

Ref no: 220020519
From: Public
Date: 02/05/19
Subject: Flexible Working Policy and Adoption

REQUEST

I am investigating Flexible Policy and Adoption within NHS Trusts and as a result would appreciate if you would be able to answer the following questions under the freedom of information act:

1. Do you offer flexible working policies to address the different types of flexible working listed below (Yes/No):

a) Part-time working	Yes
b) Flexitime	Yes
c) Job sharing	Yes
d) Compressed hours	Yes
e) Annual hours	Yes
f) Term-time working	Yes
g) Home working	Yes
h) Voluntary time	Yes
i) Zero-hour contracts	No
j) Other	Yes

2. Please provide the number of staff accessing flexible working by the following staff groups in the years 2017/18 and 2018/19 (Headcount):

The Trust does not collate this data in this format

3. Please provide the following details around flexible working requests and agreements over the past 12 months (Headcount):

The Trust does not collate this data in this format

4. On average, how long does a flexible working agreement last (Years/Months)?

1 month-12 months

5. Are flexible working agreements recorded against the employee HR record (ESR)?

No, as per Question 3 above

6. What % of vacancies in your organisation have been specifically targeted at reaching individuals seeking flexible working arrangements?

The trust has not set a specific target, so the % is unknown. Frequent targeted events to recruit and retain staff take place, the trusts offers flexible retirement and retire and return options. In addition, frequent recruitment processes for bank roles takes place to offer flexibility for registered staff such as RGN's and HCA's to work on the bank once successfully recruited.

7. Has your organisation seen any quantifiable or measurable returns through the implementation or adoption of flexible working?

Staff turnover is below the national average

8. Is training available to managers around dealing with flexible working?

a. What % of managers have received training around flexible working?

This is not formally recorded

Process and Providers of flexible working

9. Please provide details on the organisation's application process for a member of staff wishing to engage in a flexible working arrangement. Within which, please indicate whether this process is manual or supported via an electronic system.

Please refer to the Trust policy and procedure

10. Does your organisation use any 3rd party systems to enable or facilitate the flexible working application process and flexible working arrangements?

No

b. Please provide the name of the system[s] used

N/A

RESPONSE

I am investigating Flexible Policy and Adoption within NHS Trusts and as a result would appreciate if you would be able to answer the following questions under the freedom of information act:

For response purposes to this request please find the St Helens & Knowsley NHS Trust's current Flexible Working Policy embedded within this document below.

St Helens & Knowsley Hospital Trust refers to the NHS Employers Handbook and actively applies their guidance where appropriate, to our terms and conditions of service for Flexible Working Arrangements to balance work responsibilities with personal arrangements.



Flexible Working
Policy.pdf