

Freedom of Information Team
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Tel: 023 9228 6000 Ext 3708

Name:

Date: 20/05/2019

Ref: 19-20 063

Dear

Freedom of Information request

Thank you for your request for information under the Freedom of Information Act 2000, which was received by our Freedom of Information team on 01/05/2019. You have requested the following:

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

- a) **Part-time working** Yes
- b) **Flexitime** Yes
- c) **Job sharing** Yes
- d) **Compressed hours** Yes
- e) **Annual hours** Yes
- f) **Term-time working** Yes
- g) **Home working** Yes
- h) **Voluntary time** No
- i) **Zero-hour contracts** Offered through the bank
- j) **Other** N/A

2. Please provide the number of staff accessing flexible working by the following staff groups in the years 2017/18 and 2018/19 (Headcount):

3. Please provide the following details around flexible working requests and agreements over the past 12 months (Headcount):

With regard to questions 2 and 3, I am afraid that there is no central record of flexible working arrangements from which to draw the answer to these questions.

On average, how long does a flexible working agreement last (Years/Months)?

When a change is agreed, it may be subject to a trial period of between 1 and 6 months (subject to review), in which case the contract should be subject to a temporary variation, for the period of the trial.

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

The change of hours is amended where applicable on ESR.

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

Unfortunately, the Trust does not record this information.

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

39.46% of staff work part-time. Recruitment campaign launched with specific focus on flexible working (radio & trains). Flexible working is part of the NHSI Retention Project as a key theme and a number of actions are underway within the Trust.

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

The process and guidance is contained within our Flexible Working Policy and support is provided by the HR Team when required.

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

Training is currently being developed and is expected to be implemented from July of this year.

Process and Providers of flexible working

1. 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.



Flexible Working
Policy.pdf

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

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

No, the trust does not use any 3rd party systems to enable or facilitate the flexible working application process and flexible working arrangements.

Please accept this letter as completion of your request. Please note that copies of this request will be held on file for three years before being confidentially destroyed.

If you are dissatisfied with the outcome of your request, please contact our Head of Information Governance on Information.Governance@porthosp.nhs.uk or write to the above address and we will conduct an internal review. Upon review, if you are still dissatisfied, you may appeal our decision by contacting the Information Commissioner's Office; for more information please visit the [ICO's website](#).

Please be aware, if we do not receive an appeal within 30 days of you receiving this letter, we will assume that you are satisfied with our response. If you have any further queries, please do not hesitate to contact us.

Yours sincerely

Freedom of Information Team