

1. Introduction

We recognise that our employees are our greatest asset and it is through them that our services are delivered and continually improved. By having modern, flexible working practices in place we can:

- Deliver efficient, effective services to the people of Glasgow.
- Recruit and retain skilled, competent and engaged employees from diverse communities.
- Meet the needs of our diverse workforce by enabling them to combine their working life with their social, health, family, caring and other responsibilities.

2. Aims

In our policy, we aim to:

- Outline the scope and range of work life balance and flexible working arrangements available to all employees within the Council.
- Promote the benefits of these arrangements.
- Encourage managers to recognise and promote the benefits that the arrangements can have on their teams and towards the improvement of service delivery.
- Provide a framework which allows for the consideration and implementation of both management-led and employee-led flexible working arrangements, where possible.

3. Family friendly provisions

We have a range of policies in place to help our employees balance their work and home life. These include generous maternity and adoption leave and pay provisions, parental leave and time off to care for dependents.

4. Flexible working options

Our 11 core flexible working options are:

- Annualised hours
- Career breaks
- Compressed working hours
- Flexible working hours
- Homeworking
- Job sharing
- Mobile working
- Reduced hours & part-time working
- Shift working
- Term-time working
- TOIL arrangements

This list is not exhaustive. Alternative arrangements could include staggered hours, working at a different location or adjusting when contracted hours are worked.

5. Employee-led requests

Individual requests

All of our employees with 26 weeks or more continuous service can apply for flexible working. We go beyond our legal duties but will give priority to those who meet the statutory requirements in making a request to care for:

- A child aged 16 or under.
- A disabled child who is under 18, and who receives disability living allowance.
- An adult who requires care.

We will also consider flexible working requests for other reasons, which could include further education; religious observance or interests; or responsibilities outside the workplace.

Recruitment requests

We will accept job applications which request to be considered for vacancies on a flexible working basis.

Group requests

We accept group applications for flexible working, submitted through a Council nominated representative or Trade Union representative.

6. Management-led requests

Management may consider introducing flexible working practices in order to improve service delivery. In such cases, consultation will take place with the relevant affected employee(s) and Trade Union.

7. Consideration of flexible working requests

We will consider all flexible working requests. We must ensure however that all requests are balanced against the needs of the service. All decisions will be based on business needs with the Head of Service responsible for determining which requests are suitable for their service.

8. Right to review

We reserve the right to reject any application or review any existing arrangement where there is a conflict of interest or service provision is affected.

You can find further guidance in our Flexible Working Procedure or from Service HR.

9. Monitoring

We capture data on employee-led requests for flexible working and use this information to make sure we don't discriminate against specific groups.