

**To receive a collaborative flexible working request and consider any actions  
and associated expenditure**

Current flexible working rules under Employment Law are as attached. The Town Council Employment Handbook is yet to be updated to include the current flexible working rules.

Further to this, the new government's Employment Law Bill is to come into effect from April 2025, this will add further flexibility for employees to request flexible working, such as, the employer will have to give a good reason why the request is rejected.

Admin/Finance currently work a 37-hour week, Monday to Friday, 9am to 5pm (8-hour day minus lunch break).

Staff don't get paid for their lunch breaks as follows:

4 out of the 5 days 30 minutes

1 out of the 5 days 1 hour

This makes up a 37-hour week.

The Administration and Finance Departments are requesting Members to consider a collaborative flexible working request as follows:

8am to 4pm or 9am to 5pm Monday to Thursday

9am to 4.30pm Friday – staff would reduce their lunch break from 1 hour to 30 minutes to make up the time difference between 4.30pm to 5pm.

Those that work part time would have the option of 8am to 12 noon or 9am to 1pm.

Rota to be managed by the department line managers.

Benefits for the Town Council and Staff:

1. 1-hour Additional support by phone/email/in person, Monday to Thursday.
2. Increased Productivity - flexible working hours allow team members to work during their most productive times. This can lead to higher efficiency and better quality of work.
3. Improved Employee Morale and Job Satisfaction - offering flexible working options can significantly boost employee morale and job satisfaction. Team members are likely to feel more valued and trusted, leading to a more positive workplace atmosphere.

4. Better Work-Life Balance - flexible working arrangements enable employees to balance their work commitments with personal responsibilities. This can lead to reduced stress levels and lower absenteeism due to personal issues.

I fully support the collaborative request subject to Human Resources Support Consultancy review and addendum to employment contracts and Saltash Town Council's approval.

**End of Report**

**Town Clerk / RFO**