the trial period.
- 8.2 The line manager will normally hold the meeting within 14 days of receiving the request and notify the decision to the employee within 7 days of the meeting, so that there is enough time for any appeal to be concluded.
- 8.3 Employees who are dissatisfied with the outcome of their request are allowed to lodge an appeal within 7 days of the notification of the decision. The appeal will be heard at an appeal meeting which will usually be convened within 14 days of a request to lodge an appeal. The employee will be informed of the outcome of their appeal within 14 days of the appeal meeting.
- 8.4 These time limits may be extended where both the employee and employer are in agreement. For example, the relevant manager and the employee may agree to extend the time limit to give the employee a trial period on the flexible working arrangements.

9. PROBLEMS WITH A FLEXIBLE WORKING REQUEST

- 9.1 Line managers who receive a request will have regard to the Council's Equality, Diversity and Inclusion policy when considering the request.
- 9.2 If an employee fails to attend a meeting, including an appeal meeting, and then fails to attend a rearranged meeting without good reason, their application will be deemed to have been withdrawn.
- 9.3 If you have any concerns about this policy please speak to your manager in the first instance, who will work with you to resolve any issues. If you are unsatisfied with informal resolutions to your concerns, please refer to the Grievance Procedure for further details about how to raise a grievance.

APPENDIX 1 EXAMPLES OF FLEXIBLE WORKING OPTIONS AND CONSIDERATIONS

Type	Benefits to employee	Benefits to Employer	Points to Watch	Notes
<p>Job-sharing - An arrangement whereby two part-time employees share the responsibilities of one position.</p> <p>In a 'shared responsibility' arrangement the individuals both carry out all the duties of the job, simply picking up the work where the other one left off, while in a 'divided responsibility' arrangement the duties of the position are divided between the two individuals, with each being able to provide cover for the other where necessary.</p>	<p>Permits more time for caring responsibilities or other commitments.</p> <p>The employee works at regular, defined times, permitting arrangements in his/her free time to be made in advance.</p> <p>Can allow the employee to become more accustomed to increased leisure time in the run-up to retirement.</p> <p>Can permit an employee to continue with the security of regular employment while at the same time working on a self-employed basis.</p>	<p>Two individuals are likely to bring increased skills and expertise to the position.</p> <p>Peak periods of demand can be covered by hours when the two individuals work simultaneously.</p> <p>Sick leave and annual leave can be covered.</p> <p>Overtime savings may be made.</p>	<p>Increased costs are likely to result from benefits (eg car and health benefits), training, overlap time and equipment where it cannot be shared.</p> <p>The arrangement is likely to be unsuccessful unless regular communication and handovers take place between the individuals.</p> <p>Account must be taken of what happens if one individual leaves.</p> <p>Demands on line managers increase in line with the number of individuals for whom they have responsibility.</p> <p>There must be no less favourable treatment of job-sharing part-time workers in relation to pay and other benefits such as pension, sick pay, holiday and training, unless such</p>	<p>One individual's prolonged sickness or other absence or an issue with his/her conduct will impact on the other individual in the arrangement.</p> <p>Variations A position could be split between more than two people.</p> <p>Legislation Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 Equality Act 2010</p>

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			detrimental treatment can be objectively justified.	
<p>Part-time working - A system whereby the employee is contracted to work fewer than the standard number of contractual hours per year for the type of work in question.</p>	<p>Employee can fit paid work around childcare and other commitments.</p> <p>Can allow the employee to become more accustomed to increased leisure time in the run-up to retirement, or to supplement a pension from another employer.</p> <p>Can permit an employee to continue with the security of regular employment while at the same time working on a self-employed basis.</p>	<p>Periods of peak demand in production or service can be targeted.</p> <p>Can be used to retain the skills of women employees after maternity leave.</p>	<p>Reduced pay may not make it feasible for all employees.</p> <p>There must be no less favourable treatment of part-time workers in relation to pay and other benefits such as pension, sick pay, holiday and training, unless such detrimental treatment can be objectively justified.</p>	<p>A reduction in the number of hours worked may be a reasonable adjustment permitting a disabled individual to do or continue in a job.</p> <p>Overtime rates will be payable only when the employee has worked beyond the normal full-time contractual hours for the position.</p> <p>Variations There is enormous variation in part-time working patterns. Examples are later start or earlier finish times, afternoons or mornings only, and fewer working days in the week.</p> <p>Legislation Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 Equality Act 2010</p>

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<p>Annualised hours - A system whereby the employee's contractual working hours are expressed as the total number of hours to be worked over the year, allowing flexible working patterns to be worked throughout this period.</p> <p>Usually the hours are divided into rostered hours, which are set, and reserve hours, when the employee can be called into work as demand dictates (and to cover unplanned work and employee absence). Payment is usually in 12 equal instalments (although some arrangements permit pay for the work actually done in the period to which the payment relates).</p>	<p>The set hours that an employee is rostered to work will usually be known well in advance.</p> <p>Offers regular salary level throughout the year even though hours of work vary.</p> <p>Usually results in improved basic pay for staff (and possibly salaried status) as the new rate of pay takes into account the loss of overtime hours. Other improved benefits such as better pension, sick pay and annual holiday are often negotiated in the package.</p>	<p>Particularly suitable where there are predictable fluctuations in activity level for different teams over different periods, or where the situation is less predictable but workload is likely to be heavy at points throughout the year and light at others.</p> <p>Greater flexibility to match staffing to the demands of work.</p> <p>The working hours necessary to produce an effective customer relationship can be guaranteed.</p> <p>Reduced overtime payments.</p> <p>Improved productivity.</p> <p>A reduction in the cost of employing temporary or bank staff.</p>	<p>Employees can be called in at short notice so may find they have less freedom in planning their leisure hours.</p> <p>Long hours at particular times of the year in industries with seasonal demand can result in increased stress and absence, and difficulties for employees with caring responsibilities.</p> <p>Overtime opportunities for employees are reduced or non-existent, so these can no longer be used as an incentive.</p> <p>The employer may find itself paying for hours not actually used.</p> <p>Effective communication may be problem, especially where rostering arrangements mean individuals are away from</p>	<p>Annualised hours are rarely available on an individual basis. The option is usually introduced to provide greater flexibility in the way work is organised to accommodate peaks and troughs in demand for an organisation's product or service.</p> <p>Adopting an annualised hours system requires careful planning and communication, and will usually require union agreement and a lengthy period of employee consultation.</p> <p>The annualised hours arrangement should set out what happens to reserve hours that have not been used throughout the year.</p> <p>Account must be taken of what happens when</p>

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			<p>work for long periods at a time.</p> <p>Demands on administrative time and resources are often high.</p> <p>The need for overtime may not be removed completely.</p>	<p>an employee leaves part way through a year.</p> <p>Averaged pay will affect the calculation of maternity and other benefits.</p> <p>Variations Some systems work over a three- or six-month period rather than a full year.</p> <p>Legislation Working Time Regulations 1998</p>
<p>Compressed hours - A system that permits employees to work their total number of contractual hours over fewer working days. Usually a five-day week is compressed into four days or four and a half days, or a 10-day fortnight into nine days</p>	<p>An extra day per week/fortnight is freed up for the employee to pursue a hobby or further education, or spend time with dependants.</p> <p>No reduction in pay.</p>	<p>Quiet periods of work can be used more effectively if the employee's time off is arranged to coincide with them.</p> <p>Staff cover can be extended beyond the normal hours of work.</p>	<p>Working long hours can cause fatigue and affect performance, cancelling out the advantages of the scheme.</p>	<p>Where service cover has been extended by longer hours, consideration needs to be given to what will happen if the employee no longer wants to continue with the arrangement.</p> <p>Where more than one employee within a team wishes to work compressed hours, a rota may be necessary to ensure fairness, as</p>

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				<p>some days (usually Monday and Friday) will be more popular choices for time off.</p> <p>Legislation Working Time Regulations 1998</p>
<p>Term-time working - A system whereby the employee works under a permanent contract, but can take unpaid leave of absence during the school holidays.</p> <p>Salary is usually paid in 12 equal monthly instalments, although the employee could also be paid only for the time worked and receive no pay during the holidays. The contract usually specifies that no annual holiday should be taken during term time.</p>	<p>The problem of finding childcare during school holidays is removed, and the employee can spend more time with his/her children during this time.</p> <p>Offers regular salary level throughout the year.</p>	<p>The recruitment and retention of individuals whose childcare responsibilities might otherwise keep them out of the employment market is made possible. This is particularly valuable in areas where recruitment is hard, and as a means of attracting women back to work.</p>	<p>Other employees may be put under pressure not to take their annual holiday during the school holidays.</p> <p>The reduction in pay could act as a disincentive.</p> <p>Averaged pay will affect the calculation of maternity and other benefits.</p> <p>Where a long break from employment would be disruptive to the job or service provided, or where the employee has unique knowledge or skills that are needed on a consistent basis throughout the year, this system may be unsuitable.</p>	<p>In some industries students on holiday from college/university can be recruited to cover the school holidays.</p> <p>Where a managerial role is being considered for term-time working, account must be taken of whether the team involved can work extended periods without direct supervision.</p> <p>A person to whom employees who wish to change their working pattern must apply should be specified.</p> <p>Variations</p>

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				<p>Employees' personal requirements may include part-time working, evenings or nights only, day-time only or shifts that coordinate with those of their partner or another relative.</p> <p>Legislation Working Time Regulations 1998 Longer hours could be worked during term time and shorter hours during the school holidays to make up full-time hours.</p>
<p>Swapping hours - A system whereby employees can swap hours or shifts with colleagues doing the same type of work at different times of the day.</p>	<p>Occasional changes in hours or shift can be organised, eg to attend a school sports afternoon or prize giving, or to be at home for a delivery or to have repair work done.</p> <p>No loss of pay.</p>	<p>The needs of the business or service continue to be met.</p> <p>Employees are less likely to take 'sick days' to accommodate their needs, so sickness absence is reduced.</p> <p>Where an employee would have taken a day's holiday to meet his/her personal needs the</p>		<p>Notice-boards or the intranet can be used by employees to advertise the shifts they want to swap. Such methods are likely to reach a wider number of potential swappers than 'word of mouth' alone.</p> <p>It may not be possible or desirable to accommodate shift swaps between</p>

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		<p>employer may have had to organise cover and this need is removed.</p> <p>Minimal managerial involvement is necessary.</p>		<p>employees who are paid at different rates.</p> <p>Legislation Working Time Regulations 1998</p>
<p>Voluntary reduced working time (V-time) - A system whereby it is agreed that the employee will work reduced hours for a certain period of time, with a return to full-time hours at the end of this period.</p> <p>Salary, pension, holiday and other benefits are pro rated during this time.</p>	<p>A temporary reduction in hours allows an employee to accommodate a specific event in his/her life, eg a course of study or a relative's illness, but to return to the security of a full-time position.</p>	<p>The employee's skills are retained on a reduced basis at a point when they might otherwise have been lost completely, and regained on a full-time basis when the agreed period comes to an end.</p> <p>The system could also act as a means of permitting an employee recovering from an illness or adjusting to an impairment to return to work on a phased basis.</p>		<p>Variations Although the variation in hours is usually temporary it may also be permanent.</p> <p>Employees could also volunteer to increase their hours.</p> <p>Legislation Working Time Regulations 1998 Equality Act 2010</p>
<p>Working from home - A system whereby the employee carries out all or a proportion of his/her duties from home rather than on the employer's premises.</p> <p>It may consist of the occasional day at home to coincide with a domestic</p>	<p>Travel time and costs could be reduced, often resulting in a reduction in stress.</p> <p>The system may permit more flexible hours, eg the employee may be able to start work earlier as a result of no</p>	<p>A wider catchment area for recruitment is created.</p> <p>Employees who move out of the immediate vicinity of the workplace may be retained.</p>	<p>A higher degree of trust may need to be placed in the employee as direct supervision of his/her activities will no longer be possible.</p> <p>Unless it is clear at which times the employee can be contacted at home</p>	<p>The system is often utilised by mobile employees, who spend a large proportion of their working time away from the employer's premises.</p> <p>Technology is increasing the range of work for</p>

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requirement, or a regular arrangement of several days a week.	<p>longer having to commute to work.</p> <p>The employee may be able to move away from his/her place of work to take advantage of cheaper house prices or a different lifestyle. Commuting may not be feasible on a daily basis, but could be if the commute is required only once or twice a week and for the remainder of the time the employee works at home.</p>	<p>Productivity could be increased by reducing working time lost due to travel problems.</p> <p>Employees who do not have to commute to work may start their working day more mentally alert.</p> <p>Desk and equipment sharing can save on costs.</p> <p>The system may make work more feasible for an individual with a disability affecting mobility.</p>	<p>regarding work, work time may overspill into the employee's leisure time.</p> <p>Employee motivation may be an issue.</p> <p>The employee may begin to feel isolated and out of touch with the workplace and the rest of the team.</p> <p>Communication may deteriorate, particularly if the individual rarely visits the employer's premises.</p>	<p>which home working may be suitable.</p> <p>The employer will need to carry out risk assessments of the employee's work station and ensure that he/she is working safely.</p> <p>It must be made clear whether the employer or the employee is responsible for any necessary furniture, IT equipment or utility charges related to home working.</p> <p>The employer will need to ensure adequate insurance of all its property.</p> <p>Mortgage or rental agreements may prohibit working from home, so these should be checked.</p> <p>Where it is necessary for the employee to take confidential</p>

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				<p>material home, thought should be given to provision for its storage. Safeguards to ensure that other people cannot access computer systems may also need to be considered.</p> <p>For the initial period of their employment, new employees may need to spend the majority of their time on the employer's premises to familiarise themselves with the role and procedures.</p> <p>Care must be taken that employees working from home are not overlooked for training or promotion.</p> <p>A trial basis may be helpful.</p> <p>The organisation's IT service may need to be developed so that an effective service for home workers is</p>

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				<p>provided. The employee's own IT skills may need to be improved so that he/she is able to resolve any problems that arise.</p> <p>A change in the employee's personal circumstances, eg if he/she becomes a parent or moves to a smaller house, may make home working more difficult, so the suitability of the arrangement may need to be reviewed on a regular basis.</p> <p>The impact of the employee's absence from the workplace on other employees in the team must be considered carefully.</p> <p>Legislation Working Time Regulations 1998 Health and Safety at Work Act 1974 Management of Health</p>

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				and Safety at Work Regulations 1999 Health and Safety (Display Screen Equipment) Regulations 1992
<p>Career breaks - A system whereby the employee has an extended period of time away from paid work, often with a guarantee of a return to the same or a similar job at the end of the time.</p>	<p>The employee has an extended period of time away from the workplace to study, spend time with dependants, carry out voluntary work or perhaps travel abroad.</p> <p>A career break can be used as an opportunity for personal development.</p>	<p>The employee's skills are retained in the long term.</p> <p>New ideas and extra skills, motivation and enthusiasm may result from the employee's period of time away from the workplace.</p> <p>While the possibility of a career break to look after young children may be particularly attractive to female employees, career breaks can also be used to attract, motivate and retain other sectors of the workforce, for example those who missed out on a 'gap year' of travel between school and university.</p>	<p>Lack of pay over the career break period is likely to limit the number of employees for whom this will be an option.</p> <p>A replacement will have to be found for the employee in his/her absence, or the workload divided between the remaining members of the workforce.</p> <p>The individual's status during the career break, and the impact of the break on his/her continuity of service, pension and other conditions of service must be made clear.</p> <p>Thought needs to be given to how any business reorganisation or restructuring might impact</p>	<p>A period of induction and/or retraining may be necessary on the individual's return.</p> <p>Some means of keeping the individual informed about important developments in the workplace or field of work could be considered.</p> <p>The opportunity to take a career break can be used to reward long service.</p> <p>Variations Particularly where longer periods of absence are concerned, the employee may have a right to first consideration for any vacancies rather than</p>

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			<p>on the employee's right to return.</p> <p>Time away from the workplace can lead to a loss of skills or confidence.</p>	<p>an absolute right to return.</p> <p>Under some schemes the employee is required to maintain regular contact with the employer throughout his/her absence.</p> <p>Legislation Employment Rights Act 1996</p>
<p>Flexible shift working - A variation on the traditional, fairly rigid, shiftwork system whereby employees can negotiate the shifts that suit their needs and/or rearrange shifts among themselves.</p>	<p>Occasional changes in shift can be organised to accommodate a particular need or event in an employee's life and/or employees can request changes to the shift rota to suit their individual needs.</p> <p>Job satisfaction increases when employees' personal requirements are taken into account.</p> <p>Where partners or relatives are employed by the same employer, greater control over the shift patterns they work means they can share caring responsibilities.</p>	<p>The needs of the business or service continue to be met.</p> <p>Employees are less likely to take 'sick days' to accommodate their needs, so sickness absence is reduced.</p>	<p>Demands on administrative time and resources may increase.</p> <p>It may not be possible to accommodate all employees' requirements and preferences.</p>	<p>A person to whom employees who wish to change their working pattern must apply, should be specified.</p> <p>Variations Employees' personal requirements may include part-time working, evenings or nights only, day-time only or shifts that coordinate with those of their partner or another relative.</p> <p>Legislation Working Time Regulations 1998</p>

Type	Benefits to employee	Benefits to Employer	Points to Watch	Notes
Requests to work from the mainland or other remote locations	<p>When applying for posts and housing is unavailable on island, this may widen the opportunities for recruitment</p> <p>Assisting in extenuating circumstances</p> <p>Enable staff to continue employment when life circumstances change</p>	<p>Supports in recruitment and selection</p> <p>Supports employee retention</p>	<p>May be considered in circumstances where:</p> <ul style="list-style-type: none"> The role doesn't require the post-holder to be onsite for interactions with customers, Councillors, colleagues and other stakeholders. <p>Examples of roles which cannot be performed remotely include: Firefighters, Airside ground crew, reception/customer services, care assistants, waste & recycling, maintenance and repair operatives.</p>	

Annex 1. FLEXIBLE WORKING REQUEST FORM

The purpose of this application form is to enable you to make a request for flexible working under the Council's Flexible Working Policy.

The information you provide will be treated as confidential. Please be aware that at the end of this form you will be asked to declare that all the statements you make are true to the best of your knowledge. A copy of the Council's Data Protection Policy setting out how we protect your personal data can be found on the staff intranet.

Form for making a request for flexible working		
Name of individual:		
Job Title:		
Team:		
Date form submitted:		
Previous applications for flexible working All employees have the statutory right to request flexible working. Under the statutory procedure, you can make two requests in every 12-month period. If you have submitted a flexible working request, you must wait until that one has been considered and any appeal has been dealt with, before submitting another.		
Have you submitted a previous request for flexible working? (If yes, please answer the next question.)	Yes	No
When did you submit your last two requests for flexible working?		
Are you a disabled person whose request for flexible working is related to your disability?	Yes	No
I wish to submit a statutory request for flexible working as detailed below.		
My current working pattern is as follows (days/hours/times worked):		
My current work location is as follows:		
The working pattern I would like to work in the future is (days/hours/times worked):		

The work location I would like to request is:			
I would like the above change(s) to my working pattern to take effect on:			
<p>Once you have submitted a valid application for flexible working, the Council of the Isles of Scilly will contact you to arrange a meeting, which will usually take place within 14 days of the application being submitted, to consult with you about how the pattern of working you have requested might be made to work. If your request is granted, it will mean a permanent change to the terms and conditions of your employment, unless agreed otherwise.</p> <p>It will help us to deal with your application if you provide as much information as you can about your desired working pattern.</p>			
Confirmation and signature			
I have read the Flexible Working Policy and accept that if my request is successful that this will result in a permanent change to my terms and conditions of employment and that I have no right in law to revert back to my previous working pattern or terms and conditions. However, I may request to do so in the future through a further flexible working request. This is not applicable where it is agreed that the proposed changes are only for a temporary period.			
General Data Protection Regulations (GDPR)			
In signing this form, I confirm my explicit consent within the meaning of the General Data Protection Regulations 2018 for the Council of the Isles of Scilly to process my personal information which may include electronic storage of my personal information. I understand that my information will be held securely and if I wish to gain access to my medical information, I can do so by requesting it in writing.			
Declaration			
I declare that all the information provided in this form is true to the best of my knowledge. I understand that this form will be treated in confidence			
Signed:			Date:

Please return this completed form to your manager.

Annex 2. FLEXIBLE WORKING REQUEST WITHDRAWAL FORM

Name of employee:	
Job title:	
I made my original request for flexible working on:	
I confirm that I now wish to withdraw my request for flexible working.	
Signed:	
Dated:	
Please return this completed form to your manager.	