

Freedom of Information request 014784

16/5/19

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 Yes
- b) Flexitime Yes
- c) Job sharing Yes
- d) Compressed hours Yes
- e) Annual hours Yes
- f) Term-time working Yes
- g) Home working Yes
- h) Voluntary time Yes
- i) Zero-hour contracts Yes – relating to Bank Staff
- 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):

This data is not recorded electronically to enable the Trust to run a report for this information. The information is held in personal files which are not accessible under the FOI Act.

	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):

This data is not recorded electronically to enable the Trust to run a report for this information. The information is held in personal files which are not accessible under the FOI Act.

	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)?

This data is not recorded electronically to enable the Trust to run a report for this information. The information is held in personal files which are not accessible under the FOI Act.

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?

0% - jobs are advertised as full time or part time. If working flexibly is an option, this would be highlighted as part of the job advert.

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

No centralised data available.

8. Is training available to managers around dealing with flexible working?
HR offer support to managers as and when they require it – this is not recorded.

a. What % of managers have received training around flexible working?
See response above to question 8.

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.

Manual process managed in accordance with the Trusts Flexible Employment Options Policy (attached).

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

No.

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

Please let me know if you have any questions or clarifications relating to the above, I am happy to provide guidance around any of these questions