

Ref No. SG8151

Date: 28 May 2019

REQUEST:

1. Do you offer flexible working policies to address the different types of flexible working listed below:
 - a) Part-time working
 - b) Flexitime
 - c) Job sharing
 - d) Compressed hours
 - e) Annual hours
 - f) Term-time working
 - g) Home working
 - h) Voluntary time
 - i) Zero-hour contracts
 - j) Other
2. Please provide the number of staff accessing flexible working by the following staff groups in the years 2017/18 and 2018/19 (Headcount):

	2017/18	2018/19
Medical		
Nursing		
AHP/Scientific		
NMNC		
Total		

3. Please provide the following details around flexible working requests and agreements over the past 12 months (Headcount):

	Total number of staff	Number of flexible working requests	Number of flexible working agreements
Male			
Female			
16-40 Years of Age			
40+ Years of age			

4. On average, how long does a flexible working agreement last (Years/Months)?
5. Are flexible working agreements recorded against the employee HR record (ESR)?
6. What % of vacancies in your organisation have been specifically targeted at reaching individuals seeking flexible working arrangements?
7. Has your organisation seen any quantifiable or measurable returns through the implementation or adoption of flexible working?
8. Is training available to managers around dealing with flexible working?
 - a. What % of managers have received training around flexible working?

Process and Providers of flexible working

9. Please provide details on the organisation's application process for a member of staff wishing to engage in a flexible working arrangement. Within which, please indicate whether this process is manual or supported via an electronic system.
10. Does your organisation use any 3rd party systems to enable or facilitate the flexible working application process and flexible working arrangements?
 - b. Please provide the name of the system[s] used

OUR RESPONSE:

1. a) to i) incl. Yes
j) Short term reduction in hours; Parental Leave; Flexible Retirement
2. This includes all staff we can identify on ESR that work in a flexible way.

	2017/18	2018/19
Medical	63	74
Nursing	2219	2343
AHP/Scientific	600	652
NMNC	934	936
Total	3816	4005

3. The figures below relate to staff who have specifically requested flexible working patterns:

	Total number of staff	Number of flexible working requests	Number of flexible working agreements
Male	909	32	26
Female	4411	226	208
16-40 Years of Age	1960	118	103
40+ Years of age	3360	140	131

4. Agreements are for a maximum of 12 months and then reviewed.
5. Staff on annualised hours and Term Time Only arrangements are captured on ESR.
6. All vacancies are advertised as open to applicants who wish to work alternative hours to those advertised.
7. Increase of staff awareness and satisfaction relating to flexible working reported in the National Staff Opinion Survey from 56.5% in 2015 to 67.04% in 2017.
8. Yes it is included as part of the "Essential HR for Managers" training package. 39.3% of managers have attended the course to date.
9. Please see attached flowchart. The process is manual.
10. No

Attachments: