

Flexible working can mean various things. We have options that will suit different job roles or different lifestyles. Some of our jobs need to be done in a certain location, others can be done anywhere, and some are a mix between the two. The same goes for *when* we work – some jobs are flexible in terms of when the work is done, others less so.

We want to enhance *everyone's* working experience, but we all share responsibility for getting the job done for people who rely on us. Changes could include where and when you work, or what you do to best achieve your goals. You will be measured on the quality of the work you do and results, not just the time you put in.

This policy outlines the key principles of flexible working, encompassing formal flexible working arrangements and everyday informal flexibility.

Key principles:

- Any flexible working request should balance: the needs of your specific job; your team's needs; your client, service user or business needs and your personal needs and well-being;
- The needs of the Service are the top priority when making the decision
- You can make a flexible working request at any time from the day you start working with us;
- You must submit all formal flexible working requests using the Flexible Working Request Form on First Contact;
- Your manager will discuss your request with you before making a decision;
- Your request will be administered within two months of receipt;
- Requests will only be refused for one of the statutory prescribed reasons;
- Where a request cannot be accommodated, we will seek to discuss alternative options before refusal;
- Where you have made a request and it cannot be accommodated, you can submit an appeal;
- You're trusted to work in a way that supports your team and service delivery.

Scope

This policy applies to all Fife Council employees.

Version: 1.0

Date: 10/09/24