

REPORT TO: TAYSIDE VALUATION JOINT BOARD – 25 AUGUST 2014

REPORT ON: REVIEW OF SCHEME OF FLEXIBLE WORKING HOURS

REPORT BY: ASSESSOR

REPORT NO: TVJB 22-2014

1 PURPOSE OF REPORT

1.1 This report reviews the current arrangements of the Scheme of Flexible Working Hours.

2 RECOMMENDATIONS

2.1 It is recommended that effective from 25 August 2014 the Scheme of Flexible Working Hours is amended to include:

- i That the permitted working hours are extended to 8.00am – 6.30pm.
- ii That the required core time is reduced to 10.00am – 12.00noon and 2.00pm – 3.30pm.
- iii That the maximum number of permitted flexi days is increased to 1½ days per flexi period, subject to an overall maximum of 13 days per year.
- iv That the maximum credit carry forward time is increased to 15 hours.

3 FINANCIAL IMPLICATIONS

3.1 None.

4 POLICY IMPLICATIONS

4.1 This report has been screened for any policy implications in respect of Sustainability, Strategic Environment Assessment, Anti-Poverty and Equality Impact Assessment. The proposed changes will serve to further improve the work life balance of employees and assist those with childcare or similar commitments. There are no other major issues.

5 BACKGROUND

5.1 The Board currently operates a Scheme of Flexible Working Hours. Following review it has been considered that the provisions of the scheme may be further extended without material detriment to service delivery.

6 PROPOSED AMENDMENTS

6.1 It is proposed make the following amendments to the Scheme:

	Current	Proposed
Permitted Working Hours	8.00am – 6.00pm	8.00am – 6.30pm
Core Time	9.45am – 12.00noon	10.00am - 12.00noon
	2.00pm – 4.00pm	2.00pm – 3.30pm
Permitted Flexi Days	Current 3 x 1 day & 3 x ½ (Maximum 4½ in a 6 month period)	1½ days per flexi period (subject to an overall limit of 13 days per year).
Maximum Credit Carry Forward Time	7½ hours	+ 15 hours (Maximum Debit Carry Forward Time unchanged)

7 CONSULTATION

7.1 The Clerk and the Treasurer to the Board have been consulted on this report, as have the trade unions.

8 BACKGROUND PAPERS

11.1 None.

Alastair Kirkwood
Assessor

August 2014