

Freedom of Information request 204-19

Request

I am investigating Flexible Policy and Adoption within NHS Trusts and as a result would appreciate if you would be able to answer the following questions under the freedom of information act:

1. Do you offer flexible working policies to address the different types of flexible working listed below (Yes/No):

- a) Part-time working
- b) Flexitime
- c) Job sharing
- d) Compressed hours
- e) Annual hours
- f) Term-time working
- g) Home working
- h) Voluntary time
- i) Zero-hour contracts
- j) Other

2. Please provide the number of staff accessing flexible working by the following staff groups in the years 2017/18 and 2018/19 (Headcount):

	2017/18	2018/19
Medical		
Nursing		
AHP/Scientific		
NMNC		
Total		

3. Please provide the following details around flexible working requests and agreements over the past 12 months (Headcount):

	Total number of staff	Number of flexible working requests	Number of flexible working agreements
Male			
Female			
16-40 Years of Age			
40+ Years of age			

4. On average, how long does a flexible working agreement last (Years/Months)?

5. Are flexible working agreements recorded against the employee HR record (ESR)?

6. What % of vacancies in your organisation have been specifically targeted at reaching individuals seeking flexible working arrangements?

7. Has your organisation seen any quantifiable or measurable returns through the implementation or adoption of flexible working?
8. Is training available to managers around dealing with flexible working?
 - a. What % of managers have received training around flexible working?

Process and Providers of flexible working

9. Please provide details on the organisation’s application process for a member of staff wishing to engage in a flexible working arrangement. Within which, please indicate whether this process is manual or supported via an electronic system.
10. Does your organisation use any 3rd party systems to enable or facilitate the flexible working application process and flexible working arrangements?
 - a) Please provide the name of the system[s] used

Response

1. NHS Borders has a Flexible Working Requests Policy where staff can request a change to the hours they work e.g. voluntary reduced hours; job sharing, a change to the times when they are required to work e.g. flexi-time or a change to the place they are required to work.

This policy will take the options you have provided into consideration however NHS Borders does not employ staff on a zero hours contract. NHS Borders does have a bank arrangement where people can work as and when required.

2. NHS Borders do not record this information, therefore under Section 17 of the FOI(S)A 2002 this data is not held.
3. Please provide the following details around flexible working requests and agreements over the past 12 months (Headcount):

	Total number of staff	Number of flexible working requests	Number of flexible working agreements
Male	2639	This information is not recorded.	
Female	572		
16-40 Years of Age	1015		
40+ Years of age	2196		

4. An acceptance of an employee's flexible working request will normally result in a permanent change to that employee's terms and conditions of employment, however there is scope within the policy for a line manager to agree a request on a fixed term basis.
5. Changes to employee's terms and conditions would be recorded on our HR staff governance systems – e.g. a reduction in hours. Changes to working patterns would not as there may not be changes to T&Cs.
6. NHS Borders do not record this information, therefore under Section 17 of the FOI(S)A 2002 this data is not held.
7. NHS Borders do not record this information, therefore under Section 17 of the FOI(S)A 2002 this data is not held.
8. No formal training is provided, however HR support is available throughout the process.
9. All applications for flexible working must be made in writing using the Flexible Working Requests form, this is submitted to their line manager for consideration. Please find attached a copy of the NHS Borders Flexible Working Policy for further information.



Flexible Working
Policy.pdf

10. NHS Borders do not use any 3rd party systems.

If you are not satisfied with the way your request has been handled or the decision given, you may ask NHS Borders to review its actions and the decision. If you would like to request a review please apply in writing to, Freedom of Information Review, NHS Borders, Room 2EC3, Education Centre, Borders General Hospital, Melrose, TD6 9BS or foi.enquiries@borders.scot.nhs.uk.

The request for a review should include your name and address for correspondence, the request for information to which the request relates and the issue which you wish to be reviewed. Please state the reference number **204-19** on this request. Your request should be made within 40 working days from receipt of this letter.

If following this review, you remain dissatisfied with the outcome, you may appeal to the Scottish Information Commissioner and request an investigation of your complaint. Your request to the Scottish Information Commissioner should be in writing (or other permanent form), stating your name and an address for correspondence. You should provide the details of the request and your reasons for dissatisfaction with both the original response by NHS Borders and your reasons for dissatisfaction with the outcome of the internal review. Your application for an investigation by the Scottish Information Commissioner must be made within six months of your receipt of the response with which you are dissatisfied. The address for the Office of the Scottish Information Commissioner is, Office of the Scottish Information Commissioner, Kinburn Castle, Doubledykes Road, St Andrews, Fife.