



Embracing Flexibility

Our approach to Flexible Working

Updated by People Team August 2019



1. Embracing Flexibility

What is Flexible Working?

Embracing flexibility at Peel L&P can mean any working arrangement which varies the amount, time or location of a team members work to the mutual benefit of them and the business.

We understand that life isn't linear and that all sorts of things need to be considered for a successful and fulfilling work life balance to be achieved. Managing caring responsibilities, the daily commute, childcare and other activities outside of work such as volunteering, sports or hobbies can mean there are times in all our lives we need and want to accommodate different things.

At Peel L&P we are a family who cares about each other and our wellbeing. Wherever possible we will look to find a solution which works.

I think I need some flexibility in my work arrangements?

First consider what you think you need. Some options to consider may be:

- **A shift in the start and end times of your working day**
- **Core hours with flexible start and finish times**
- **Home Working or working from another location on occasion**
- **Reduced hours** ■ **Annualised hours** ■ **Job share**

Then, consider your role and what Peel L&P needs from you. What does that mean for the working arrangement you would like? What are the work arounds, what is non-negotiable, what's the impact on others?

- **Do you work in a team?**
- **Are you project based?**
- **Do you lead others?**
- **Are you external or customer facing?**
- **Do you do mainly individual process driven work?**
- **What do you need to do your role effectively?**

The best solutions come from good communication

Once you have considered all of the above have a chat with your line manager, see what agreement you can reach. Many flexible working options such as flexible start and finish times can be agreed informally with your line manager without the need to go through a formal application process. We have lots of examples of these working effectively for team members and the business, they don't need to be set in stone and can be fluid! It is our aim through our Embracing Flexibility strategy/initiative to achieve a positive outcome informally wherever possible.

If you or your manager want some support, the People Team are here to help you take a look at options in more detail.

Where there is a need to make a change to your contracted hours or you are struggling to reach an informal agreement with your line manager you can then progress through the formal flexible working procedure outlined below.



2. What do I need to do?

If you wish to submit an application, please complete the form at the end of this InfoBook and give to your manager and the People Team.

3. What happens then?

Once we receive your application, you will be invited to a meeting to discuss your request. Ideally this will be face to face but, if this is not possible, it may take place over the phone or in some other way.

4. Next steps

After the meeting, the outcome will be confirmed in writing within 14 days.



Application Form

I would like to apply to work a flexible working pattern that is different to my current working pattern.

1. Personal Details

Name:

Business Area:

Manager:

2a. Describe your current working pattern

(days/hours/times/location worked):

2b. Describe the working pattern you would like to work in future

(days/hours/times/location worked):

2c. I would like this working pattern to commence from:

Date:

3. Reason for the request

*Please include here if this request is being made in relation to the Equality Act 2010, for example as a reasonable adjustment for a disability.

4a. Impact of the new working pattern

I think this change in my working pattern will affect my employer and colleagues as follows:

4b. Accommodating the new working pattern

I think the effect on my employer and colleagues can be dealt with as follows:

Name:

Date:

Please submit this application to your line manager and send a copy to the People Team.

