FLEXIBLE WORKING POLICY

- We will consider any request for this policy to be made available in an alternative format or language. Please contact: Director of HR
- We review our policies regularly to update them and to ensure that they are accessible and fair to all. We welcome suggestions for improving the accessibility or fairness of this policy.

Approved by:	Version:	Issue Date:	Review Date:	Contact Person:
Executive Group	3	**September 2026**	**September 2029**	**Director of HR**

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1. INTRODUCTION

This policy seeks to support all staff to address their work life balance and to support staff development and opportunities for those who do not want to take up full time working. The policy also aims to retain experienced and skilled staff who wish to make changes to their working time/pattern or to help staff looking to phase into retirement.

2. ELIGIBILITY

Tyne Coast College staff are eligible to submit a flexible working request from the first day of their employment. This policy does not apply to workers engaged by the College via a third party. i.e. agency workers, contractors and outsourced service provider

Members of staff can only make two statutory flexible working requests in any 12 month period.

3. TYPES OF FLEXIBLE WORKING

Flexible working refers to amending the working configuration of a member of staff, below are examples of flexible working requests:

- Change in the number of hours you work
- Change in the times you are required to work
- Change in the location where you are required to work

4. APPLICATION PROCESS

The College will seriously consider all requests for flexible working. If you wish to apply for flexible working, you must complete the form attached to this policy and submit this to your line manager.

In order to ensure consistency across the College your application will initially be reviewed by your line manager in consultation with their HR representative.

Following receipt of the application, the line manager will arrange a consultation meeting with the employee to discuss the flexible working request. The purpose of the meeting is to fully consider the request, understand the employee's needs, assess the potential impact on the service, and, where appropriate, explore alternative arrangements.

Although there is no statutory requirement for you to be accompanied at this meeting, you have the option of being accompanied by either a trade union representative or a work colleague. Should you wish to be accompanied, please notify your line manager in advance of the meeting.

Following the consultation meeting, the request will be considered by the appropriate manager(s) and the employee will be notified in writing of the outcome.

Where the request is approved, the employee will receive written confirmation of the agreed arrangement, the date the change will take effect, any applicable review or trial period, and whether this is a permanent or temporary change. Unless expressly agreed as a temporary arrangement, an approved flexible working request will normally constitute a permanent variation to the employee's terms and conditions of employment and will be confirmed by an amendment to their contract of employment.

Where the request is declined, the employee will be informed in writing of the reasons for the decision. Any refusal will be based on one or more of the statutory business grounds and will explain why the College considers the decision to be reasonable in the circumstances.

Statutory Business Grounds for Declining a request

- the burden of additional costs
- an inability to reorganise work amongst existing staff
- an inability to recruit additional staff
- a detrimental impact on quality
- a detrimental impact on performance
- detrimental effect on ability to meet custom demand
- insufficient work for the periods the employee proposes to work
- a planned structural change to your business.

Where a request is declined, you will be informed in writing of your right to appeal as part of the decision outcome.

The college will process all requests for flexible working within two months of an application being received except where this period is mutually extended by yourself and the college. Please note, you may only have one live request for flexible working at any one time.

Once you complete and submit your request, it remains live until any of the following occur:

- a decision about the request is made by the college
- the request is withdrawn
- an outcome is mutually agreed

The request will remain live during any appeal process and throughout any extension to the statutory two-month decision period that has been agreed between yourself and the college.

Where you wish to withdraw your flexible working request you must notify the college in writing.

The College may consider a request withdrawn where, without a reasonable explanation, you fail to attend two meetings arranged to discuss your request or any related appeal. Eg long term sickness absence

Where a request is treated as withdrawn, the College will confirm this in writing to you.

5. APPEAL

Where an employee wishes to appeal a decision they must do so in writing, explaining the reasons in full to the next level of management to the manager that has declined the request. They must do so within 10 working days of receiving notification of refusal.

An Appeal meeting will be arranged with the employee to review the grounds of the appeal. Following the appeal meeting the employee will be notified in writing the outcome of the appeal within 10 working days .

The appeal decision is final.

6. POLICY REVIEW

The effectiveness of this policy will be monitored annually and reviewed every three years in light of experience and best practice. This mechanism recognises that changes as a result of experience and/or to employment legislation may prompt a review of the policy before the end of the three year period.

On considering the effectiveness of this policy, consultation will be undertaken with the Trade Unions, Employees and Managers to assist in the policy review and monitoring of this policy.

This is a statutory request under the Employment Rights Act 1996

Please note that the form below must be completed in full to enable the College to formally consider your request. Any incomplete forms will be returned to you and will need to be resubmitted before your application can proceed.

Application for Flexible Working Form

Date of request to line manager	
Full name	
Department/School/Service	
Job Title	
Please provide full details of the change requested to your terms and conditions of employment i.e. hours, times or place of work.	

Start Date	
Temporary or Permanent Request	
Proposed New Working Pattern **Example:** Monday 08:30 – 18:00 (30 mins lunch) 9hrs Tuesday 08:30 – 17:30 (30 mins lunch) 8.5hrs Wednesday (non-working day) Thursday 08:30 – 17:30 (30 mins lunch) 8.5 hrs Friday 8:30 – 12:30 4 hrs **Total: 30 hours per week**	
The line manager consulted with an HR representative. **Please state the representative's name and the date of the meeting.**	
Line Manager's Comments	
Date of any previous requests if any	

Is this change required to make a reasonable adjustment for a disability you may have	

I confirm that the above information is correct.

Signed (employee): _____
Date:_____

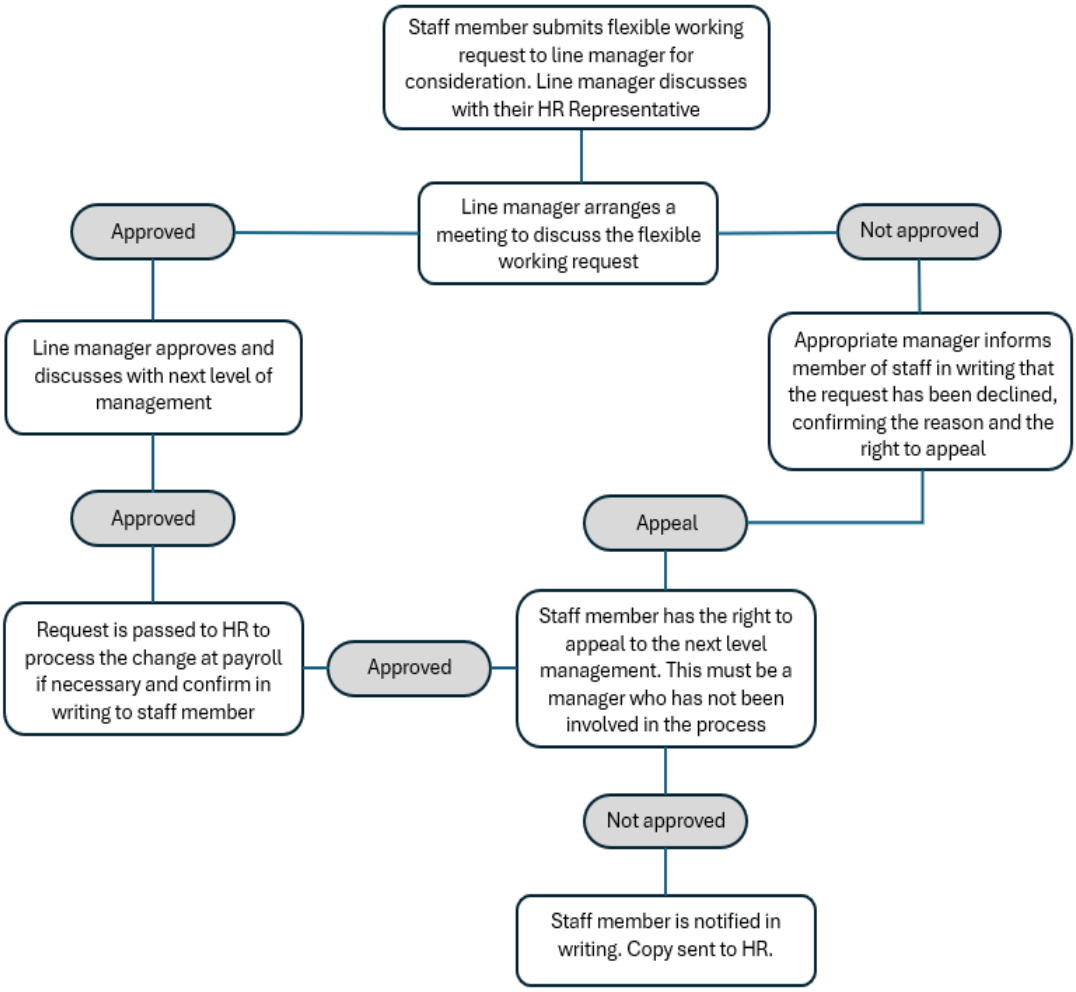
Authorisation

Post	Signature	Date	Recommended *Yes / No*	Comments
Line Manager			Yes / No	
Management at the next level			Yes / No	

HR Use Only

Actioned HRIS:	ActionedPayroll provider:	Cc Employee:	Letter sent:

The Flexible working process must be fully completed within two months of the date of the request including any appeals.


Staff member submits flexible working request to line manager for consideration. Line manager discusses with their HR Representative
Line manager arranges a meeting to discuss the flexible working request
Approved
Not approved
Line manager approves and discusses with next level of management
Appropriate manager informs member of staff in writing that the request has been declined, confirming the reason and the right to appeal
Approved
Appeal
Request is passed to HR to process the change at payroll if necessary and confirm in writing to staff member
Approved
Staff member has the right to appeal to the next level management. This must be a manager who has not been involved in the process
Not approved
Staff member is notified in writing. Copy sent to HR.

Equality, Diversity Inclusion and Belonging Tick List

We as a college community are focused on ensuring that those minority groups within society who are more likely to experience discrimination and are protected by the Equality Act 2010 do not experience unfair discrimination, harassment or victimisation while working at, studying at or visiting Tyne Coast College.

The Flexible Working Policy has been written and complies with the following **Protected Characteristics** (please tick all that apply):

Age	x
Disability	x
Gender reassignment	x
Marriage or Civil Partnership (in employment only)	x
Pregnancy and Maternity	x
Race	x
Religion or Belief	x
Sex	x
Sexual Orientation	x

Full description of **Protected Characteristics** can be found in the Equality, Diversity, Inclusion and Belonging Policy

Name of Person responsible for Policy	Allyson Edney
Signed	
Date Reviewed	02/10/2026