



# 2026

## **WOOTTON PARISH COUNCIL FLEXIBLE WORKING POLICY**



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## Version History

| <b>Version</b> | <b>Reviewed at</b>                                                          | <b>Approved at</b>                                                          |
|----------------|-----------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| Version 1.00   | Full Council meeting of Wootton Parish Council on 8 <sup>th</sup> July 2015 | Full Council meeting of Wootton Parish Council on 8 <sup>th</sup> July 2015 |
| Version 1.00   | Annual Meeting of Wootton Parish Council on 11 <sup>th</sup> May 2016       | Annual Meeting of Wootton Parish Council on 11 <sup>th</sup> May 2016       |
| Version 1.00   | Annual Meeting of Wootton Parish Council on 10 <sup>th</sup> May 2017       | Annual Meeting of Wootton Parish Council on 10 <sup>th</sup> May 2017       |
| Version 1.00   | Annual Meeting of Wootton Parish Council on 9 <sup>th</sup> May 2018        | Annual Meeting of Wootton Parish Council on 9 <sup>th</sup> May 2018        |
| Version 1.00   | Annual Meeting of Wootton Parish Council on 15 <sup>th</sup> May 2019       | Annual Meeting of Wootton Parish Council on 15 <sup>th</sup> May 2019       |
| Version 1.00   | Annual Meeting of Wootton Parish Council on 5 <sup>th</sup> May 2021        | Annual Meeting of Wootton Parish Council on 5 <sup>th</sup> May 2021        |
| Version 1.00   | Annual Meeting of Wootton Parish Council on 11 <sup>th</sup> May 2022       | Annual Meeting of Wootton Parish Council on 11 <sup>th</sup> May 2022       |
| Version 1.00   | Annual Meeting of Wootton Parish Council on 17 <sup>th</sup> May 2023       | Annual Meeting of Wootton Parish Council on 17 <sup>th</sup> May 2023       |
| Version 1.00   | Annual Meeting of Wootton Parish Council on 8 <sup>th</sup> May 2024        | Annual Meeting of Wootton Parish Council on 8 <sup>th</sup> May 2024        |
| Version 1.00   | Annual Meeting of Wootton Parish Council on 14 <sup>th</sup> May 2025       | Annual Meeting of Wootton Parish Council on 14 <sup>th</sup> May 2025       |
| Version 1.00   | Annual Meeting of Wootton Parish Council on 13 <sup>th</sup> May 2026       | Annual Meeting of Wootton Parish Council on 13 <sup>th</sup> May 2026       |

To be reviewed at each Annual Council Meeting.

## Qualifications

In order to make a request for flexible working you must:

- Be an employee.
- Not an agency worker.
- Have a child under 17; or a disabled child under 18.
- Have been continuously employed by Wootton Parish Council for a period of not less than 26 weeks at the date of the application is made.
- Make the application no later than 2 weeks before the child's 17<sup>th</sup> birthday or 18<sup>th</sup> birthday in the case of a disabled child.
- Have or expect to have responsibility for the child's upbringing.
- Be responsible for the care of a person aged 18 or over.
- Not have made another application to work flexibly under this right to make such applications during the past 12 months.

The right to apply for flexible working arrangements applies to the mother, father, adopter, guardian or foster parent of the child or the partner or spouse of such a person, living with the child.

## Scope of a Request

If you qualify, you have a legal right to request:

- A change to working hours worked (change to start & finish times).
- A change to hours worked (i.e. reduction in hours worked).
- A change to the times you are required to work (core times).
- A change in duties.
- A change to any other terms of your employment.
- Any agreed change to your terms and conditions will be permanent, unless agreed otherwise.

## Your Application

If you decide to make a flexible working request, you must follow this procedure. However, before making an application you should think about:

- What working pattern will help you best cater for your other responsibilities.
- The financial implications a change might have on you.
- What effects, if any, the change will have on the council's business and how these might be accommodated.

The application must be signed and dated in writing.

It must state it is an application under the right to apply for flexible working arrangements, specify the change applied for and date on which the change is to be effective. Explain what effect, if any, you think making the change applied for would have on the council and how you meet the eligibility requirements.

You can only make one application per year. If you have made a previous application to the council for flexible working arrangements, then the application must state this and give the date on which the previous application(s) are or were made.

## Council's Response

Wootton Parish Council may agree to the request without discussing it with you provided it notifies you within 28 days of receipt of the application that the request is granted. Otherwise, the Clerk to the Council, Chairman of Full Council,

Vice-Chairman of Full Council and Chairman of the Finance and General Purposes Committee will arrange to meet with you within 28 days of receiving the application (or longer if mutually agreed). If the individual who would normally consider your application is on holiday or sick leave this time limit will be automatically extended.

## The Meeting

You are entitled to bring a companion to the meeting. The companion can address the meeting but not answer questions on your behalf. The companion may be a trade union representative or work colleague of your choosing. At the meeting, the work pattern suggested will be discussed in depth and how best it might be accommodated. If there are problems accommodating the request, alternative working patterns will be considered.

## After the Meeting

Within 14 days of the meeting, Wootton Parish Council will write to you to either agree a new working pattern and start date or, where the decision is to refuse the variation, to set out grounds for the refusal. The grounds on which council can reject your request include:

- Burden of additional costs.
- Detrimental effect on the ability to meet customer demand.
- Inability to re-organise work amongst existing staff.
- Inability to recruit additional staff.
- Detrimental effect on quality.
- Insufficiency of work during the periods the employee proposes to work.
- Planned structural changes.
- Any other grounds allowed by regulation.

## The Appeal Procedure

You may appeal the Parish Council's decision provided you do so within 14 days of receiving the decision. Within 14 days of receipt of the notice of appeal, Full Council will either hold a meeting with you to hear the appeal or allow the appeal and notify accordingly.

Within 14 days of holding the meeting to hear the appeal, Full Council will give you notice of its decision on the appeal. If it allows the appeal, the notice will specify the variation in terms and conditions agreed and the date from which it will take effect. Where Full Council dismisses the appeal, the notice will set out the grounds on which the dismissal is based.