

Freedom of Information request 244-23

Request

This FoI request refers to any adoption by your organisation of a compressed working week for employees. For example the recent trial schemes for a four-day week.

1. Has your organisation adopted a compressed working week?
2. If so, what is the scheme and which employees are in scope?
3. Please provide a copy of the policy or agreement.
4. How many staff (headcount and WTE) are currently working a compressed working week.

Response

1. NHS Borders has not adopted a compressed working week.
2. N/A
3. Neither NHS Borders nor the NHS in Scotland have a specific policy on compressed working week, however eligible employees can apply for flexible working. Please find attached a copy of the NHS Borders flexible working requests policy, based on the Partnership Information Network (PIN) Model Policy below.



Flexible Working
Requests - Redacted.p

The PIN Policy on Work-Life Balance includes a model policy on flexible working requests for Scottish Health Boards, which NHS Borders has adopted [Supporting the Work-Life Balance: PIN Policy July 2015 \(scot.nhs.uk\)](#)

Here is a link to NHS Scotland Circular DL (2021) 29: "Right to Request Flexible Working" this extended the right to request flexible working for all NHS Scotland staff from their first day of employment. [DL\(2021\)29 - Right to request flexible working \(scot.nhs.uk\)](#)

4. N/A

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 **244-23** 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.