



Smarter Working Policy

Circular - HR/02-2018

At the Council meeting on 21 June 2018, the new Smarter Working Policy was approved and replaces the previous Flexible Workstyle Options Policy.

The Council has a commitment to the ongoing development of the workforce. To align with the Council's priorities and facilitate delivery of the programme of work to support our ambition, this approach needs to enable increased flexibility in the workforce and invest in people to ensure they have the right skills for the job. The Smarter Working Policy has been reviewed to enable increased flexibility in working patterns and locations in order to meet current and future demands and aspirations.

The key changes in the Smarter Working Policy are:

- Employees will no longer be required to work for a minimum of 26 weeks on a continuous basis before submitting a request to work on a flexible pattern.
- While currently an agreement to work on a flexible pattern means a permanent change to your contract, employees will now be able to make short-term requests (up to a period of 6 months) to cover unexpected changes in circumstance.
- As employees are increasingly working on a more flexible basis, the band with for the flexible working hours system will change from 8am to 6pm to 7am to 8pm in line with the Council's existing core hours.

The Smarter Working Policy can be found [here](#).

Please ensure that the content of this Circular is brought to the attention of all employees by circulating this circular or prominently displaying a copy on your Service notice boards. Thank you for your assistance with this matter.

Head of Business (Organisational & People Solutions)

