

HR & OD POLICIES

human resources and organisational development



Worksmart

Policy

1. POLICY STATEMENT

Aberdeenshire Council supports flexible working as part of its commitment to quality of life, the provision of excellent services, sustainability, equality and best value.

Through the Worksmart programme the Council is looking at new ways of working which will make us more efficient and able to provide better services for our customers.

The Council recognises many potential benefits of Worksmart, including:

- Promoting culture change
- Increased employee satisfaction, motivation, commitment, morale and productivity
- Improved work-life balance
- Reduced stress
- Enhanced recruitment and retention
- Reduced workplace property costs
- Reduced sickness absence
- Reduced travel time and costs
- Reduced environmental impact
- Improved access to work for diverse range of employees
- Improved customer service
- Introduction of more effective ways of working
- Focus on outputs (performance) rather than inputs (hours)

The Worksmart vision:

Modernising our working lives to provide the best

- Services for our customers
- Ways of working for our staff
- Future for all

2. SCOPE

Worksmart is an inclusive programme which affects every employee of Aberdeenshire Council. Even where an employee does not change his/her working arrangements, he/she may be affected by the changes that others have made to their hours and/or location.

3. PRINCIPLES

Worksmart under this policy is voluntary.

Requests for Worksmart will be accommodated wherever practicable, however service provision and team and individual performance must not be negatively affected by Worksmart.

Where Worksmart has not been requested, managers will assess the potential benefits and offer Worksmart arrangements to employees accordingly.

Worksmart arrangements must allow for sufficient communication to allow work to be carried out effectively, maintain working relationships, and help to prevent workplace social isolation.

Managers must give due consideration to each Worksmart request and consult with the employee to seek a solution that works; however no employee has an automatic entitlement to Worksmart, or to a particular working arrangement.

Employees will not be treated less favourably as a result of working flexibly, or having made a request to do so.

Approval of an employee's request to change working patterns will not entitle him/her to receive additional allowances for unsocial hours/ night work/ weekend work/ shift working etc.

Training and guidance will be available to support Worksmart and the management of flexible workers.

Employees working away from Council premises must ensure that they can do so without being interrupted on non-work matters. For example, while Worksmart can allow employees to balance work and dependant care more easily and effectively, such care should not be undertaken while the employee is working.

All employees must ensure that they maintain appropriate levels of confidentiality and comply with information security requirements.

4. RELATED POLICIES AND LEGISLATION

This policy should be read in conjunction with other relevant policies, procedures and legislation as appropriate including:

- Aberdeenshire Council Policy: Work Performance Ability
- Aberdeenshire Council Policy: Discipline
- Aberdeenshire Council Policy: Working Time
- Employment Rights Act 1996
- The Flexible Working (Procedural Requirements) Regulations 2002,
- The Flexible Working (Eligibility, Complaints and Remedies) Regulations 2002 (as amended)
- The Children and Families Act 2014

Worksmart

Index of Documents

Policy

Revision Date	Previous Revision Date	Summary of Changes
22-04-2010		Creation of Documents
04-04-2014	22-04-2010	
30-06-2014	04-04-2014	New legislation
24-08-2015	30-06-2014	Format Update