
Report To:	Policy & Resources Committee	Date:	3 June 2025
Report By:	Head of OD, Policy & Communications	Report No:	HR/11/25
Contact Officer:	Morna Rae	Contact No:	01475 712845
Subject:	Addition to Flexible Working Policy		

1.0 PURPOSE AND SUMMARY

- 1.1 ☒ For Decision ☐ For Information/Noting
- 1.2 Inverclyde Council has a Flexible Working Policy and Flexible Working Procedures. These outline the range of options available to employees such as Job share, Term-Time Working, Compressed Hours and Hybrid Working.
- 1.3 The 2023/24 Best Value audit includes a recommendation that the Flexible Working Policy includes reference to informal flexible working arrangements.

2.0 RECOMMENDATIONS

- 2.1 It is recommended that in order to meet the audit recommendation the Policy & Resources Committee agree the additional wording to be added to the Flexible Working Policy and Flexible Working Procedures.

Morna Rae
Head of OD, Policy & Communications

3.0 BACKGROUND AND CONTEXT

3.1 The 2023/24 Best Value audit includes the following recommendations with a deadline of June 2025:

1. an overall assessment of the impact of the new flexible arrangements (hybrid working) on service quality and outcomes, to provide greater insight into the achievement of the intended objectives, should be carried out, and
2. the documentation of the Council's expectations in relation to informal flexible working arrangements.

3.2 The first recommendation has been progressed in conjunction with the Improvement Service and the related report is available on this meeting agenda at item 7.

3.3 In relation to the second point wording has been added to the Flexible Working Policy and Flexible Working Procedures as outlined in Appendix 1. This explains the approach to informal flexible working arrangements. This has been consulted upon with trade union colleagues.

3.4 The Flexible Working Policy and Flexible Working Procedures were last updated in September 2023 and are scheduled for a full review in 2026. At this stage it is suggested that only the additional section on informal flexible working is added with the full review to follow in 2026.

4.0 PROPOSALS

4.1 It is recommended that the Policy & Resources Committee agree the additional wording to be added to the Flexible Working Policy and Flexible Working Procedures.

5.0 IMPLICATIONS

5.1 The table below shows whether risks and implications apply if the recommendation(s) is(are) agreed:

SUBJECT	YES	NO
Financial		x
Legal/Risk		x
Human Resources	x	
Strategic (Partnership Plan/Council Plan)	x	
Equalities, Fairer Scotland Duty & Children/Young People's Rights & Wellbeing		x
Environmental & Sustainability		x
Data Protection		x

5.2 Finance

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
N/A					

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (If Applicable)	Other Comments
N/A					

5.3 Legal/Risk

There are no legal or risk issues arising from this report

5.4 Human Resources

Additional information on the arrangements for informal flexible working will support effective management practices.

5.5 Strategic

This report supports delivery of the Council Plan outcome *Our employees are supported and developed.*

6.0 CONSULTATION

6.1 The Trade Unions have been consulted and are supportive.

7.0 BACKGROUND PAPERS

7.1 None.

ADDITIONAL SECTION IN THE FLEXIBLE WORKING POLICY

13. INFORMAL FLEXIBLE WORKING ARRANGEMENTS

- 13.1 Notwithstanding the requirements as noted above there may be occasions when it is reasonable to permit informal flexible working arrangements over a short period. This should be discussed in advance by the manager and employee and be for a specific reason and for a specified period. Please see the related procedure document for examples and additional guidance.

ADDITIONAL SECTION IN THE FLEXIBLE WORKING PROCEDURES

Informal Flexible Working Arrangements

Notwithstanding the requirements as noted above there may be occasions when it is reasonable to permit informal flexible working arrangements over a short period. This should be discussed in advance by the manager and employee and be for a specific reason and for a specified period.

Informal flexible working arrangements are agreements between an employee and their manager that don't require a formal contractual change. These agreements are usually made on an ad-hoc basis. They differ from statutory flexible working requests, which have a formal process and legal framework. A record should be kept of the agreement.

They can be used for temporary or occasional needs, such as an agreement for the employee to start and finish later for a relatively brief period of time to accommodate a temporary change of circumstances or a few hours of working from home. It is envisaged that this would be for a few days or weeks at most.

In considering informal requests for temporary flexible working arrangements line managers should consider the following:

- the impact of the requested change on the operational functioning of the service,
- how the workload can be managed without an undue impact on other employees and
- how long the flexibility should be in place.

When considering the request, the manager should take into account related health and safety and information security considerations as outlined elsewhere in this procedure.