

**BRISTOL CITY COUNCIL**

**HUMAN RESOURCES COMMITTEE**

**For Information**

**16<sup>th</sup> December 2010**

**Report of:** Service Director: Strategic HR & Workforce Strategy

**Title:** Review of Revised Flexi-time Arrangements

**Officer Presenting Report:** Rachel Falla, HR Business Partner

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**RECOMMENDATION**

The Committee notes the information provided.

**Summary**

Flexi-time arrangements were harmonised with effect from 1<sup>st</sup> April 2010.

The revised Flexi Scheme was approved by HR Committee in December 2009 and the Committee requested a follow up report on progress.

**The significant issues in the report are:**

As set out in paragraph 3 below.

**1. Policy**

1.1 The revised Flexi-Scheme was implemented with effect from 1<sup>st</sup> April 2010.

**2. Consultation**

**2.1 Internal**

Further consultation has been undertaken through DJCC meetings to

review implementation, as follows;

DCX/Resources/Transformation	8 <sup>th</sup> September 2010
Neighbourhoods	28 <sup>th</sup> September 2010
Health & social Care	1 <sup>st</sup> November 2010
Children & Young People's Services	3 <sup>rd</sup> November 2010
City Development	12 <sup>th</sup> November 2010

## **2.2 External**

Not applicable.

## **3. Context**

- 3.1 This report is provided, at the request of the members of HR Committee who approved the revised scheme on 17th December 2009.
- 3.2 The Scheme amalgamated time off in lieu and flexi time, and allowed for up to two days (pro-rata for part-time staff) to be taken in any flexi period. The most significant revisions are that managers allow one day as a general norm and give specific approval for any second day to be taken in that period, to cater for peak workloads and manage resources effectively. HR Committee are reminded that the Flexi-Time Working Group identified a need for managers to manage time effectively within the workgroup and the scheme was re-written to emphasise this.
- 3.3 Revised Flexi-Scheme arrangements have been implemented and recently reviewed at Departmental Joint Consultative Committees - no issues have been raised or reported.
- 3.4 A summary of the changes which were made to the Flexitime Scheme are as set out in Appendix A.

## **4. Proposal**

- 4.1 No further action or amendments to the Flexitime Scheme are proposed.

## **5. Other Options Considered**

- 5.1 Not applicable.

## **6. Risk Assessment**

6.1 Not applicable.

## **7. Equalities Impact Assessment**

7.1 Given that there are no issues arising at this stage, the Equalities Impact Assessment has not been updated.

## **Legal and Resource Implications**

### **Legal**

Not applicable.

### **Financial**

#### **Revenue/Capital:**

Not applicable.

### **Land**

Not applicable.

### **Personnel**

Not applicable.

### **Appendices**

Appendix A - Summary of Changes to the Corporate Flexi-time Scheme

## **LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 Background Papers:**

None.

## APPENDIX – CIRCULATED BY STRATEGIC HR

### Summary of Changes to the Corporate Flexi-time Scheme

Due to wide and varied practices across the Council in relation to the Flexi-time Scheme the Human Resources Committee have reviewed the Scheme and approved changes to the existing scheme. These changes apply with effect from 1.4.2010.

To summarise, the main changes are as follows (and reflected in the new flexi policy now available on the source);

- Changing core times to between 10am and 3pm.
- The carry over of credit hours will remain at 15hours per accounting period (four weeks is the normal accounting period) but the maximum number of debit hours will be extended to 15 per accounting period to provide increased flexibility for staff to deal with unplanned personal /domestic issues etc.
- There are no separate arrangements for lieu time, this will all be rolled up into the flexi-scheme arrangements
- Re-iteration of the importance of managers regularly reviewing and monitoring flexi leave. Also managers addressing any issues of non-productive flexi-time
- WLB arrangements to be reviewed. Flexi Scheme will not apply to staff who benefit from WLB arrangement.
- Allocation of flexi leave to also be reviewed by management (up to 2 days flexi may be granted at discretion of management).

### Implementation

Employees who work in individual Sections, will be able to accrue and take either one or two days of flexi leave in a flexi accounting period (4 weeks). A decision as to whether one or two days will apply is at the discretion of the Service Director and will be based on service delivery needs.

Existing arrangements will apply in the interim, however, these will be subject to review by Service Directors. Any proposed changes will be discussed with affected workgroups and also reported through the Departmental Joint Consultative Committees. Following consultation any proposed changes will apply with effect from **1<sup>st</sup> April 2010**.

Any Section currently operating with more than two days will obviously need

to review their arrangements to ensure that they comply with the new Policy.

Any employees transferring from one section to another will be subject to the agreed flexi provisions within the new department (this may result in an increase or decrease in flexi leave).

With regards to existing WLB arrangement subject to review, any arrangements found to be inefficient will need to be discussed with the employee and adjusted accordingly.

HR Committee have requested a schedule from each Department highlighting the existing arrangements for each section and any changes and how things are progressing for September 2010.

**If you have any queries regarding the new arrangements please do not hesitate to contact your HR Business Partner.**