



Manager Guidance– Smarter Working

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1. Introduction

This guidance is based on the Council's Smarter Working Policy which provides employees the opportunity to achieve a positive balance between their home and working lives.

Smarter Working

All employees, regardless of length of service have the right to make a request to make a change to the number of hours that they work, the times that they work or their place of work under this policy.

The employee must not have made another application in their current post, to work flexibly under her/his right during the past 12 months.

Applications must be submitted at least 3 months before they wish to commence.

Commencement of Smarter working

The line manager must complete an Employee Change Form – Smarter working to alert the Employee Service Centre of this change.

The Employee Change Form can be found [here](#).

2. Key steps in the process

Step	Task	Who does it
1	Request for smarter working by letter to Line Manager at least 3 months before they wish to commence.	Employee
2	Discuss the application with the relevant HR Business Partner	Line Manager
3	Arrange a meeting with the employee to consider the request within 28 calendar days after the application is received.	Line Manager
4	Notify employee of the decision in writing within 14 calendar days following the date of the meeting.	Line Manager
5	Employee Change Form to be completed to alert ESC	Line Manager
6	Variation to Contract Issued.	People Operations Team
7	Update I Trent with new smarter working.	People Operations Team
8	Adjust holiday entitlement (if applicable)	People Operations Team

3. What do I as a manager need to know

An Employee Change Form must be completed prior to commencement of smart working to ensure employee's pay is calculated accurately.

If this is for a temporary/pilot period please ensure that you have a reminder in place to review this smarter working arrangement.

Ensure ESC is notified of the outcome, either permanent, extension or end of smarter working.

4. How do I get further help with this?

Further guidance can be found in the following:

[Smarter Working Policy](#)

[Smarter Working Policy Guidance Note](#)

You can contact the People Operations team on:

ESCPeopleOperations@northlan.gov.uk