



Flexible Working Policy

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Owner:	Walter Kane	Job Title:	Head of People and Organisational Development
To be issued to:		Board of Management ARK Management Unite All Staff	
Method of Delivery:		Email Policy	

Version Control

Date	Owner	Version	Reason for Change
Nov 2020	Walter Kane	Insert No. 2	Policy review and updating to new template

Summary of Changes

Section	Change
All	Policy reviewed updated to new template. Minor changes. Procedural information taken out.

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1.0 ARKs Values

Our organisational values are the basis for everything that we do from providing housing, care and support to tenants and service users to ensuring staff have channels in which they can raise issues. Ark believes that everyone should have the opportunity to lead a happy, healthy and safe life. We value:

- The worth of each person
- Trusting relationships
- Understanding difference
- Challenging oppression
- Personal and organisational accountability
- Caring for our physical environment
- Enjoyment

2.0 Purpose

This policy aims to encourage staff to consider flexible working arrangements. Ark recognises that a better work-life balance can improve employee motivation, performance and productivity, and reduce stress. Therefore Ark want to support its employees achieve a better balance between work and their other priorities, such as caring responsibilities, leisure activities, further learning and other interests.

3.0 Policy Statement

Ark is committed to agreeing any flexible working arrangements, provided that the needs and objectives of both the organisation and the employee can be met in order to provide a consistent and quality service.

4.0 Scope

The flexible working policy will apply to all permanent staff.

5.0 Legal/Regulatory Framework

The relevant legislation relating to flexible working is

- Employment Rights Act 1996
- Equality Act 2010
- Flexible Working Regulations 2014
- ACAS guidance

6.0 Responsibilities

6.1 Board of Management

Ark's Board of Management is responsible for consideration and approval of this policy.

6.2 Executive Team

Ark's Executive Team is responsible for ensuring that this policy is reviewed in accordance with Ark's schedule for review of policies.

6.3 Senior Leadership Team

Ark's Senior Leadership Team is responsible for review of the policy, and for ensuring that relevant measures are put in place in order to implement its requirements.

6.4 Managers

Ark Managers will be responsible for the effective implementation of this policy. They must also ensure that each member of their staff, through the employee handbook, is made aware of this policy.

6.5 All Staff

All Ark employees are required to familiarise themselves with this policy.

7.0 Principles of Flexible working process

7.1 What is flexible working?

Flexible working is any type of working arrangements that gives some degree of flexibility on how long, where and when an employee works. Ark encourages open discussion with employees.

Ark is committed to providing a range of appropriate working patterns. However employees and management need to be realistic and to recognise that not all flexible working options will be appropriate for all roles.

7.2 Flexible Working Options

The following flexible working options are considered to be the typical arrangements that employees will request but Ark recognises that there may be alternatives or a combination of options which are suitable to both the organisation and the employee:

- Compressed hours
- Flexitime
- Home-working
- Job-sharing
- Part-time working
- Overtime
- Annualised Hours
- Relief

7.3 Flexible Working Considerations

Where a flexible working arrangement is proposed the organisation will need to take into account a number of criteria including (but not limited to) the following:

- The costs associated with the proposed arrangement
- The effect of the proposed arrangement on other staff
- The need for, and effect on, supervision
- The existing structure of the service/department
- The availability of staff resources
- Details of the tasks specific to the role
- The workload of the role

8.0 Related Policies & Procedures

HR13 Mobile Working Policy

9.0 Equality Impact Assessment (EIA)

An EIA has not been completed for this policy.

10.0 Data Protection Impact Assessment (DPIA)

This has been contained within the OD DPIA.

11.0 Stakeholder Consultation

This policy was circulated for comment and feedback to the following groups, prior to approval.

- Ark Board of Management;
- Ark Executive Team; Ark Senior Leadership Team;

- Unite the Union.

12.0 Monitoring and Review

12.1 Monitoring

The Head of People and Organisational Development will monitor implementation of this policy on an ongoing basis.

12.2 Review

This policy will be reviewed within 3 years from the date of approval by our Board of Management, in accordance with Ark's policy review framework.