**Flexible Working Procedure Pack**

**Contents**

**Template Letters:**

1. **Receipt of Flexible Working Request Application Form (p3)**
2. **Invitation to Exploratory Meeting regarding Flexible Working Request (p4)**
3. MEMORANDUM A – to be completed by manager (p5)
4. MEMORANDUM B - To be completed by other managers considering if they can accommodate the flexible working request in their designated area (p6)
5. **Flexible Working Request – Extension to Trial period (p7)**
6. **Receipt of Flexible Working Request Appeal (p8)**

**Date:**

**PRIVATE & CONFIDENTIAL**

Name

Address

Dear

**RE: Receipt of Flexible Working Request Application Form**

I am writing to acknowledge receipt of your flexible working request application form, dated Click here to enter a date.A meeting to discuss your request will be arranged within the next 14 days (unless we agree otherwise). The purpose of this meeting will be for you to explain your request and discuss options.

If you require any information prior to the meeting, please do not hesitate to contact me.

Yours sincerely,

*<insert name>*

**Cc:** Personal File

**Date:**

**Private and Confidential**

Name

address

Dear *<insert name>*

**RE: Invitation to Exploratory Meeting regarding Flexible Working Request**

I am writing to invite you to attend a meeting on *<insert date>* at *<insert time> at <insert place>*to discuss your flexible working request application form.

The purpose of the meeting will be for us to discuss your application and explore how it might be accommodated or look at alternatives if necessary.

It is not a right to be accompanied at this meeting, however, it may be helpful so if you would like to invite a staff side representative or companion (employed by the Trust) you are welcome to do so. Should this be the case, please let me know prior to the meeting as to whom your representative will be. I may then invite a People and Culture representative.

I look forward to the opportunity to meet and discuss your application. If you are unable to attend please let me know as soon as possible. As outlined in the procedure if the staff side representative or companion is unable to attend the meeting, you, must seek to re-arrange the meeting for a date within 7 days of the originally proposed date, ensuring that the time is convenient to all parties, or consider an alternative representative.

Please be mindful that should you fail to attend two pre-arranged meetings to discuss the request (including an appeal), without sufficient reason, the application will be deemed as withdrawn.

Yours sincerely,

**Name**

**Job Title**

**TEES, ESK AND WEAR VALLEYS NHS TRUST**

Cc: Personal File

MEMORANDUM A

(To be used by next line manager if they are unable to accommodate flexible working request in their designated area)

RESPONSE DEADLINE: Insert date

To:

From:

Subject: Flexible working request

Name of person requesting:

Date:

Attach the flexible working request to this memo

Attach memorandum B

I have received a flexible working request from *<insert line manager’s name>.*  *<insert line manager’s name>*. is unable to accommodate the request within their designated area. Please can you review >*insert employee’s name>* application and let me know if you can accommodate their request within your service.

In line with strict employment legislation, I must be in a position to respond to *<insert line manager’s name>* within 10 days of the date of this memo.

Please complete the template memo attached outlining if you can accommodate the request and if not provide your reasons. It is important to remember that you need to complete the information fully as the information you supply could be presented at an appeal hearing.

MEMORANDUM B

(To be completed by other managers considering if they can accommodate the flexible working request in their designated area – this should be returned to the manager who has requested this to be considered)

To:

From:

Subject: Flexible working request

Name of person requesting:

Date:

I am able/unable to accommodate the request above. If unable to accommodate the request, my reasons are:

|  |
| --- |
| Please tick which business reason(s) support your decision. Tick all that apply |
| Burden of additional costs | □ | Specific detail |
| Detrimental effect on ability to provide cover / service | □ | Specific detail |
| Inability to re-organise work amongst other staff | □ | Specific detail |
| Inability to recruit additional staff | □ | Specific detail |
| Detrimental impact on quality or performance | □ | Specific detail |
| Insufficiency of work during the period the employee proposes to work | □ | Specific detail |
| Planned structural change | □ | Specific detail |
| Other grounds that the Secretary of State may specify by regulations. | □ | Specific detail |
| Manager’s signature |  |

**Date:**

**Private and Confidential**

Name

Address

Dear *<insert name>*

**RE: Flexible Working Request – Extension to Trial period**

I am writing to confirm that following our conversation on *<insert date>* we have jointly agreed to extend the trial period of your flexible working arrangement. The reason for the extension is:

Should you have any questions about the content of this letter, please let me know asap

Yours sincerely,

*<insert name>*

*<insert job title>*

**AKNOWLEDGEMENT OF APPEAL LETTER**

**Date:**

**Private and Confidential**

Name

address

Dear *<insert name>*

**RE: Receipt of Flexible Working Request Appeal**

I am writing to acknowledge receipt of your appeal against the decision relating to your flexible working, dated Click here to enter a date. A meeting to discuss your appeal will be arranged as soon as possible and ideally within the next 14 days.

Please be mindful that should you fail to attend two pre-arranged meetings to discuss the request (including an appeal), without sufficient reason, the application will be deemed as withdrawn.

Yours sincerely,

<insert name>

<insert job title>

Cc: People & Culture, Operations Representative (HR)