



Clinical & Scientific Services
Manchester University
NHS Foundation Trust

Printable posters

**LET'S
TALK
ABOUT**
Flexible
WORKING



Why Flexible Working Matters

Inclusion and diversity

Flexible working is a key enabler for many carers, parents, older workers and those with health conditions. (Flexible Working in the NHS: The Case for Action)

Performance

97% of managers said the quantity of work improved, or stayed the same. 93% of managers said the quality of work improved, or stayed the same.

Retention and motivation

75% of employers say that flexible working has a positive effect on retention and 73% say it improves staff motivation (Flexible Working Provision and Uptake, CIPD, 2012)

Talent attraction

87% of people either work flexibly already or wish they could. 92% identify flexibility as a top priority. (Flexible Working: A Talent Imperative, Timewise, 2017)



Myths & Facts about Flexible Working

<p>Myth</p> <p>Flexible working is only for parents with young children or those with caring responsibilities</p>	<p>Fact</p> <p>All employees covered by 'Agenda for Change' have the right to request flexible working from day one of employment - regardless of the reason.</p>	<p>Myth</p> <p>I can't request flexible working from day one</p>	<p>Fact</p> <p>All employees covered by 'Agenda for Change' can request flexible working from day one.</p>
<p>Myth</p> <p>Flexible working means that I am less committed to my job.</p>	<p>Fact</p> <p>Being able to work flexibly means staff are able to give more to their work and feeling supported creates greater loyalty and commitment to the job.</p>	<p>Myth</p> <p>Flexible working is all about being selfish/for personal reasons.</p>	<p>Fact</p> <p>Flexible working is about a work pattern that suits the individual's needs and supports happier, healthier colleagues.</p>
<p>Myth</p> <p>People need to be present and be seen to know what they are doing.</p>	<p>Fact</p> <p>Good management is about creating mutual trust and accountability for outcomes by regular communication and regular feedback on progress.</p>	<p>Myth</p> <p>Part-time working is the only type of flexible work.</p>	<p>Fact</p> <p>Flexible working can be done in a wide variety of different ways. Refer to the MFT Flexible Working policy for options</p>
<p>Myth</p> <p>Flexible working is a way of avoiding unpopular shifts.</p>	<p>Fact</p> <p>There is a very wide variety of circumstances people request flexible working. Supporting people is a vital means of attracting and retaining colleagues.</p>	<p>Myth</p> <p>I can't progress or change jobs without losing my flexibility</p>	<p>Fact</p> <p>The new flexible working arrangements under Agenda for Change encourages discussions about flexibility within recruitment processes.</p>
<p>Myth</p> <p>Staff undertaking leadership roles need to work full-time</p>	<p>Fact</p> <p>There is no justification for this. We will be losing out on talent and experience and could be breaching equality and employment rights.</p>	<p>Myth</p> <p>Flexible working should not be raised at job interview.</p>	<p>Fact</p> <p>The new arrangements encourage employers to talk openly about flexible working during recruitment processes.</p>

Types of flexible working



Part Time

An arrangement that enables people to work reduced hours for either a specified period of time or a permanent basis.



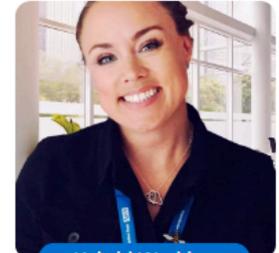
Flexible Retirement

The NHS Flexible retirement schemes include a range of alternatives available for people as they approach retirement.



Compressed Hours

Compressed hours arrangements enable individuals to work their full time hours, but over fewer days.



Hybrid Working

Agile working provides the option to work from home, another site, building or office. It also provides an opportunity to combine other elements of flexibility.



Flexitime

If someone works extra hours over and above their contracted hours, they can request to take the time back at a mutually convenient time



Term Time

When individuals work term time only (or term time plus a few additional weeks) but are paid all year round at a pro-rata rate.



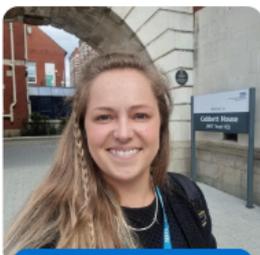
Job Share

A form of part-time working where one full-time role is shared between two individuals. Salary and benefits are divided according to the hours worked.



Staggered Hours

A slight adjustment to normal start or finish times, on a short- or long-term basis, may provide an individual with the flexibility they need with minimum impact on the service or team



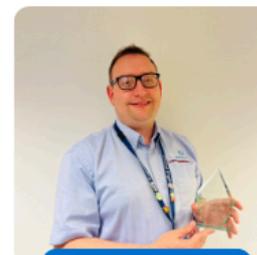
Shift swapping

Formalised or embedded arrangements for shift swapping between colleagues to help individuals deal with one off or short-term work/life/family issues



Annualised Hours

Contractual hours are averaged out over a set time period over 12 months. This can allow people to work more hours at some times of the month or year and fewer or no hours at others.



Employment break

A career break while retaining employment with the Trust. A minimum and maximum break period may be set (3/6 months up to 2 years).



Team Rostering

A team-based rostering approach considers the needs of everyone and allows consideration of longer-term 'preferences' depending on personal circumstances

How to have good conversations about Flexible Working



Top tips for flexible working



- Discuss as part of regular one-to-ones, your health and wellbeing conversations, appraisal or job plan or one-to-one line management discussions.
- Ensure you are clear about your priorities.
- Make time to regularly review and reflect on your arrangement.
- Be clear about how your working pattern fits in to the rota and shift system of the team.
- Be rigorous about timing and deadline expectations for work and projects,
- Plan your time effectively and efficiently, including your workflow and breaks.
- Use technology well, not just to keep in touch with others but also to signpost clearly when you are and are not working.
- Talk about 'flexible working' openly. Share good practice and talk about it with



“I’ve had massive reduction in anxiety and stress, I’m sleeping much better!”

“

I wanted to reduce the stress that I had been under as a result of pressures at work and home. For a variety of reasons, I was planning on leaving the Trust completely as I was moving down South to live with my partner (now husband!).

In addition I have been quite open about my struggles with the menopause, so the step down has really helped with my anxiety, fatigue etc.

I’m living a normal life with my husband instead of spending our time driving up and down the M6!

And, I am more productive, as I work during quieter times.

”

Sarah Stringfellow
Project and workforce lead -Imaging

