

Central England Area Quaker Meeting (CEAQM)

Flexible Working Policy

1. Principles

1.1 Central England Area Quaker Meeting (“the employer”) believes that the promotion of flexible working can increase staff motivation, promote work-life balance, reduce employee stress and improve performance and productivity.

1.2 The employer will endeavour to consider all requests for flexible working arrangements sympathetically and with due regard to balance the needs of both the employee, and the Meeting for which they work.

2. The Right

2.1 The law grants all employees who have a minimum of 26 weeks' continuous service the right to request flexible working and to have their request considered seriously by their employer.

2.2 An employee can only make one statutory request in any 12 month period.

2.5 A request for flexible working in this context can include a request for a change to the number of hours that the employee works, a request for a change to the pattern of hours worked and a request to perform some or all of the work from the employee's home.

3. The Process

3.1 If they wish to make a request for flexible working, the employee should notify their Line Manager and make the terms of the request clear. Their notice should include the following: -

The date of the application, the change to working conditions they are seeking and when they would like the change to come into effect.

- What effect they think the requested change would have on the employer and how, in their opinion, any such effect might be dealt with.
- That this is a statutory request and, if they have made a previous application, for flexible working and the date of that application.

3.2 It is preferable if the employee sets out why s/he is making the application e.g. because of caring responsibilities for a child or other relative, or because s/he has a disability and wishes to work flexibly as part of a reasonable adjustment in relation to that disability.

3.3 The relevant Committee of the Meeting or Branchⁱ where the employee is employed will arrange a meeting with the employee within no more than 28 days of receiving his/her written request. The purpose of the meeting will be to discuss the changes the employee has proposed, the effects of the proposed changes and any possible alternative arrangements that might suit both parties.

3.3 The employer will take all reasonable steps to accommodate an employee's request for flexible working and each request will be dealt with individually taking into account all of the circumstances including: the likely effects that the proposed changes to working hours (or place of work) may have on the employer; the effect that the proposed changes may have upon the way in which the Meeting or Branch is run; the impact that the proposed changes may have on other employees or volunteers; and the impact that the proposed changes may have upon the ability of Members of the Meeting or Branch and/or other users to make use of the Meeting or Branch's facilities. Agreeing to one employee's request will not therefore set a precedent or create a right for another employee to be granted a similar change to his/her working pattern.

3.4 If the employee is dissatisfied with the outcome of the flexible working request, s/he may appeal to the CEAQM Trustees' Employment Committee. An appeal lies where there is new information that was not available to the employer at the time the request was originally considered, or if the employee thinks the application was not handled reasonably and/or in line with this policy. An appeal should be made in writing to the Clerk of the Trustees' Employment Committee within seven days of the response to the request being received, and will be dealt with within six weeks of receipt of the letter of Appeal.

Flexible Working Policy	Prepared by Sophie Garner
Approved by CEAQM Trustees	23:02:2015
Version	Version 1
Review due:	2018

ⁱ Branch refers to CEAQM "projects", such as the Northfield Ecocentre, Peace Hub and the West Midlands Peace Education Project.