

Lead Employer Flexible Working Policy

Version No: 7

Document Summary:

To provide a clear procedure for applying and responding to colleagues-in-training requests for flexible working and the procedure to appeal against any decision

Document status	Approved	
Document type	Policy	Trust wide
Document number	Document Control will provide document number if a new document	
Approving body	Commercial Services Council	
Date approved	22/10/2024	
Date implemented	01/11/2024	
Review date	22/10/2027	
Accountable Director	Director of Human Resources	
Policy Author	HR Business Partner	
Target audience	Specific staff group	

The intranet version of this document is the only version that is maintained. Any printed copies should therefore be viewed as “uncontrolled”, as they may not contain the latest updates and amendments

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Document Control

Section 1 – Document Information	
Title	Flexible Working Policy
Directorate	Corporate
Brief Description of amendments	
<ul style="list-style-type: none"> - Updated in line with revised legislation with effect from 6th April 2024 - Removed the need for colleagues-in-training to explain the effect that the request would have on service provision and how this can be overcome - Updated timeframes to conclude flexible working requests within 2 months of submission. - Addition of template letters. 	
Please state if a document has been superseded.	
Does the document follow the Trust agreed format?	Yes
Are all mandatory headings complete?	Yes
Does the document outline clearly the monitoring compliance and performance management?	Yes
Equality Analysis completed?	Yes
Data Protection Impact Analysis completed?	Yes

Section 2 – Consultation Information*			
*Please remember to consult with all services provided by the Trust, including Community & Primary Care			
Consultation Completed		<input type="checkbox"/> Trust wide <input type="checkbox"/> Local <input checked="" type="checkbox"/> Specific staff group	
Consultation start date	Click here to enter a date.	Consultation end date	Click here to enter a date.

Section 3 – Version Control		
Version	Date Approved	Brief Summary of Changes
1	Nov 2014	First version of the new policy therefore N/A
2	Feb 2016	Inclusion of Student Physician Associates
3	May 2016	Updated NHSE references
4	Oct 2017	Extended review date to 31.01.18 and amended the Content page numbering
5	Jan 2018	Amended wording 5.2,
6	September 2021	New Policy Format used Removed reference to SPA's

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		<p>Updated to include that meeting may be held via video conference</p> <p>Removed reference to Universities</p> <p>Removed eligibility requirement of 26 weeks service with the Trust</p> <p>Removed stipulation that only one flexible working request can be made within a 12 month period</p>
7	September 2024	<p>Updated in line with revised legislation with effect from 6th April 2024</p> <p>Removed the need for colleagues-in-training to explain the effect that the request would have on service provision and how this can be overcome</p> <p>Updated timeframes to conclude flexible working requests within 2 months of submission.</p>

Section 4 – Approval – *To be completed by Document Control*

Document approved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Approved with minor amendments
Assurance provided by author & Chair	<input checked="" type="checkbox"/> Minutes of meeting <input type="checkbox"/> E-mail with Chair's approval
Date approved	22/10/2024
Review date	22/10/2027

Section 5 – Withdrawal – *To be completed by Document Control*

Reason for withdrawal	<input type="checkbox"/> No longer required <input type="checkbox"/> Superseded
Assurance provided by author & Chair	<input type="checkbox"/> Minutes of meeting <input type="checkbox"/> E-mail with Chair's approval
Date Withdrawn:	Click here to enter a date.

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1. Scope

The aim of this policy is to ensure there is an agreed procedure for asking and responding to Colleagues-in-training requests for flexible working and that they are aware of the Lead Employer's arrangements for authorising flexible working practices. A Flow Chart detailing the Flexible Working Process appears at Appendix 1.

This policy sets out the eligibility criteria for flexible working requests, the processes that should be followed and how to appeal against any decisions to ensure a consistent and equitable approach.

2. Introduction

The Employment Act 2002 requires all employers to consider certain requests for changes to employee's terms and conditions to enable flexible working opportunities. The NHS Staff Council, on behalf of NHS trade unions and employers, jointly agreed revisions to Section 33 of the NHS terms and conditions of service handbook, to include a new day one right to request flexible working, with no limit on the number of applications and regardless of the reasons for a request. The improvements are designed to support and facilitate a cultural change to ensure flexible working is available to all NHS staff. The contractual changes took effect on 13 September 2021.

It must be recognised that although individual requests will be met where possible, the principal need at all times must be to guarantee cost effective service delivery for patients.

For colleagues in training requests for 'Less Than Full Time Training' should be made through NHS England (see NHS England's Less Than Full Time Training Policy and Guidance) but this does not preclude an additional or subsequent request to the Lead Employer under this policy. A request to NHS England under their policy is not a Flexible Working request under the legislation.

3. Statement of Intent

This policy aims to provide a consistent approach to flexible working requests from Colleagues-in-training who meet certain criteria as detailed in section 6.

It provides the provision for a range of flexible working requests to be considered under set criteria and for Colleagues-in-training who have a request refused to enter into an appeals process.

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4. Definitions

Term/Abbreviation	Definition/meaning
Colleagues-in-training	Specialty Colleagues-in-training which includes the following: <ul style="list-style-type: none">• Core colleagues-in-training• Specialty Registrars• GP Registrars• Dental Foundation Registrars• Medical and Dental Public Health Specialty Registrars• Non-medical Public Health Specialty Registrars Hereafter referred to as 'colleagues-in-training'
Flexible Working	A phrase that describes any working pattern that is adapted to suit the needs of the colleague-in-training.
Protected Characteristic	As defined in the Equality Act 2010, these are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, and sexual orientation.
NHS England Education	NHS England Education, with responsibility for the relevant colleagues in training educational training programme. Hereafter referred to as 'NHS England'
Host Organisations	The location where the colleague-in-training is undertaking their on the job training.
Lead Employer HR	Part of the Trust's HR service delegated to undertake duties on behalf of the Trust as Lead Employer for NHS England Education medical and dental colleagues in training

5. Duties, Accountabilities and Responsibilities

5.1 Chief Executive

The ultimate responsibility in the area of Health and Safety and legislative adherence lies with the Chief Executive.

5.2 Board of Directors

The Board of Directors are responsible for ensuring that the policy is being adhered to both collectively and by the management and staff in their area of responsibility. The Director of Human resources has Board level responsibility for ensuring that this policy applies to all levels within the organisation and that the policy is followed fairly and consistently.

5.3 Director of Human Resources

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The Director of Human Resources has a responsibility to ensure all legislation in this area is adhered to at all times and that complaints are promptly and competently investigated. Specific responsibility for areas such as auditing and monitoring may be delegated by the Director of HR to particular individuals within the function, but the final responsibility remains with the Director.

5.4 Commercial Services Council

The Commercial Services Council is responsible for monitoring the impact of the policy including any resulting equality on behalf of the Board. Any issues of significant concern must be escalated to the Governance Boards.

5.5 Lead Employer Human Resources

The Human Resources Team are responsible for dealing with flexible working requests appropriately in conjunction with NHS England, and Host Organisations by following the procedure detailed in this policy.

5.6 Colleagues-in-training

Colleagues-in-training should ensure that requests for flexible working arrangements are submitted in accordance with the procedure. Colleagues-in-training must be aware that whilst the Lead Employer wishes to provide support, there are occasions when it may be unable to grant a request in part or full. If a request cannot be granted the Colleague-in-training will receive an explanation of the reasons for this based on the criteria laid down.

6. Process

6.1 Eligibility

In line with revisions to Section 33 (Balancing Work and Personal Life) of the National (AFC) Terms and Conditions, with effect from 13 September 2021 the Lead Employer will consider all requests from colleagues-in-training for flexible working arrangements from day one of their employment and although colleagues-in-training are entitled to submit two flexible working requests in any 12-month period..

In accordance with legislation the Lead Employer will consider any application made for flexible working by following a fair procedure. The law, however, does not provide an automatic right for colleagues-in-training to change their working arrangements and there may be circumstances when the Lead Employer is unable to accommodate the desired working pattern. Lead Employer will only refuse a request if there is a business reason for doing so. These reasons are set out in Section 6.3 of this policy.

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Each request will be considered on the basis of the particular work involved and the effect the change could have on the individual, their team and patient care. Although there is no requirement to provide the reason for a flexible working application, colleagues-in-training are encouraged to identify if their request is made as a reasonable adjustment under the Equality Act 2010 which places a duty on the Trust to help colleagues-in-training overcome a disadvantage arising from a disability, including mental impairment or other protected characteristic. Further information regarding this option and the process involved can be obtained from the Lead Employer HR team.

6.2 Short Term Change

If a Colleague-in-training is only looking for an informal change to their working hours or conditions for a short period, for instance to cope with a bereavement or temporary care issue this should be dealt with outside of this policy locally with the Colleague-in-training Host Organisation to enable them to work to a temporary revised conditions of employment and revert back to their old conditions after a specified period. This will be undertaken by Lead Employer HR in conjunction with NHS England and the Host Organisation. Colleague-in-training should contact Lead Employer HR for advice in the first instance. A record of the short term change should be kept locally by the host organisation.

6.3 Application Process

Lead Employer is committed to protecting the health and wellbeing of colleagues-in-training. It recognises the importance of assisting them in balancing their work and home life and acknowledges that their individual circumstances are likely to change at different times during their career. Colleague-in-training are therefore encouraged to regularly engage in informal conversations about flexible working arrangements with their Supervisors during both one-to-one and wider team meetings.

When a change in working pattern is required applicants must complete, sign and date a Flexible Working Request Form setting out;

- The date of the application, the change to working conditions they are seeking and when they would like the change to come into effect.
- Whether they are making the request on the basis of a Protected Characteristic as defined in the Equality Act 2010 e.g. are making the request as a reasonable adjustment due to disability.

This completed form must be submitted to Lead Employer HR team. On receipt of the form Lead Employer HR will liaise with NHS England and if necessary with the Host Organisation.

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The Flexible Working – Requesting for a Change in Work Pattern Form can be found via this link: <https://leademployer.merseywestlancs.nhs.uk/online-forms?letter=f> and once completed the Lead Employer HR team will be notified of the application.

A representative of the Lead Employer HR will meet with the Colleague-in-training where possible within 14 days of the receipt of the request form to discuss the request, taking into account service requirements and demands, the possible effect on the work of Host Organisations, including cover and temporary arrangements, cost implications, training requirements etc.

The colleague-in-training can be accompanied at this meeting by a Trade Union representative or a work based colleague. This meeting may take place via video conference. NB if there is any delay to the arrangements for the meeting caused by the need to accommodate the requirement to be accompanied this will be outside the requirement for the meeting to be held within 14 days of the receipt of the request.

After the meeting Lead Employer HR will liaise further with NHS England and if necessary with the Host Organisation, taking into account the views expressed at the meeting in order to make a final decision and will notify the Colleague-in-training of this decision within 14 days of the meeting wherever practical. NB The decision will not be made in isolation by Lead Employer HR.

The decision will be one of the following:

- Accept the request and establish a start date and any other action, or
- Confirm a compromise agreed at the discussion, such as a temporary agreement to work flexibly, or
- Reject the request, setting out clear business reasons, how these apply to the application and the appeal process

The whole request excluding any appeal must be completed within two months of first receiving the original request for flexible working unless an extension is formally agreed with the Colleague-in-training.

Depending on the decision, the following actions will take place:

- Lead Employer HR will formally confirm the change in working arrangements and which will, if necessary, include a revised date for the end of the flexible working arrangement..
- There may be instances where at least one of the parties is unsure whether the arrangements requested are sustainable or about the possible impact on other

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requests for flexible working and as such wants to agree flexible working arrangements for a temporary or trial period rather than rejecting the request. In such a situation a trial period of normally 3 months duration can be agreed between all parties including the Colleague-in-training. However, should the new arrangements not be working satisfactorily during the trial period, then both parties must meet to discuss a return to the original working arrangements, but this must be in agreement with all parties if this is prior to the end of the 3 month period. This arrangement may be reviewed at any time in line with changes in personal circumstances.

- The application may be declined only on one or more of the following grounds:
- The burden of additional costs
 - There is an inability to re-organise work amongst existing colleagues-in-training
 - The change will have a detrimental impact on quality (NB this may include the quality of training)
 - The change would have a detrimental effect on the ability to meet patient care
 - There would be a detrimental impact on performance (NB this may include training performance)
 - There is insufficient work during the periods proposed to be worked.
 - There are a planned changes due to re-organisation / service changes

The reason(s) for declining the request must be explicitly stated in writing by Lead Employer HR.

Template letters are provided for this purpose at Appendix 2 and 3.

Should a colleague-in-training rotate to a new host organisation whilst a flexible working arrangement is in place, Lead Employer will notify the host organisation of this arrangement and the host organisation will confirm if this arrangement can remain in place. If this is not the case, it is expected that the host organisation will meet with the colleague-in-training and provide the business reasons as to why they cannot continue with the flexible working arrangement.

When more than one request is received particularly from Colleagues-in-training at the same Host Organisation or in the same Speciality, no value judgement will be made but rather each case will be considered on its merits looking at the business case and the possible impact of refusing a request. In such situations where it is not possible to grant all the requests, they will be considered in the order they are received. Having considered and approved the first request, it should be considered that the business context has now changed and can be taken into account when considering the second request against the business reasons set out above. The option of a discussion with the Colleagues-in-training

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to understand if there is any room for adjustment or compromise will also be considered in such rare cases.

6.4 Appeals Process

Colleagues-in-training can appeal against the decision if the information the Lead Employer representative used to make the decision was incorrect or incomplete, or if they believe that the application was not handled reasonably in line with this policy.

This appeal must be submitted within 14 days of the written notification of the decision and should be made in writing to the Lead Employer Head of Human Resources. The letter of appeal must set out the specific grounds of appeal as designated above.

Template letters are provided for this purpose at Appendix 4 and 5.

An appeal meeting should normally be held within 14 days of receipt of the letter by either the Lead Employer Assistant Director of HR or their nominated deputy who has not been involved in the original decision. The Colleague-in-training may be accompanied at the meeting by a workplace colleague or union representative. The appeal does not have to be dealt with face to face and if the Lead Employer Assistant Director of HR or nominated deputy and the Colleague-in-training agree it can be held by video conference.

The Lead Employer Assistant Director of HR or nominated deputy should write to the Colleague-in-training with the decision within 14 days of the meeting, after consulting further with NHS England and if necessary with the Host Organisation.

If the Colleague-in-training misses 2 appeal meetings without a reason satisfactory to the Lead Employer, the Lead Employer will treat the appeal as withdrawn.

7. Training

Lead Employer acknowledges the importance of awareness training for managers to ensure the effective dissemination and implementation of this Policy. Working in partnership the Human Resources Department will provide appropriate support including policy briefing sessions, Toolkits, Policy Guides and information at Lead Employer Induction.

8. Monitoring Compliance

8.1 Key Performance Indicators (KPIs) of the Policy

No	Key Performance Indicators (KPIs) Expected Outcomes
1.	All requests are dealt with within 2 months of the initial application
2.	LE HR are considering requests appropriately in-line with the policy and if declining applications are giving full details to the colleague-in-training.
3.	LE HR are dealing with appeals appropriately.
4.	Approval process is appropriate.
5.	Appeals process is appropriate
6.	Recording keeping is appropriate.

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8.2 Performance Management of the Policy

Minimum Requirement to be Monitored	Lead(s)	Tool	Frequency	Reporting Arrangements	Lead(s) for acting on Recommendations
Understanding of the Policy	HR Business Partners	Random review of sample of Flexible Working applications	Annual review of sample of Flexible Working applications	Via Commercial Services Council	Author(s) Commercial Services Council Members

9. References/Bibliography/Relevant Legislation/National Guidelines

No	Reference
1	Equality Act 2010
2	Work and Families Act 2006
3	Employment Rights Act 1996 (and as amended)
4	Employment Act 2002 (particularly section 47)
5	The Flexible Working (Procedural Requirements Regulation) 2002 (SI 2002/3207)
6	The Flexible Working (Eligibility, Complaints and Remedies) Regulations 2002 (SI 2002/2866)
7	The Flexible Working (Eligibility, Complaints and Remedies) (Amendment) Regulations 2006
8	The Flexible Working (Eligibility, Complaints and Remedies) (Amendment) Regulations 2007
9	The Working Time Regulation 1998 (SI 1998/1833) (WTR)
10	The Part Time Workers (Prevention of Less Favourable Treatment) Regulations 2000 (Amendment Regulations 2002) (SI 2002/2035)
11	Employment Protection (Part-Time Employees) Regulations 1995
12	Disability Discrimination Act 1995 (DDA)
13	The Disability Discrimination Act 1995 (Amendment)
14	Employment Relations (Flexible Working) Act 2023
15	The Flexible Working (Amendment) Regulations 2023

10. Related Trust Documents

No	Related Document								
	<table border="1"> <tr> <td>Title:</td> <td>Lead Employer Flexible Working Policy</td> </tr> <tr> <td>Document Number:</td> <td></td> </tr> <tr> <td>Version:</td> <td>7</td> </tr> <tr> <td>Page:</td> <td>12 of 25</td> </tr> </table>	Title:	Lead Employer Flexible Working Policy	Document Number:		Version:	7	Page:	12 of 25
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1.	Lead Employer Attendance Management Policy
2.	
3.	
4.	
5.	

11. Equality Analysis Screening Tool

The EIA screening must be carried out on all policies, procedures, organisational changes, service changes, cost improvement programmes and transformation projects at the earliest stage in the planning process. Where the screening identifies that a full EIA needs to be completed, please use the full EIA template.

The completed EIA screening form must be attached to all procedural documents prior to their submission to the appropriate approving body. A separate copy of the assessment must be forwarded to the Head of Patient Inclusion and Experience for monitoring purposes via the following email, cheryl.farmer@sthk.nhs.uk. If the assessment is related to workforce a copy should be sent to the workforce Head of Equality, Diversity and Inclusion for workforce equality&diversity@sthk.nhs.uk.

If this screening assessment indicates that discrimination could potentially be introduced then seek advice from either the Head of Patient Inclusion and Experience or Head of Equality, Diversity (Workforce) and Inclusion.

A full equality impact assessment must be considered on any cost improvement schemes, organisational changes or service changes that could have an impact on patients or staff.

Title of function	Flexible Working Policy
Brief description of function to be assessed	Application of the Flexible Working Policy
Date of assessment	15.10.2024
Lead Executive Director	Malise Szpakowska
Name of assessor	Matthew Russell
Job title of assessor	HR Business Partner

Equality, Diversity & Inclusion

Does the policy/proposal:

- 1) Have the potential to or will in practice, discriminate against equality groups
- 2) Promote equality of opportunity, or foster good relations between equality groups?
- 3) Where there is potential unlawful discrimination, is this justifiable?

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	Negative Impact	Positive Impact	Justification/ evidence and data source
Age	No	No	Policy applies to all staff
Disability	No	No	Policy applies to all staff
Gender reassignment	No	No	Policy applies to all staff
Pregnancy or maternity	No	No	Policy applies to all staff
Race	No	No	Policy applies to all staff
Religion or belief	No	No	Policy applies to all staff
Sex	No	No	Policy applies to all staff
Sexual orientation	No	No	Policy applies to all staff

Human Rights

Is the policy/proposal infringing on the Human Rights of individuals or groups?

	Negative Impact	Positive Impact	Justification/ evidence and data source
Right to life	No	No	N/A
Right to be free from inhumane or degrading treatment	No	No	N/A
Right to liberty/security	No	No	N/A
Right to privacy/family life, home and correspondence	No	Yes	Flexible working can support the right to family and home life
Right to freedom of thought/conscience	No	No	N/A
Right to freedom of expression	No	No	N/A
Right to a fair trial	No	No	N/A

Health Inequalities

Is the policy/proposal addressing health inequalities and are there potential or actual negative impact on health inequality groups, or positive impacts? Where there is potential unlawful impacts is this justifiable.

	Negative Impact	Positive Impact	Justification/ evidence and data source
Deprived populations	No	No	N/A
Inclusion health groups	No	No	N/A
5 child clinical areas	No	No	N/A
5 adult clinical areas	No	No	N/A

Outcome

After completing all of the above sections, please review the responses and consider the outcome.

Is a full EIA required?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Please include rationale: No adverse impact
--------------------------------	---

Sign off

Name of approving manager	Matthew Russell
Job title of approving manager	HR Business Partner
Date approved	22.10.2024

12. Data Protection Impact Assessment Screening Tool

	Yes	No	Unsure	Comments - Document initial comments on the issue and the privacy impacts or clarification why it is not an issue
Is the information about individuals likely to raise privacy concerns or expectations e.g. health records, criminal records or other information people would consider particularly private?		√		
Will the procedural document lead to the collection of new information about individuals?		√		
Are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?		√		
Will the implementation of the procedural document require you to contact individuals in ways which they may find intrusive?		√		
Will the information about individuals be disclosed to organisations or people who have not previously had routine access to the information?		√		
Does the procedural document involve you using new technology which might be perceived as being intrusive? e.g. biometrics or facial recognition		√		
Will the procedural document result in you making decisions or taking action against individuals in ways which can have a significant impact on them?		√		
Will the implementation of the procedural document compel individuals to provide information about themselves?		√		

Sign off if no requirement to continue with Data Protection Impact Assessment:
Confirmation that the responses to the above questions are all NO and therefore there is no requirement to continue with the Data Protection Impact Assessment

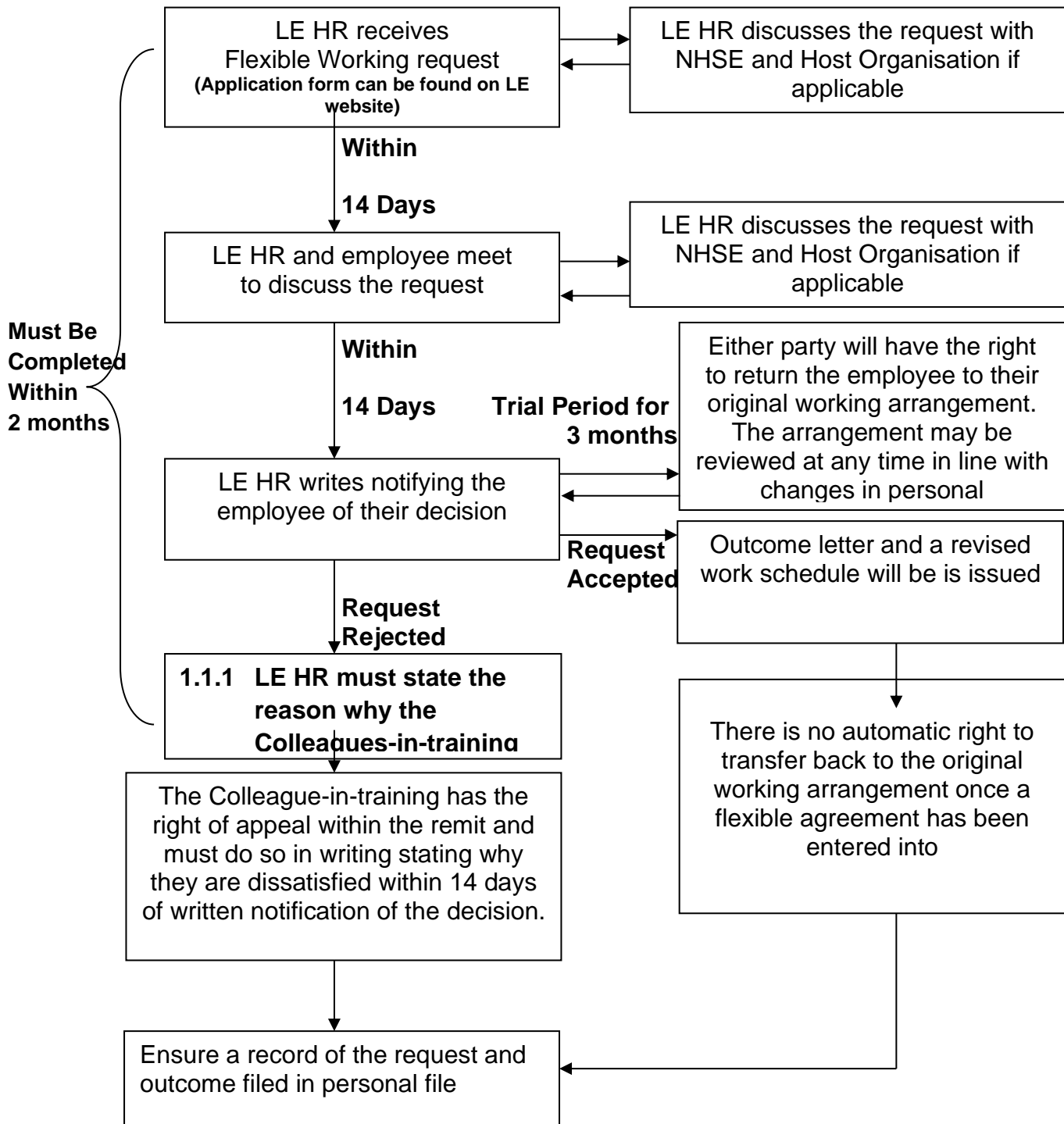
Policy author

Date

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13. Appendix 1 – Flowchart Showing Stages of Flexible Working Request

FLOWCHART SHOWING STAGES OF FLEXIBLE WORKING REQUEST



14. Appendix 2 – Outcome of Meeting Letter (Request Accepted)

Strictly Private & Confidential

Dr
Specialty
GMC / GDC:

Date;

Dear

RE: Flexible Working Request Outcome

I am writing to confirm the outcome of our recent meeting held on **DATE** which was conducted in line with the Lead Employer's Flexible Working Policy.

At this meeting your host organisation, **PLACEMENT**, considered your flexible working request submitted on **DATE** and I write to inform you that **PLACEMENT** support your request / agreed to a compromise of your request. The flexible working arrangement will commence on **DATE** and this will be reviewed after **DATE (Delete if no review date)**.

However, if during the trial period the new working arrangements are not working satisfactorily, then both parties must meet to discuss a return to the original working arrangements, but this decision must be made in agreement with all parties if this is prior to the end of the trial period.

Your agreed working pattern will be:

- **Insert agreement**
- **Insert agreement**

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Your work schedule and pay will be updated to reflect this change. If you have any queries in relation to the above, please do not hesitate to contact me.

Yours sincerely

HR Advisor

cc. Personal file
Host Organisation
NHS England

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15. Appendix 3 – Outcome of Meeting Letter (Request Rejected)

Strictly Private & Confidential

Dr

Specialty

GMC / GDC:

Date

Dear Dr,

RE: Flexible Working Request Outcome

I am writing to confirm the outcome of our recent meeting held on **DATE** which was conducted in line with the Trust's Flexible Working Policy.

Following further correspondence / the meeting held on **DATE** with your host organisation, **PLACEMENT**, they considered your flexible working request submitted on **DATE** and I write to inform you that your request to work flexibly cannot be supported for the following reasons. **(DELETE AS APPROPRIATE)**

- The burden of additional costs
- There is an inability to re-organise work amongst existing staff.
- The change will have a detrimental impact on quality (NB this may include the quality of training)
- The change would have a detrimental effect on the ability to meet patient care.
- There would be a detrimental impact on performance (NB this may include training performance)
- There is insufficient work during the periods proposed to be worked.
- There are a planned changes due to re-organisation / service changes.

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This decision incorporates feedback from your Host and NHS England gained as part of the formal escalation process as follows:

- **Insert a summary of the feedback given**

You may wish to appeal against this decision, and this should be sent in writing to Lead Employer to Chelsea Houghton, Head of Human Resources – Lead Employer at Chelsea.Houghton@sthk.nhs.uk within 14 days of receipt of this letter.

If you have any queries in relation to the above, please do not hesitate to contact me.

Your Sincerely,

HR Advisor - Lead Employer

Cc Personal File
 Host Organisation colleague
 NHS England colleague

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16. Appendix 4 – Invite to Appeal Meeting

Strictly Private & Confidential

Dr

Specialty
GMC / GDC:

Date

Dear Dr,

RE: Flexible Working Request Appeal

I am writing to you further to your letter of **DATE**, in which you stated you wished to appeal against the decision made not to grant your flexible working request.

I would therefore like to meet with you on **DATE at TIME in VENUE**. Also present at this meeting will be **NAME, HR REPRESENTATIVE**. You have the right to be accompanied to this review meeting by a recognised trade union representative or a work based colleague. I would be grateful if you could inform me if you are to be accompanied and if so by whom at least a day before the meeting.

Please find enclosed papers that I have received in relation to your appeal and a copy of the Lead Employer's Flexible Working Policy.

If you have any queries in advance of the meeting please do not hesitate to contact me.

Your Sincerely,

Job Title

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Cc Personal File
Host Organisation colleague
NHS England colleague

17. Appendix 5 – Confirmation of Appeal Outcome

Strictly Private & Confidential

Dr

Specialty

GMC / GDC:

Date

Dear Dr,

RE: Flexible Working Request Appeal Outcome

I am writing to confirm the outcome of your appeal hearing which took place on **DATE** in line with the Lead Employer's Flexible Working Policy. In your invite letter you were given the opportunity to be accompanied at this meeting and note that you were / were not accompanied at this appeal by **NAME**.

The purpose of this meeting was to consider the decision not to grant your application to work flexibly.

Delete as appropriate *

I can confirm that I upheld the decision not to grant your request for flexible working for the following reasons xxxxxxxxxxxx.

Please note that this is the concluding stage of the procedure and therefore this decision is final.

Or

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I can confirm that I over turned the decision made not to grant your request for flexible working. I reached this decision due to the fact that[Detail reasons].

You will be able to commence your new working hours/ pattern of xxxxxxxxx on xxxxxxxx and this will be initially for a trial period for 3 months and then it will be reviewed to assess if the arrangement is working satisfactorily. Please note that this is the concluding stage of the procedure and therefore this decision is final.

If you have any queries in relation to the above please do not hesitate to contact me.

Your Sincerely,

Job Title

Cc Personal File
 Host Organisation colleague
 NHS England colleague

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