



LEEK TOWN COUNCIL

FLEXIBLE WORKING POLICY

Approved 20th May 2025

1. INTRODUCTION

1.1 Leek Town Council gives employees an opportunity to apply for a change to their working pattern.

1.2 The Council adopts a flexible approach to dealing with applications and a decision should be received within three months.

1.3 This policy does not form part of any employee's contract of employment which may be amended at any time.

2. ELIGIBILITY

To be eligible to make a flexible working application the employee must have worked continuously for at least 26 weeks at the date the request is made.

3. FLEXIBLE WORKING

Flexible working under this policy means one or more of the following:

- to reduce or vary working hours.
- to reduce or vary the days worked.
- to work from a different location (for example, from home).

4. MAKING A FLEXIBLE WORKING REQUEST

The application for flexible working request should be submitted to the Town Clerk in writing and dated. It should:

- state that it is a flexible working application.
- explain the change being requested and propose a start date.
- identify the impact the change would have on the Councils activities and how any difficulties might be dealt with.

5. DECISION AND RECOMMENDATIONS

5.1 The Town Clerk and the employee will meet to discuss the application. If the request is from the Town Clerk, it will be discussed with the Chair of the Council.

5.2 The employee will be informed in writing of the Town Clerks/Chair of the Council's decision as soon as possible after the meeting. If accepted, new working practices will be detailed with a commencement date. Acceptance of the changes must be given in writing by the employee.

5.3 The request may be rejected on grounds of additional cost implications, insufficient staff levels, or impact on quality and performance of work, or other reasonable grounds.

5.4 If the Council is unable to agree to the request, it will give its reasons to the applicant, in writing, setting out the appeal process.

6. APPEAL

6.1 if an application for flexible working is rejected the applicant may appeal in writing within 14 days of receiving the written decision stating their grounds for the appeal. The appeal will be referred to the Human Resources Committee for a final decision. The employee will be informed of the decision in writing and have no further right to appeal.