

Y BWRDD GWEITHREDOL

22 HYDREF 2018

POLISI A GWEITHDREFN GWEITHIO'N HYBLYG AR GYFER YSGOLION

Yr argymhellion / penderfyniadau allweddol sydd eu hangen:

I gefnogi mabwysiadu'r 'Polisi a Gweithdrefn Gweithio'n Hyblyg ar Gyfer Ysgolion'.

Y Rhesymau:

Pwrpas y polisi a'r weithdrefn hon yw i helpi Benaethiaid i ddelio a cheisiadau gan weithwyr sydd wedi arfer eu hawl statudol i ofyn i weithio'n hyblyg.

Angen ymgynghori â'r Pwyllgor Craffu perthnasol Amherthnasol

Angen i'r Bwrdd Gweithredol wneud penderfyniad OES

Angen i'r Cyngor wneud penderfyniad NAC OES

YR AELOD O'R BWRDD GWEITHREDOL SY'N GYFRIFOL AM Y PORTFFOLIO:-

Y Cyngorydd Mair Stephens

Y Gyfarwyddiaeth

Enw Pennaeth y Gwasanaeth:

Paul Thomas

Awdur yr Adroddiad:

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Swyddi:

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EXECUTIVE BOARD

22ND OCTOBER 2018

FLEXIBLE WORKING POLICY AND PROCEDURE FOR SCHOOLS

1. Background

Under provisions set out in the Employment Rights Act 1996 and regulations made under it, all employees have a statutory right to ask their employer for a change to their contractual terms and conditions of employment to work flexibly provided they have worked for their employer for 26 weeks continuously at the date the application is made. An employee can only make one statutory request in any 12 month period.

Employers can better manage flexible working requests by creating the right environment where employees can be sure decisions regarding their requests will be handled objectively and fairly and that employees will not be treated less favourably because they asked for flexible working arrangements.

Detailed report attached:

Flexible Working Policy and Procedure for Schools

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report:

Signed:



ASSISTANT CHIEF EXECUTIVE (PEOPLE MANAGEMENT & PERFORMANCE)

Policy, Crime & Disorder & Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
YES	YES	NO	NO	NO	YES	NO

1. Policy, Crime & Disorder

The recommendations support the Council's Strategic Aim 'Building a Better Council' and 'Making Better Use of Resources'

2. Legal

The policy has been produced in accordance with the relevant legislation, and the Acas Guide: The right to request flexible working.

6. Staffing Implications

The HR Team will provide advice and guidance to schools on the application of the Flexible Working Policy & Procedure for Schools.

CONSULTATIONS

I confirm that the appropriate consultations have taken place and the outcomes are as detailed below:

Signed:



DIRECTOR OF EDUCATION & CHILDREN'S SERVICES

1. Scrutiny Committee

None

2. Local Member(s)

None

3. Community / Town Council

None

4. Relevant Partners

Head Teachers Forum

5. Staff Side Representatives and other Organisations

Trade Unions - 22nd March 2018

Section 100D Local Government Act, 1972 - Access to information

List of Background Papers used in the preparation of this report:

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Flexible Working Policy & Procedure for Schools		