

### **Flexible working - Annualised Hours Policy**

#### **Purpose of Report**

1. The purpose of this report is to present the Annualised Hours policy which sits within the suite of flexible working policies which will apply to all Wiltshire Council employees (except for teaching and non-teaching staff employed in locally managed schools) and replace the current Ways of Working policy and toolkit.

#### **Background**

2. Staffing Policy Committee approved a harmonised flexible working policy and procedure together with the flexitime and job share policies in May 2011.
3. The Annualised Hours policy and Time Off In Lieu policy are presented today.
4. A further three policies complete this suite of harmonised flexible working policies – Term Time Working, Part Time Working and Compressed Hours Working. These will be put into the new policy format and agreed with the unions prior to launch.
5. Following discussion with the unions it has been agreed that the home working policy will not be harmonised at this time but the Wiltshire Council policy will be put into the new HR policy format and will sit within the suite of flexible working policies.
6. At the request of Staffing Policy Committee a communication has gone out via Managers Wire to confirm that these policies will be launched on 3 October 2011. Manager briefings have been set up at the 4 hubs for September 2011.

#### **Main Considerations for the Council**

7. The Annualised Hours policy has been revised having taken into account both the current Wiltshire Council and ex-district policies.
8. There were very few differences between these policies and the main changes were to format and language.
9. Examples of how to calculate salary, annual leave and sickness have been included within the policy.

### **Consultation**

10. The policy was approved by JCC on 30 June 2011 following consultation with HR, union representatives and other key stakeholders

### **Environmental Impact of the Proposal**

11. None

### **Equalities Impact of the Proposal**

12. No negative impacts have been identified.

### **Risk Assessment**

13. None

### **Options Considered**

14. None

### **Recommendation**

15. That Staffing Policy Committee agree this updated policy

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**The following unpublished documents have been relied on in the preparation of this report: None**