

Toft Newton Parish Council

E-mail: clerk@toftnewtonparishcouncil.gov.uk

Website: <https://toft-newton.parish.lincolnshire.gov.uk>

FLEXIBLE WORKING POLICY

What is flexible working

Every staff member has a contract of employment that sets out the working hours on a weekly / monthly basis. A request to work flexibly is a request from the employee to change either the number of working hours, when or where they are worked.

Flexible working arrangements take account of employees' preferences, interests and non-work responsibilities whilst also meeting the needs of the council. Common examples of flexible working include part-time working; zero-hours / casual working; variable hours; flexitime; job-sharing; term-time working; compressed hours; career breaks; and sabbaticals.

Flexible working can result in benefits to councils, in that such arrangements can help make the most of today's diverse workforce and improve the council's ability to recruit and retain staff. It is good practice to make flexible working open to all staff.

At Toft Newton Parish Council our Clerk is employed for 3 hours per week, these are to be worked flexible around our Parish Council meetings, and the statutory requirements as detailed in the Annual Work Plan.

This policy has been written to explain the process which we will use to respond to requests by staff to vary hours, pattern or place of work.

Employees have a statutory right to request a change to your contractual terms and conditions of employment to work flexibly from the first day of your employment, regardless of whether you work full or part-time or have a temporary contract of employment.

It is a requirement of the Clerk's role that the post holder will work from home.

Data protection

Toft Newton Parish Council will process personal data collected in accordance with the data protection policy. Data collected from the point at which we receive a flexible working request is held securely and accessed by, and disclosed to, individuals only for the purposes of managing their request for flexible working. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the disciplinary procedure.

Reviews

Toft Newton Parish Council will review this policy as per the schedule below, or sooner if changes to local or national guidance or legislation require a revision to take place sooner.

Previous versions of this policy will be retained on the Zoho WorkDrive and will have a version number appended to their file name.

Approved by Toft Newton Parish Council on:

7th July 2026

First review due:

September 2027

Then review:

Annually
