This section has been extracted from a briefing document in which the other items are out of scope of the request.

AGENDA ITEM 7: HYBRID WORKING POLICY UPDATE

[redacted] has provided the key points to highlight as follows

Background

Trade Union consultation

- Draft policy, procedures, FAQs issued 21st March closing date for comments 7th April.
- No response received as of 2 April
- Keen to hear CTUS initial response. Happy to meet.
- Plan to complete consultation and launch Q1 25/26.

Key changes highlighted to CTUS when draft issued:

Workplace Attendance requirements

- The draft Hybrid Working policy defines hybrid working as a non-contractual, locally agreed, flexible working arrangement which, subject to business needs, blends working from: (i) a designated workplace, (ii) other work or remote locations; or (iii) home.

- Attendance required at the workplace for part of each working week of least 40% of contractual working hours per week.

- Staff working an alternative working pattern, workplace attendance will be calculated on a pro-rata basis. Where attendance is calculated on a pro-rata basis and is less than 3hrs 45mins per week, the calculation may be based on a two-week basis.

Workplace definition

- Workplace' defined as a member of staff's designated office, or where it is necessary to conduct official business, another work or remote location (other than at home) as agreed by line management.

Management Roles

- Senior manager defined as Grade 7, with responsibility for considering business need; determining potential job roles suitable for hybrid working; and communicating business area workplace attendance requirements to their line managers.

- Line managers responsible for confirming the business area workplace attendance requirements to their direct reports/staff and agreeing the implementation of hybrid working arrangements within their teams.

Workstyle Agreement application process

- One Workstyle Agreement application form.
- Applications will be made via HRConnect Self-Service and the APEX FACES option.

Where APEX FACES not available, a downloadable Workstyle Agreement form will be available on the Employee Service Portal (ESP).