

Flexible working - Time Off In Lieu Policy

Purpose of Report

1. The purpose of this report is to present the Time Off In Lieu (TOIL) 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 TOIL policy has been revised having taken into account both the current Wiltshire Council and ex-district policies. There were only minor variations between the policies.
8. The new TOIL policy has been adapted to ensure it supports and reflects the new flexitime policy. It includes some new frequently asked questions to clarify when TOIL should be taken (rather than recording hours as flexitime or overtime).
9. The policy is in the new HR policy format and language.

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The following unpublished documents have been relied on in the preparation of this report: None