

REPORT TO: TAYSIDE VALUATION JOINT BOARD – 22 JANUARY 2024

REPORT ON: REVIEW OF SCHEME OF FLEXIBLE WORKING HOURS

REPORT BY: ASSESSOR

REPORT NO: TVJB 5-2024

1 PURPOSE OF REPORT

1.1 The purpose of this report is to present to the Board a revised scheme of flexible working hours for the Assessor and Electoral Registration Officer's Service which is attached as an appendix to this report.

2 RECOMMENDATIONS

2.1 That the Board approves the revised scheme.

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 Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. There are no major issues.

5 REVIEW OF FLEXIBLE WORKING HOURS SCHEME

5.1 The scheme has been reviewed and updated to give employees further flexibility over their working hours, subject to the operational requirements, and supports employees to balance work and personal commitments, contributing to the improvement of both work satisfaction and performance.

5.2 Changes include an extension to start and finish times, an increase in credit hours which can be carried forward each 4 week period, and an increase in flexi leave which can be taken each year/each 4 week period.

6 CONSULTATION

6.1 The Clerk and Treasurer to the Board, the Head of Human Resources, Dundee City Council, Staff and the Trade Union, Unison, have been consulted on this report.

7 BACKGROUND PAPERS

7.1 None

ROY CHRISTIE
Assessor

January 2024

Tayside Valuation Joint Board



**Scheme of
Flexible Working Hours**
(Updated December 2023)

Contents

Flexible Working Hours Scheme

	Page
Introduction	3
Working Hours	3-4
Credit and Debit Time	4
Credit and Debit Balances	4
Overtime	5
Absences and Annual Leave	5
Miscellaneous	5-6
Recording of Absences	6-8

Tayside Valuation Joint Board

Flexible Working Hours Scheme

Employees' Handbook

INTRODUCTION

1. The scheme applies to all full-time LGE staff of Tayside Valuation Joint Board and has been updated to give employees further flexibility over their working hours, subject to the operational requirements.
2. The successful implementation of the scheme requires the co-operation of both management and staff. Individual officers are expected to arrange their times of work according to their workload and the pattern of work within the Department. The Assessor may require an officer to work at specified times on any day if the exigencies of the department so demand. When temporary limitations on the Scheme have to be imposed, a warning of not less than twenty four hours will be given.
3. Offices remain open to the public from 0845 to 1700 hours (FORMAL OFFICE HOURS). Offices will be adequately manned at all times to deal with personal enquiries and telephone calls. Staff are generally expected to arrange between themselves the proper manning of offices, but officers may be asked to revise their working hours if agreement is not forthcoming or for other specific reasons.

N.B. Members of staff who are not eligible to participate in the Flexible Working Hours Scheme will be required, as an aid to staff location during emergencies, to book "in" and "out" at locations where the scheme is in operation.

WORKING HOURS

4. Working hours may begin at any time between 0700 and 1000 hours and may end at any time between 1530 and 2100 hours.
5. There are two CORE TIME PERIODS each day, during which attendance is mandatory. These are:-

Morning	1000 - 1200 hours
Afternoon	1400 - 1530 hours
6. A maximum of two hours lunch break may therefore be taken between 1200 and 1400 hours. A minimum of 30 minutes lunch break must be taken during this period. IN and OUT must be recorded at lunchtime and no part of the lunch break may be taken at the workstation.

7. There is no general rule on the number of hours to be worked each week beyond the core time. Staff are, however, required to arrange their hours of work so as to avoid large fluctuations in the distribution of such hours to eliminate the need for compensatory work or time-off elsewhere during a settlement period.

CREDIT AND DEBIT TIME

8. The specified STANDARD TIME for the purposes of crediting annual leave, sickness and other authorised absences, as well as for deducting time-off in lieu of credits are:-

Week	37 hours
Day	7 hours 24 minutes
Half Day	3 hours 42 minutes

9. The SETTLEMENT PERIOD, at the end of which recorded hours are accounted, is four weeks in length. The total of contracted hours which must normally be worked is therefore 148 hours (37 hours x 4) subject to the following paragraph.

10. It is permissible to be either in credit or debit at the end of each settlement period. However the maximum number of hours which may be carried forward to the next settlement period are:-

Credit	18 hours
Debit	7 hours 24 minutes

CREDIT AND DEBIT BALANCES

11. Credit balances in excess of 18 hours will be lost, except in individual exceptional circumstances as authorised by the Assistant Assessors/Assessor.

12. Debit balances in excess of 7 hours 24 minutes cannot be carried over and the excess will be recorded as unpaid absences. Such a deficiency cannot be made good by giving up annual leave entitlement. The persistent accumulation of debit hours in excess of the permitted maximum, without a satisfactory explanation will lead to:-

(a) disciplinary action

(b) exclusion from the Flexible Working Hours Scheme.

13. Credit balances may be taken in the form of compensatory leave up to a maximum of 20 days in any period of 12 months (52 weeks) subject to a maximum of 2 days per 4 week period. Approval of the line manager is required.

When a half day compensatory leave is taken under this clause the hours worked in the remaining part of the day must include the morning or afternoon core time.

OVERTIME

14. Overtime is separate from the Flexible Working Hours Scheme and will not count towards an employee's required contractual hours. Where overtime is deemed necessary, this will require to be authorised by the Assistant Assessor/Assessor.

ABSENCES AND ANNUAL LEAVE

15. If, due to illness supported by a medical certificate, an officer is prevented from reducing a credit balance to the 18 hours maximum by the end of the settlement period, a credit up to a maximum of 23 hours may be carried forward.
16. The standard times defined in Clause 8 above are credited for absences for the purpose of medical and dental appointments and other approved purposes such as day release and specified leave.
17. When the period of an authorised absence is not an exact day or half day, the time allowance is the actual time of the absence. However, time outwith formal office hours is excluded.
18. Absences for business reasons can include the actual time spent at the alternative location, if this is longer than the period of one standard day (7 hours 24 minutes).
19. If an officer is taken ill during the day the balance of 7 hours 24 minutes not worked will be allowed.
20. As stated above, only standard times are credited for annual leave. Before going on leave, officers must therefore ensure that sufficient hours are worked to maintain a debit balance within the permitted maximum of 7 hours 24 minutes at the end of each entitlement period.

MISCELLANEOUS

20. Staff are required to record their attendance in accordance with the procedures detailed in the Handbook. The accurate recording of hours is the responsibility of each individual officer and under no circumstances whatsoever may an officer record hours worked on behalf of another officer. Since the operation of the Flexible Working Hours System relies heavily on trust, any abuse of the Scheme will be regarded in the most serious light. An offending officer will be dealt with in accordance with the disciplinary procedures. Serious offences will result in dismissal.
21. During the final settlement period (or part period) following retirement, resignation, etc, an officer must ensure that he has no debit hours at the termination date as this would necessitate salary adjustment and could possibly result in a delay in final salary payment.

22. In the event of a difference arising between an officer and Assistant Assessors /Assessor on the operation of the Scheme, this should be resolved through the Board's Grievance Procedure.
23. The Board reserves the right to suspend the Scheme in the event of any external unforeseen circumstances e.g. dislocation or withdrawal of public services.

RECORDING OF ABSENCES

- a **Full Day Absences on Annual Leave, Special Leave (with or without pay), Training Courses, Conferences, Secondments, etc.**

The hours entered into the attendance record will be the contracted Daily Hours, based on Standard Time (See Clause 8 of the Scheme), for the period of absence.

- b **Half Day Absences on Annual Leave, Special Leave (with or without pay), Training Courses, Conferences, Secondments, etc.**

Where an approved half day's leave is taken in the morning, the latest time an employee may "book in" will be 1400 hours and in the case of a half day's leave taken in the afternoon, the earliest time to "book out" will be 1200 hours.

Employees "booking in" after an absence in the morning should "book in" no earlier than 1230 if no further break is being taken before 1400, 30 minutes will be automatically debited during 1200 and 1400. Similarly, for a half day absence in the afternoon where no lunch break is taken, employees should "book out" no later than 1330, as again 30 minutes will be automatically debited between 1200 and 1400.

- c **Sick Leave, Maternity Leave, Leave to attend Ante-Natal Clinics, Hospital Appointments, etc.**

The hours entered into the attendance record will be Standard Time, (see Clause 8 of the Scheme), for the period of absence.

- d **Flexi Leave**

Additional leave generated by way of time credits may only be taken with prior management approval, and subject to reasonable notice being given. The granting of any approval will in any event be subject to the exigencies of the service.

"Flexi Leave" will only be granted when an employee has sufficient credit to cover either the full day or half day absence. Under no circumstances will an employee be permitted to accrue a debit balance as a result of taking flexi leave.

e **Time Off In Lieu (TOIL)**

Where compensatory time off in lieu (TOIL) has been approved in place of an overtime payment or for additional hours worked, this must continue to be recorded on the appropriate form and submitted to the line manager for authorisation. The taking of TOIL will not reduce credit time but staff should submit an adjustment through the flexi time system to cover the hours taken as TOIL.

f **Absence on Personal Business**

All absences relating to personal business, e.g. medical/dental appointments should normally be confined to periods of flexible working i.e. outwith Core Time. Staff should book IN/OUT on such occasions.

This will not apply to those matters for which "time-off" is the subject of agreement between the Board and recognised Trade Unions e.g. ante-natal clinics, trade union duties or activities. Such absences will be dealt with under Sections a, b and c above.

g **Severe Weather**

If an employee has been given permission to leave work early, they will be credited with their standard day unless they have worked longer, in which case they will be credited with the hours worked.

If an employee arrives at work late and their manager is satisfied this was due to adverse weather conditions, they will be credited with their standard day, or the actual time worked, whichever is the greater.

If an employee is prevented from attending work, and cannot work from home or attend an alternative work location, they must notify their line manager as soon as possible on each working day they are prevented from attending. Providing the line manager is satisfied with the reasons given, the employee will be credited with their standard day.

h **Travelling Time**

No credit will be given for travel time from home to normal office base or in relation to transport problems.

If an employee is required to travel direct from home to a place other than their normal office base, e.g. to attend conferences or meeting, they can claim travelling time subject to the following criteria:

– The difference in time from home to place of work and home to normal office base may be claimed up to a maximum of 13.5 hours credit per day subject to prior agreement with their line manager. Excessively long days as a result of

business travel should be regarded as exceptional and not become part of a regular work pattern.

- If an employee is attending day or block release training, they will be credited up to a maximum of 7 hours 24 minutes per day, taking into account the actual training time and reasonable travelling time.

i **Unauthorised Absence**

All such absences will be recorded on the basis of Standard Time.

Further action may be taken by departmental management, see Clause 20 of the Scheme, but in any event, an appropriate adjustment will be made to the employee's salary.