

Flexible Working

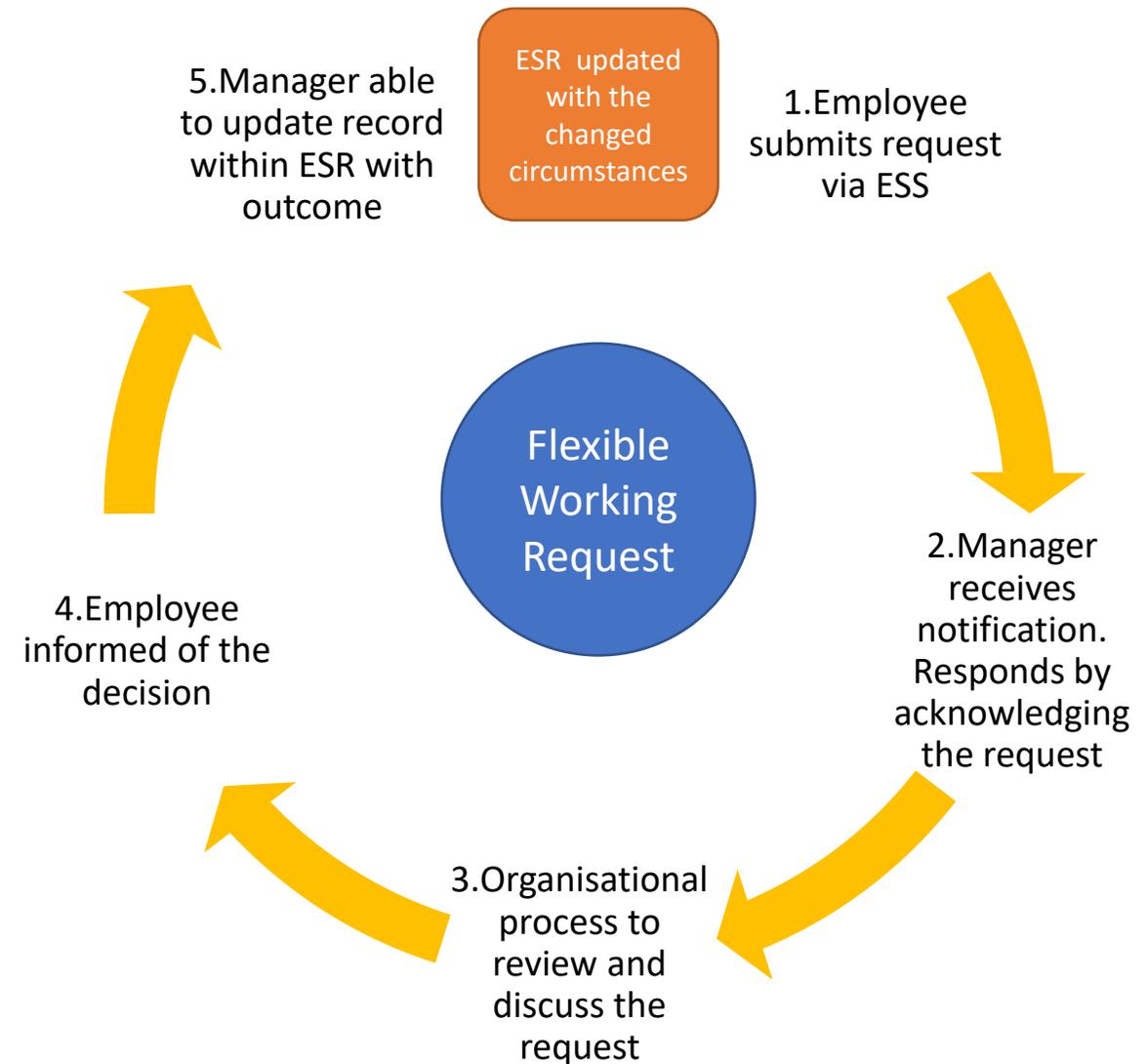
The NHS People Plan includes the statement that Organisations should offer

Flexibility from day one: NHS Organisations should consider it good practice to offer flexible working from day one, as individual circumstances can change without warning.

We have already added the Carers Passport and Working Carer Competencies to help Organisations identify and support these groups of employees, which could include flexible working approaches.

In addition we had been asked to consider adding ability for Managers to update the specific Flexible Working forms within the Employee Relations access.

- Introduction of new form within Employee Self Service
- Managerial notification/email to respond and acknowledge request
- Manager able to update more details on the flexible working forms. Added to HR as well as remaining in Employee Relations
- BI reports to support review and management of applications



Employee Overview

Employee can create and track progress of requests

Employee Flexible Working Requests

Employee Summary

Employee Name Perkins, Richard Employee Number 20065943

Please select which assignment / supervisor this flexible working request is for.

* Assignment Number (Supervisor Name) 20065943 (Harrison, Ann) ▼

Applications for Flexible Working

Assignment Number	Process StartDate	Type of Request	Requested Change	Date Submitted	Date Received	Decision Required By	Application Status	Process End Date	Available Action
20065943	05-Nov-2020	Childcare	Decrease hours - change to PT	05-Nov-2020	05-Nov-2020	05-Feb-2021	Pending Decision		Withdraw

Employee Form



Logged In As 298RPERKINS



Request a new flexible working arrangement

Cancel Submit

Personal Details

Employee Name **Perkins, Richard**
Assignment Number **20065943**
Supervisor Name **Harrison, Ann**

I would like to apply to work a flexible working pattern that is different to my current working pattern in line with the organisations policy for flexible working or that I meet each of the eligibility criteria under my rights provided under section 80F of the Employment Rights Act 1996 as follows:
* I have worked continuously as an employee of the company for the last 26 weeks.
* I have not made a request to work flexibly under this right during the past 12 months.

Date of any previous request to work flexibly:

* Indicates required field

Flexible Working Request

* Date of Application	03-Nov-2020
* Type of Request	Childcare
* Describe your current working pattern	Monday to Thursday, 9am to 5 pm, with one hour's lunch per day. 28 hours
* Requested Change	Decrease hours - remain PT
* Future Work Pattern	Monday to Friday, 9am to 3pm, with half an hour's lunch each day. 27.5 hours
* I would like this working pattern to commence from	06-Jan-2020

Impact of the new working pattern

I think this change in my working pattern will affect my employer and colleagues as follows:

* I would no longer be available between 3 pm and 5 pm to deal with customer queries.

Accommodating the new working pattern

I think the effect on my employer and colleagues can be dealt with as follows:

* 3-5pm is not a busy time and I have spoken to colleagues who have said they are happy to deal with queries should they arise. This will ensure continuity of service in the business.
In addition, I will be able to provide cover at lunchtime, which is busy, by taking a shorter lunch.
I will be available on Fridays when the office is currently understaffed

Manager Notification

Worklist >

Request for Flexible Working from Richard Perkins

Request Received Reassign

To Harrison, Ann
Sent 05-Nov-2020 09:54:29
ID 132593

Dear Ann Harrison

Name: Richard Perkins
Assignment Number: 20065943
Date of application: 03-Nov-2020

I would like to apply to work a flexible working pattern that is different to my current working pattern in line with the organisations policy for flexible working or that I meet each of the eligibility criteria under my rights provided under section 80F of the Employment Rights Act 1996 as follows:

- * I have worked continuously as an employee of the company for the last 26 weeks.
- * I have not made a request to work flexibly under this right during the past 12 months.

Date of any previous request to work flexibly under this right:

Flexible Working Request

Type of Request:

Childcare

Describe your current working pattern:

Monday to Thursday, 9am to 5 pm, With one hour's lunch per day, 28 hours

Requested change:

Decrease hours - change to PT

Describe the working pattern you would like to work in the future:

Monday to Friday, 9am to 3 pm, With half an hour's lunch per day, 27.5 hours

I would like this working pattern to commence from:

04-Jan-2021

Impact of the new working pattern:

I would no longer be available between 3 pm and 5 pm to deal with customer queries.

Accommodating the new working pattern:

3-5pm is not a busy time and I have spoken to colleagues who have said they are happy to deal with queries should they arise. This will ensure continuity of service in the business. In addition, I will be able to provide cover at lunchtime, which is busy, by taking a shorter lunch. I will be available on Fridays when the office is currently understaffed

Employee Confirmation

Worklist >

i Information
This notification does not require a response.

Confirmation of receipt of application for flexible working

OK Reassign

To Perkins, Richard
Sent 05-Nov-2020 11:09:26
ID 132601

Dear Richard Perkins

I confirm that I received your request to change your work pattern on: 05-Nov-2020 .

You will be notified of the decision on this application within three months of this date, unless a longer deadline for this is agreed.

Ann Harrison

Manager Overview



Logged In As 298AHARRISON



Confirmation

An application for a flexible working pattern has successfully been created on behalf of the selected employee.

Flexible Working Requests

[Back](#)[Create new request](#)

Employee Summary

Employee Name Perkins, Richard Organisation Name 298 Ward 10
Assignment Number 20065943 Supervisor Name Harrison, Ann
JobName Nursing and Midwifery Registered|Staff Nurse

Flexible Work Requests

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Date Received	Flex Work Type	Requested Change	Position 1	Arrangements End Date	Current Work Pattern	Proposed Work Pattern	Outcome	Manager Action
03-Nov-2020	Childcare	Decrease hours - remain PT	92767 Staff Nurse N6A General Medicine		Monday to Thursday, 9am to 5 pm, with one hour lunch per day. 28 hours	Monday to Friday, 9am to 3pm, with half an hour lunch each day. 27.5 hours	Pending Decision	Update Request

Employee Relations Form - Manager Version

Maintain Employee Flex Work Requests

[Cancel](#) [Submit](#)

Employee Summary

Employee Name Perkins, Richard Assignment Number 20065943

Flexible Working Request Details

* Type of Request	Childcare	* Position 1	92767 Staff Nurse N6A General Medicin
Date Submitted	03-Nov-2020	Position 2	
Date Received	03-Nov-2020	Position 3	
Application Complete?	Yes	Other Applications?	No
* Requested Change	Decrease hours - remain PT		

Current Work Pattern: Monday to Thursday, 9am to 5 pm, with one hour's lunch per day. 28 hours

Future Work Pattern: Monday to Friday, 9am to 3pm, with half an hour's lunch each day. 27.5 hours

Arrangements and Outcome

Agreed Arrangements	Temporary	Agreed Arrangements End Date	
Meeting 1 Date	30-Nov-2020	Meeting 2 Date	
Decision Required By	03-Feb-2021	Decision Date	
Outcome	Pending Decision	Outcome Details	
Effective Change Date		Decision Letter Sent	
Process End Date			

Employee Relations - HR Version

Extra Person Information: 01-APR-2020(Perkins, Mr. Richard)

Extra Person Information

Type: **Childcare**

Process Start Date: 03-NOV-2020

Case Reference Number: [Empty]

Position 1: 92767\Staff Nurse\N6A\General Medicine 2006594

Position 2: [Empty]

Position 3: [Empty]

HR Contact: [Empty]

Line Manager Contact: Harrison, Miss Ann

Date Application Submitted: 03-NOV-2020

Date Application Received: 03-NOV-2020

Application Complete: Yes

Other Applications Within 12 Months: No

Requested Change: Decrease hours - remain PT

Agreed Arrangements: Temporary

Agreed Arrangements End Date: [Empty]

Within 28 Days: [Empty]

Meeting 1 Date: 30-NOV-2020

Represented at Meeting 1 By: [Empty]

Meeting 2 Date: [Empty]

Represented at Meeting 2 By: [Empty]

Decision Required By: 03-FEB-2021

Decision Date: [Empty]

Outcome: Pending Decision

Outcome Details: [Empty]

Effective Date of Change: [Empty]

Date Decision Letter Sent: [Empty]

Process End Date: [Empty]

Details: Childcare|03-NOV-2020||92767\Staff Nurse\N6A\General Medicine||||Harrison, Mis

OK Cancel Clear Help

Manager Notifications

Employee Withdraws Request

 Workflow

Home Favorites Settings | Logged In As 298AHARRISON Help Logout Portal

Worklist >

i Information
This notification does not require a response.

Withdraw Flexible Working Request from Richard Perkins

To Harrison, Ann
Sent 05-Nov-2020 11:07:56
ID 132600

Please note that Richard Perkins has withdrawn their current application for flexible working arrangements.

OK Reassign

Flexible Working Decision Date Not Entered

 Workflow

Home Favorites Settings | Logged In As 298AHARRISON Help Logout Portal

Worklist >

i Information
This notification does not require a response.

Flexible Working Decision Date Not Entered for Richard Perkins

To Harrison, Ann
Sent 05-Nov-2020 11:19:16
ID 132602

Please note that a decision date has not been entered against the application for flexible working from Richard Perkins. Applications for flexible working require a response within 3 months of receipt. Please ensure that the applicant has received a response by 05-Dec-2020, and update the record in ESR accordingly.

OK Reassign

End of Flexible Working Arrangements

Employee

The screenshot shows the NHS Workflow interface for an employee user. The top navigation bar includes the NHS logo, 'Workflow' text, and icons for Home, Favorites, Settings, Help, Logout, and Portal. The user is logged in as '298RPERKINS'. The main content area features a 'Worklist' section with an 'Information' notification stating 'This notification does not require a response.' Below this is the title 'End of Flexible Working Arrangements for Richard Perkins' and two buttons: 'OK' and 'Reassign'. The email details are: To: Perkins, Richard; Sent: 05-Nov-2020 11:27:47; ID: 132603. A footer note reads: 'The flexible working arrangements for Richard Perkins were recorded in ESR as Temporary, with an end date of 19-Nov-2020. Please review the record held in ESR and make any amendments to the agreed arrangements as required, ensuring this has been discussed with the employee as necessary.'

Manager

The screenshot shows the NHS Workflow interface for a manager user. The top navigation bar includes the NHS logo, 'Workflow' text, and icons for Home, Favorites, Settings, Help, Logout, and Portal. The user is logged in as '298AHARRISON'. The main content area features a 'Worklist' section with an 'Information' notification stating 'This notification does not require a response.' Below this is the title 'End of Flexible Working Arrangements for Richard Perkins' and two buttons: 'OK' and 'Reassign'. The email details are: To: Harrison, Ann; Sent: 05-Nov-2020 11:27:47; ID: 132604. A footer note reads: 'The flexible working arrangements for Richard Perkins were recorded in ESR as Temporary, with an end date of 19-Nov-2020. Please review the record held in ESR and make any amendments to the agreed arrangements as required, ensuring this has been discussed with the employee as necessary.'

Role Holder

The screenshot shows the NHS Workflow interface for a role holder user. The top navigation bar includes the NHS logo, 'Workflow' text, and icons for Search, Home, Favorites, Settings, Help, Logout, and Portal. The user is logged in as '298MLYE'. The main content area features a 'Worklist' section with an 'Information' notification stating 'This notification does not require a response.' Below this is the title 'End of Flexible Working Arrangements for Richard Perkins' and two buttons: 'OK' and 'Reassign'. The email details are: To: 298 FLEXWORK_Employee_Relations_Role 64; Sent: 05-Nov-2020 11:27:47; ID: 132605. A footer note reads: 'The flexible working arrangements for Richard Perkins were recorded in ESR as Temporary, with an end date of 19-Nov-2020. Please review the record held in ESR and make any amendments to the agreed arrangements as required, ensuring this has been discussed with the employee as necessary.'