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Freedom of Information Request – Ref: FOI 029-1920

Thank you for your recent Freedom of Information request about the Flexible Working Policy. Please find our response below.

1. Do you offer flexible working policies to address the different types of flexible working listed below (Yes/No):
 - a) Part-time working - **Yes**
 - b) Flexitime - **Yes**
 - c) Job sharing - **Yes**
 - d) Compressed hours - **Yes**
 - e) Annual hours - **No**
 - f) Term-time working - **Yes, but limited depending on the service.**
 - g) Home working - **Yes**
 - h) Voluntary time - **Not for employees, volunteers are registered with the Trust**
 - i) Zero-hour contracts – **Bank contracts**
 - j) Other – **N/A**

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		

The Trust does not hold this information.

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			

The Trust does not hold this information.

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

The duration varies on a case by case nature; however, the Trust does not hold an average.

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

No

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

The Trust does not specifically target individuals and instead offers flexible working arrangements.

7. Has your organisation seen any quantifiable or measurable returns through the implementation or adoption of flexible working?

The Trust does not hold this information.

8. Is training available to managers around dealing with flexible working?

a. What % of managers have received training around flexible working?

No. Managers use the Flexible Working policy and support from HR as required.

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.

A manual application form is provided as an appendix to the Working Flexible policy. This form is submitted directly to the manager, and HR would become involved if there was an appeal.

10. Does your organisation use any 3rd party systems to enable or facilitate the flexible working application process and flexible working arrangements?

b. Please provide the name of the system[s] used

The Trust does not use any 3rd part systems for this.

Yours sincerely,

Francis Perrin

FRANCIS PERRIN
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