



Employees Guidance – Smarter Working

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.

2. What do I need to know

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.

You must not have made another application in your current post, to work flexibly under your right during the past 12 months.

3. What do I need to do

You should submit your request in writing to your line manager a minimum of 3 months from the date in which you wish to commence your smarter working.

4. What does my manager need to do?

Your line manager should liaise with the appropriate HR Business Partner to discuss the application and should then arrange to meet with you to discuss your request.

Once agreed your Line Manager should notify the Employee Service Centre as soon as possible of your new smarter working to avoid any over or underpayments.

5. How do I get further help with this?

Further guidance can be found in the following:

Smarter Working Policy
Smarter Working Policy Guidance Note

If you need further support - For staff live on myNL Portal, please raise a People Operations General Enquiry request form. For staff not yet live on myNL Portal, please email escpeopleoperations@northlan.gov.uk