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| Reference: | FOI.664.19 |
| Subject: | Flexible working policies |
| Date of Request: | 3 May 2019 |

Requested

1. Do you offer flexible working policies to address the different types of flexible working listed below (Yes/No):

- a) Part-time working
- b) Flexitime
- c) Job sharing
- d) Compressed hours
- e) Annual hours
- f) Term-time working
- g) Home working
- h) Voluntary time
- i) Zero-hour contracts
- 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):

| | 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):

| | 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)?

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

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

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

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

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

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.

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

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

Response:

Hywel Dda University Health Board (UHB) is unable to provide you with the number of employees who are currently accessing flexible working or details of their flexible working arrangements, as it is estimated that the cost of answering your request would exceed the "appropriate level" as stated in the Freedom of Information (Fees and Appropriate Limit) Regulations 2004. The "appropriate level" represents the estimated cost of one person spending 18 hours or (2 ½ working days) in determining whether the UHB holds the information, and locating, retrieving and extracting the information.

Flexible working arrangements are arranged locally by managers and details of the arrangements are not shared with the central workforce and organisational development teams. In order to provide the information requested the UHB would be required to liaise with all managers in relation to all members of staff. The UHB currently has 9,735 employees excluding bank and locum staff. Conducting a search to fulfil this part of your request would far exceed the 'appropriate limit'.

The UHB is therefore applying an exemption under Section 12 of the Freedom of Information Act 2000, which provides an exemption from a public authority's obligation to comply with a request for information where the cost of compliance is estimated to exceed the *appropriate limit*.

Under section 16 of the Freedom of Information Act 2000 the UHB has an obligation to provide advice and assistance, the UHB has answered all parts of your request that fall outside of the limits of the exemption as set out above, below.

1. Hywel Dda University Health Board (UHB) does offer flexible working policies as listed in question 1. The UHB also offers some additional schemes, details of which are provided below :-

- Career/work breaks, retirement schemes and wind down - as an alternative to retiring, staff can opt to wind down by working fewer days or hours in their working week.
- Step Down – a scheme aimed at staff who do not want to leave work altogether, but who would like a less demanding, lower band (paid) post which still makes use of their skills and experience.

- Retire and return to the NHS - staff who opt to retire and take all their pension benefits and return to NHS employment usually to the same post at either full or part time hours. Options available include registering for the staff bank by taking retirement, then opting to work on an “as and when” required basis, providing an opportunity to pick and choose the hours worked;
 - Draw down - this is only open to members of the 2008 section of the NHS Pension Scheme. Draw down allows members to take part of their pension benefits whilst continuing in NHS employment.
4. The agreement is dependent on individual circumstances and is considered alongside service needs, therefore managers are asked to regularly review flexible working agreements.
 5. No, flexible working agreements are not recorded against the employee’s HR record.
 6. The UHB does not hold the information being requested. The UHB recruits into a significant number of part time and other posts which can be worked flexibly, with adverts for part time posts clearly stating that hours can be worked flexibly. Applications for flexible working are available to all staff, the UHB does not specifically target posts for flexible working.
 7. The UHB does not hold the information being requested, no evidence has been collected to measure the success or the programme.
 8. The UHB offers a Management Passport programme, training around flexible working is delivered as a part of the scheme. The UHB does not hold a % of managers who have received training or attended the programme as the programme is regularly attended by those seeking development and progression.
 9. The application process for a member of staff wishing to engage in a flexible working arrangement is manual via an application form appended to the policy, which can be accessed via the following website link:

<http://www.wales.nhs.uk/sitesplus/documents/862/126-WorkLifeBalanceFlexibleWorkingPolicyV5.pdf>.
 10. The UHB does not use any third party systems to enable or facilitate the flexible working application process and flexible working arrangements.