

Body:	Employment Committee
Date:	7 October 2019
Report Title:	Flexible Working Policy
Report of:	Helen Knight, Head of HR
Purpose:	To update Employment Committee regarding the review of the Councils flexible working policies.
Recommendation:	To note that the Council's previously separate policies have now been aligned and updated.
Reason for Recommendations:	Lewes District and Eastbourne Borough Councils have jointly committed to bringing policies and procedures together as part of the Joint Transformation Programme (JTP) which is an important step towards aligning our people and business practices.
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1 Information

- 2.1 A review of the existing policies regarding flexible working across Lewes and Eastbourne has been undertaken and a new policy developed.
- 2.2 There are no significant changes to the policies previously held by both Councils although we have endeavoured to make this policy clearer for staff and managers.
- 2.4 This revised policy will be implemented by publication on the council intranet known as 'The Hub' following approval with communication and training issued to managers and staff.
- 2.5 Unison has been consulted on the new policy and requested that a reference to the councils agile working policy be incorporated which has been included.

3 Financial Appraisal

- 3.1 The implementation of this revised policy should have no financial impact.

4 Legal Implications

- 4.1 There are no legal implications arising from this report.

5 Risk Management Implications

- 5.1 I have completed the Risk Management Implications questionnaire and this report is exempt from the requirement because it is a progress report/budget monitoring report/development control report.

6 Equality Screening

- 6.1 An Equality analysis has been carried out for this aligned report and is attached as a background paper.

7 Appendices

- 7.1 Appendix 1 - Eastbourne Borough and Lewes District Flexible Working Policy

8 Background Papers

- 8.1 Equality and Fairness Analysis for Flexible Working Policy