



**DOWN DISTRICT COUNCIL**

**FLEXIBLE WORKING ARRANGEMENTS**

**POLICY**



INVESTOR IN PEOPLE

## **1.0 Policy Statement**

The aim of this policy is to enable employees to balance their work and personal lives more effectively, thereby facilitating enhanced delivery of the Council's organisational objectives.

Down District Council endeavours to facilitate flexible working arrangements to maintain productivity and retain valuable skills and experience. Variations could include changes to hours/location and/or pattern of work. All arrangements are subject to the exigencies of the service.

## **2.0 Scope of Policy**

**2.1** In order to be eligible to apply to work flexibly, the individual must be an employee and have successfully completed his/her probationary period at the date the application is made. They must not be an agency or casual worker or have made a previous application during the past 12 months.<sup>1</sup>

### **2.2 Parents or Those Responsible for Children Under the Age of Sixteen Years.**

The employee must be the mother, father, adopter,<sup>2</sup> guardian, special guardian, foster parent<sup>3</sup>; private foster carer of, or a person in whose favour a residence order<sup>4</sup> is in force in respect of the child, or be married to, is the partner or, civil partner of one of these and has, or expects to have, parental responsibility for a child under 16 years of age (18 if child has a disability).

### **2.3 Carers of Adults (aged 18 or over)**

The employee must be or expects to be, caring for an adult who is either; a spouse, partner or civil partner of the employee; a near relative of the employee (including those related by adoption); or if the person does not fall into one of these categories; the adult in need of care must live at the same address as the employee carer.

**2.4** A "near relative" includes parents, in-laws, siblings, children (including adult children), uncles, aunts, grandparents and step-relatives.

**2.5** It does not include carers supporting neighbours or friends.

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<sup>1</sup> Subsequent applications received within 12 months will only be considered in exceptional circumstances at the discretion of the Director; with no right of appeal.

<sup>2</sup> "adopter", in relation to a child, means –

(a) a person with whom an adoption agency has decided the child should be placed for adoption; or

(b) a person who has given notice of an intention to apply for an adoption order as required by Article 22 of the Adoption (Northern Ireland) Order 1987(5)

"adoption agency" means an adoption agency within the meaning of Article 3(3) of the Adoption (Northern Ireland) Order 1987(8).

<sup>3</sup> "private foster carer" means a person fostering a child privately within the meaning of Articles 106 and 107 of the Children (Northern Ireland) Order 1995(9)

<sup>4</sup> "residence order" means an order as defined by Article 8(1) of the Children (Northern Ireland) Order 1995(12)

**3.0 Examples of Flexible Working Arrangements**

**3.1 Compressed Working Hours**

Allows employees to condense their normal contracted hours into fewer days per week/fortnight, with no impact on remuneration.

**3.2 Annualised Working Hours**

Allows employees to arrange their normal contracted hours over the period of a full working year, with no impact on remuneration and organised to fit in with busier and less busy periods at work.

**3.3 Term Time Working**

Allows employees to voluntarily take unpaid time off work during all or specified school holidays, in return for a pro-rata reduction in remuneration.

**3.4 Reduced Working Hours**

Allows employees to reduce their normal contracted hours in return for a pro-rata reduction in remuneration. This could incorporate flexible starting and finishing times.

**3.5 Job Sharing**

Allows employees to reduce their normal contracted hours (in return for a pro-rata reduction in remuneration) and share a job on a part-time basis with another employee so that both together cover a full-time post. This arrangement is dependent upon being able to source a Jobshare partner.

**3.6 Change to Normal Work Location**

Allows employees to transfer to another Council site/department where a vacancy exists (provided the job is the same in all other respects).

**Equality Impact Assessment**

This Policy has been assessed under Down District Council's Equality Impact Assessment process and has been screened out as having no impact on any of the groups designated in Section 75 of the Northern Ireland Act 1998.