



Cwmbran Community Council
Cyngor Cymuned Cwmbrân

Flexible Working Hours Scheme

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2. Review due 2021/2022.
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David Collins,
Clerk to the Council
david@cwmbra.gov.uk

tel. 01633 849073



Flexible Working Hours

Introduction

1. Cwmbran Community Council operates a scheme of flexible working hours for its staff. The Scheme has been drawn up in consultation with staff.
2. These notes describe the Scheme. Anyone requiring further information should consult the Clerk to the Council.
3. This Scheme applies to the Council's Office based staff, that is:
 - (i) The Clerk to the Council
 - (ii) The Administrative Officer
 - (iii) The Clerical Officers

The Scheme

4. The Council's Public Opening Hours are 8.30am – 5.00pm Monday to Thursday and 8.30am – 4.30pm on Fridays. That is, a 37 Hour Week. Cover must be maintained during this period. However this Scheme allows for a flexible approach to this, as described below:

(a) Bandwidth: 7.30 am to 6.00 pm

The earliest time anyone can normally start through to the latest possible finishing time (excluding evening meetings/events).

(b) Core Time: 10.00 am to 12.00 noon. 2.00 pm to 3.30 pm

Those times within the bandwidth during which all staff must normally be present and available for work, subject to sickness, holidays and other authorised absences. All staff must take a minimum half hour lunch break.

Arrivals or departures outside of these hours are only permitted with the approval of the Clerk.

(c) Flexible Time: 7.30 am to 10.00am; 3.30 pm to 6.00 pm

Those parts of the day when a measure of choice of working times can normally be exercised. However, this will always be the subject to pre-planning requirements to maintain the level of service and the need to manage unforeseen circumstances.

5. Each post holder is occasionally required to work outside normal office hours as appropriate, to support evening meetings and other events, including some weekend work. These occasions will be agreed with staff in advance but are a necessary part of the work of all staff in order that the Council can continue to deliver its established programme of events and activities. Nothing in this Scheme alters this requirement.
6. A scheme of flexible working hours requires a system for recording the number of hours worked. Staff are required to "sign in" manually when they are ready to start work in the morning or after lunch and "sign out" when they are ready to

leave for lunch break or at the end of the day. This should be done each time staff start or finish work.

7. Staff are allowed to build up Flexi time and use that time to take "Flexi Leave" as an alternative to annual leave. Staff should not normally build up more than 10 hours of Flexi Time. Flexi Leave should be taken within the same Pay Reference Period (ie within that month) soon as possible after it has been accumulated. All Flexi Leave should be agreed with the Clerk or Administrative Officer and will be recorded on individual "Flexi Cards" kept for these purpose.

Here are some explanations about other aspects of this Scheme.

Absences

8. Staff should not remain 'signed -in' for any of the following absences:

- Annual leave
- Sick leave
- Flexi leave
- Time Off for Trade Union Activities
- Attendance at Training Course or College
- Public Service Duties
- Smoking breaks
- Home Working
- Absences covered in the Leave of Absence Policy

9. Credits to cover such absences other than flexi leave or smoking breaks are achieved via the adjustment card. The credit for a full day's absence is 7 hours 30 minutes Monday to Thursday and 7 hours on a Friday. For a half day 3 hours 45 minutes Monday to a Thursday and 3 hours 30 minutes on a Friday. For absences of less than a half day, the actual time involved should be credited.
10. If taking a half day in the morning staff should return to work not later than 2.00 pm, if taking a half day in the afternoon you should leave no earlier than 12 noon.

Sickness Absence

11. The same standard credits will be entered for sickness absence as for other absences listed above. Existing arrangements for notification and certification will continue to apply, that is, any member of staff who is sick should telephone the Clerk or Administrative Officer (office land line) as soon as possible on the first day of sickness and at regular intervals thereafter.
12. There is no need to complete adjustment cards for sickness absence, an appropriate credit will be entered by the Administrative Officer. Such credits will continue to be applied automatically until staff return.
13. Employees reporting for work late due to sickness, will be credited with all time lost within normal working hours.
14. Employees reporting for work after 8.30 am and then leaving due to sickness, will be credited with a full day's time or the hours between their starting time and the end of normal office hours whichever is the shorter.

Absence for Medical/Hospital/ Antenatal Appointments

15. Absence for hospital appointments will require the advance approval the Clerk or Administrative Officer.
16. As far as possible, routine medical appointments should be arranged outside Office Hours. Time will not normally be given for routine optician, dental or GP appointments, however in certain circumstances as is deemed reasonable by the Clerk, time may be claimed back for certain appointments. Each request will be judged on its merits. All requests for such time off should be made to the Clerk.
17. Individuals are allowed to claim back time for antenatal appointments as this is a statutory entitlement.
18. Arrangements for signing in and out will depend upon whether staff attend for the appointment before starting work, attend after starting work and then return to work or attend after starting work and do not return to work.

Adverse Weather Conditions (“Snow Leave.”)

19. In cases of inclement weather all staff should attempt to come to work. Any staff who are unable to do so will be required to take leave (or use any accrued flexi leave). This will be undertaken in consultation with the Clerk.

Well-being Breaks

20. Well-being Breaks and Smoke Breaks are allowed at the discretion of the Clerk or Administrative Officer. Staff are normally expected to “sign out” for such Breaks.

(Note: Employees receive a 20-minute break if they have worked over 6 hours in a day in line with the Working Time Regulations.)

Day Release

21. All credit hours in respect of day release should be obtained via the Flexi Card up to a maximum of a complete day.

Home Working

22. Home Working will be regarded as exceptional.
23. All requests for Home Working shall be agreed with the Clerk. Time spent working from home can be claimed back, but the hours claimed must be agreed by the Clerk.
24. In the case of the Clerk, any Home Working will be agreed with the Leader of the Majority Group.

(note: the above provisions do not apply in relation to home working by staff as a result of circumstances, guidance and restrictions arising associated with Covid-19)

Travelling Time

25. Employees should travel to and from work in their own time.
26. Where an employee spends part of a day on site and either travels directly from home to site or directly from site to home, the time to be recorded should take into account the time which the employee would have spent travelling between his home and the office, which must not be claimed as working time.
27. Employees who on a regular basis are required to visit offices or sites immediately from home, or to return home from sites or outside offices at the end of the day, shall with the prior permission of the Clerk or Administrative Officer claim Business Absence. This will be added to the time recorded as working for that day.

Termination of Employment

28. Employees leaving the Council's employment should bring their Flexi Time balance to nil by the date of leaving. Should there be a debit balance outstanding, an appropriate adjustment may be made to salary. Conversely, in exceptional cases, an employee with credit hours leaving the Authority, may be paid for credit hours accrued. This will be agreed by the Clerk.

Interpretation of Scheme

29. If staff have any queries as to how this Scheme affects them, they should first approach the Clerk or Administrative Officer for clarification.
30. The arrangements for the operation of flexible working hours will be the subject of regular review. Staff will be notified of any amendments or alterations which are agreed as quickly as possible.
31. Should staff remain unhappy regarding a decision concerning the interpretation of the scheme, they should follow Cwmbran Community Council's normal HR policies for dealing with such issues eg. grievance/appeals procedure.

Conclusion

32. Although flexible working hours brings benefits to staff, the work of the Council and the best interests of its customers must not suffer. The success of the scheme depends upon common sense and goodwill. There may be one-off occasions when the business needs of the Council require a departure from this scheme.
33. Similarly, there may be one-off occasions when an individual's circumstances require an aspect of the scheme to be relaxed. Such occasions shall be agreed by the Clerk.
34. Any employee found to be abusing this trust in any way will be dealt with under the disciplinary code.
35. It will not always be possible to allow flexibility on a particular day of course. Should this occur, the Clerk will discuss the position with staff.