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Re: Freedom of Information Request

Please find below the response to your recent Freedom of Information request regarding staff working from home within NHS Southport and Formby CCG.

Request/[Response](#):

Section 1

1. Are your staff teams currently working from home? [Yes](#)

If yes, does this include all members of staff? [No](#)

If yes, is this a result of the COVID-19 pandemic? [Yes](#)

If yes to the first point, what mental health and physical wellbeing support has your organisation put in place for staff since they started working from home? (Please note, this should not include national NHS staff initiatives. Support offered by your organisation only should be specified.

[Support is offered from by two members of staff who are trained in wellbeing; details of which are shared within the weekly staff bulletins](#)

2. Since March 2020, has any mental and physical wellbeing support offered to staff had a financial impact on your business and if so? For example, a license for an app has been purchased so there is no cost to the employee. [No](#)

If yes, how much has been invested? [N/A](#)

If yes, what was this invested on? [N/A](#)

3. Does your organisation have a mental health First Aider? [No](#)

4. Since March 2020, how many members of staff have gone off sick due to poor mental health?

This information cannot be disclosed as it could potentially identify the individuals, especially if combined with other data, and this would constitute a breach of the data protection principles are set out in Article 5 of the General Data Protection Regulation.

Due to in some instances low numbers (fewer than 5) in this sickness category, the likelihood exists that individuals who are the subject of this information may be identified either from this information alone, or in combination with other available information. In addition to this, as this information is considered to be sensitive personal data (the data subjects' medical condition); The CCG believes it has a greater responsibility to protect those individuals identities', as disclosure could potentially cause damage and/or distress to those involved.

Therefore, this information is exempt from disclosure under section 40(2) of the Freedom of Information Act 2000 on the grounds that it is personal information.

Section 40 is an absolute exemption therefore is not subject to the public interest test.

Please see attached document for further details on the exemption applied.

The CCG can give a breakdown in a percentage of days lost due Stress/Anxiety/Depression against the sickness absence rate. See table below -

| Component | Mar-20 | Apr-20 | May-20 | Jun-20 | Jul-20 | Aug-20 | Sep-20 | Oct-20 | Nov-20 | Dec-20 | Jan-21 |
|---|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Staff in Post (Headcount) | 125.34 | 128.04 | 127.04 | 125.94 | 125.35 | 128.35 | 128.52 | 128.08 | 128.38 | 128.84 | 129.64 |
| Sickness Absence Rate | 4.71% | 3.27% | 2.15% | 2.80% | 1.89% | 1.61% | 1.61% | 2.08% | 2.85% | 1.10% | 2.22% |
| % Days Lost due Stress/Anxiety/Depression | 56.80% | 53.85% | 36.90% | 54.55% | 60.76% | 79.10% | 94.37% | 52.58% | 66.67% | 89.13% | 57.30% |

Section 2

1. If staff are working from home, have staff been offered reimbursement for the purchase of office-style equipment such as desks and chairs? **Yes**

If yes, what is the maximum value an employee can claim? **£100**

If yes, has this been offered to agency staff? **No**

2. If staff are working from home, can claims be made for stationery equipment that may otherwise be provided in office-based-working? **Yes**

If yes, what is the maximum value an employee can claim? **Discussed on an individual basis**

3. Since the start of the COVID-19 pandemic, has your organisation invested in smart-working technologies? **No**

If yes, what new technology? **N/A**

4. If staff are working from home, what IT hardware have they been offered? **Laptops, monitors, keyboard and mice**

5. Have all members of staff been offered a mobile phone in the absence of office desk phones? **No**

If not, are staff expected to use personal devices? **No – staff can have access to their desk phone via their laptop if required.**

6. Before the pandemic, did staff across your organisation adhere to a flexible working policy? If yes, please can this policy be shared? **Yes, please find attached appendix 1**

7. After the pandemic, will staff:

- continue working from home;
- be expected to return to office-based-working;
- **be asked to take on a mix of working from home and office-based-working?**

***Please note NHS South Sefton CCG and NHS Southport and Formby CCG have a joint management team and work across both CCG.**



Southport and Formby
Clinical Commissioning Group

Appendix 1



Southport and Formby
Clinical Commissioning Group

Flexible Working and Special Leave Policy

| | |
|--|---------------------------------------|
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1. INTRODUCTION

The Clinical Commissioning Group, (the CCG) is committed to offering flexible, modern employment practices which recognise that all our staff want to strike a sensible balance between their work and home life. The CCG recognises that different balances may be needed at different times during an employee's working life.

The purpose of this policy is to highlight the options available for managers and staff to consider when trying to achieve the right work life balance for a staff member. Consideration must always be given to the service needs and those of colleagues so that we achieve a solution which works for all parties.

2. SCOPE

This policy applies equally to all CCG directly employed staff and in accordance with the CCG Equal Opportunities Policy.

3. POLICY STATEMENT

This policy has been based on a number of guidelines including: relevant employment legislation, NHS terms and conditions of service and good employment practice.

Flexible working options should be included in an advertisement and /or discussed at interview if appropriate for the advertised job.

4. RESPONSIBILITIES

4.1 Responsibility of Managers

Ensuring that they are aware of the content of this policy and its implementation.
Ensure all staff are aware of this policy and procedures contained within.
Follow procedures and treat each request that arises under this policy fairly.

4.2 Responsibility of Employees

Be aware of and follow the procedures in this policy.

4.3 Responsibility of Human Resources

Provide initial training and on-going support in the application of this policy.

4.4 Responsibility of Staff Representatives

Provide advice and support to staff on work life balance related concerns/queries.

5. ACCESS TO FLEXIBLE WORKING

Flexible working may be requested for any personal or service reason. A manager may suggest flexible working patterns to their team or possibly to an individual with a particular need. An employee may also approach their manager to discuss flexible working. Managers and employees should discuss the options recognising the potential impact on colleagues and services but with a genuine desire to find a satisfactory solution to meet all needs. Undertaking trial periods could determine if a different working pattern would suit both the service and the employee. There should be feedback to an individual if flexible working is not appropriate due to operational demands.

The Flexible Working Regulations 2014 state that all employees have the legal right to request flexible working who have been continuously employed for a period of at least 26 weeks with the same employer.

Managers will need to give serious consideration to such requests and will therefore need to reconsider ways in which work is organised to allow for more flexible arrangements.

The CCG would wish to accommodate flexible working where possible and therefore flexible working is available to all staff not just those with caring/parental responsibilities.

If a change is agreed, it will be permanent and therefore constitute a change in terms and conditions of employment.

5.1 Eligibility

- Employees must have 26 weeks continuous employment with the CCG and:
- Must not have made another application to work flexibly under the right during the past 12 months

5.2 The Application Process

- Requests must be in writing to the manager using the Flexible Working Request Form (Appendix 1). It must identify the change requested and indicate how the CCG could cope with it.

- The Manager must hold a meeting with the employee within 28 days of receiving the request, at which they have the right to be accompanied by a union rep or workplace colleague.
- A decision must be given in writing within 14 days. If the request is turned down, the reasons must be given.
- The employee can appeal using the Grievance and Disputes Policy. If a request is turned down the employee cannot make another application for a year.

All of the above time limits may be extended by agreement.

5.3 Reasons for Turning down Requests

A request may be refused on the grounds of:

- detrimental effect on the service
- extra cost
- inability to reorganise work amongst existing staff
- inability to recruit replacement staff
- a lack of work during the employees proposed working periods
- planned structural changes

A refusal must be for genuine and justifiable reasons.

6. TYPES OF FLEXIBLE WORKING

Managers are encouraged to consider flexible working in its widest sense as it is often the best way to meet short or long term needs. Flexible working patterns can be considered for an individual or for a team. It may address the difficult balance of meeting service demands and employees needs. Not all options are suitable for all situations but some formal or informal patterns are considered below.

Job Share (Time Share) - Job sharing provides opportunities for staff who cannot work full time but who are employed in a post that needs full or near full time cover. The whole job is split into two. The job share partners accept the full responsibilities of the whole job and share its rewards. It may be an option to pair up staff who wish to work part time into job shares rather than have lots of part-time posts.

Part Time Working - Part time hours may vary from just a few hours to over 30 hours per week. Similarly, patterns of work vary tremendously to fit in with personal circumstances. Part time staff receive pro-rata benefits such as salary and holidays. There is no restriction on the number of hours you need to work to join the NHS Pension scheme. Managers and employees need to be flexible in thinking about how part time working may suit the post in question – if in doubt, a trial period could be undertaken.

Annual Hours - Annualised hours is a system whereby staff are contracted to work a certain number of hours per year. This suits posts where the workload has peaks and troughs. It can also enable staff to work fewer hours at certain times during the year when they have greater demands from home. The system can be linked to self-rostering and as such hours would be agreed with the manager at least one to three weeks in advance.

Compressed Working Week/Fortnight - This is a system where full time hours are worked over 4 days a week instead of 5 or worked 9 days over a fortnight instead of 10. This does involve long days, and should initially start on a trial period to ensure no ill effects to the employee or work. The extra day taken off will need to be agreed with the manager in advance, and could vary from week to week.

Term Time Only Working - Staff who work in term time only do not work at all during the school holidays, but get paid all the year round at a pro rata rate. The salary is divided into twelve and paid monthly.

A term time only contract will not exceed 38/39 weeks of the year and salary payments will be pro rata for these 38/39 weeks, thus allowing for at least 13 weeks of school holidays each year. Contracts are restricted to 38/39 weeks on the following basis:

- The school term will be deemed to be 38 weeks, unless otherwise stated, that being the number of pupil contact weeks. An employee is not expected to work on days when pupils do not attend school unless otherwise specified.
- The school term will be deemed to be 39 weeks, unless otherwise stated, that being the number of teacher contact weeks. An employee is not expected to work on days when teaching staff do not attend school unless otherwise specified.

Employees on term time only contracts are not allowed to take annual leave during term time, but managers, can authorise unpaid leave in exceptional circumstances.

Time off in Lieu - The CCG's encourage the promotion of flexible working in the interest of the service, and in certain circumstances this may mean an employee needs to work extra hours in a day which may give entitlement to Time off in Lieu.

Flexible Working Day/Pattern - Flexible working could include altering start and/or finish times, lunch times or days, to suit an individual's needs on an occasional basis, or for a period of time to cover a particular home life situation, bearing in mind the needs of the service

Working from Home - Some posts may be suitable for working from home on a full time, part time or ad hoc basis for example to complete a particular piece of work. This enables employees to work flexibly, for example, in the evenings or at

weekends – to allow for time off during the week. Working from home could make one feel very isolated but if it is the right job to enable working from home and the time is used wisely, it can be beneficial to the employee and the organisation. Points to consider include:

- The nature of the work that may be done at home.
- Equipment that can be used at home, such as a computer, whether equipment can be borrowed.
- Security, confidentiality and safety issues connected with using IT equipment off site.
- Contact arrangements e.g. attending team briefing and statutory training, and for regular meetings with their manager.
- Health and Safety issues

7. PURCHASE OF ANNUAL LEAVE / UNPAID LEAVE

Staff may if they wish take advantage of one the schemes below which allows them to have flexibility in taking extended leave from the workplace. There are two options to consider:

Unpaid Leave – Staff may wish to consider taking a period of unpaid leave of no less than 1 week and no more than 12 weeks break (breaks over 12 weeks fall under the Career Break Scheme) during the annual leave year

April to March. The rules regarding the taking of leave remain the same in line with the Annual Leave Policy. Employees opting for this arrangement will pay for the leave on a monthly basis therefore spreading the cost over the 12 month period. In the eventuality that the employee leaves during this period, arrangements will be made to recover any outstanding amount from the final salary.

Where a member of staff is given unpaid leave of a month or more in any given leave year (apart from unpaid maternity, shared parental or adoption leave) this will have the effect of reducing the total entitlement for the year. The entitlement will be re-calculated and the number of months of unpaid leave deducted from the full year entitlement.

Payroll considerations for taking unpaid leave: Authorised unpaid leave is a deduction that is made before Tax and Pension deductions have been made (i.e. it is a salary sacrifice); this reduces the employee's pensionable whole time equivalent, as pension is not paid on their total amount of earnings. Therefore there is a small impact on the employees NHS Pension

Purchase Additional Annual Leave – Staff may consider purchasing additional annual leave on a pro rata basis, via deduction from salary over the 12 month leave year period (Apr to Mar), up to a maximum of 2 contractual weeks leave per annual leave year. Therefore, such requests such be submitted agreed prior to the beginning of the leave year period. In the eventuality that the employee leaves during this

period, arrangements will be made to recover any outstanding amount from the final salary

Payroll considerations for purchasing Additional Annual Leave: This is a deduction that is made before Tax and Pension deductions have been made (i.e. it is a salary sacrifice). This reduces the employee's pensionable whole time equivalent, as pension is not paid on their total amount of earnings. Therefore there is a small impact on the employees NHS Pension.

Staff who wish to apply for one of the above options must discuss their case with their manager. It will initially be the employees' responsibility to consider ways in which workloads can be managed in order to support the taking of unpaid leave/additional annual leave and to discuss these with their manager. It will be at the manager's discretion as to whether applications are approved or not, taking into account service demands and whether the staff member has submitted any previous applications.

Application forms for the above schemes can be located in Appendix 2 However managers must also complete the relevant payroll documentation to authorise the change with payroll.

8. TIME OFF TO DEAL WITH EMERGENCIES INVOLVING DEPENDENTS AND DOMESTIC RESPONSIBILITIES

All employees have the right to a reasonable amount of time off to deal with an emergency involving a dependent. Managers should therefore, wherever possible and within service needs, allow staff reasonable time off to attend to emergencies involving dependents, such as a child being ill whilst at school.

A dependent is a spouse, partner, child or parent, or a person who lives with the employee but not as a lodger. A dependent could also be someone who reasonably relies on the employee for care, e.g. an elderly neighbour.

Staff can also request time off to deal with domestic emergencies at home such as a boiler breakdown.

For guidance purposes, reasonable time off would usually be a few days (1-3) per rolling 12 month period, not regular days off or long periods off.

If longer time off is needed, other arrangements will be considered, such as:

- Reducing working hours on a permanent or temporary basis
- Altering working patterns to allow great flexibility
- Career break

Time off for dependents and domestic responsibilities is intended to support employees in times of **urgent and unforeseen need** (normally 1 day with pay in order to enable staff to deal with the crisis and make arrangements to manage their situation. In exceptional circumstances up to 3 days depending on the severity of the situation.) Examples of appropriate situations:

- If a dependent relative is injured or taken ill, it will allow time to care for them and make arrangements for longer-term care.
- If normal care arrangements breakdown, such as a child minder being ill, or an elderly parent goes into hospital and the other parent cannot look after themselves.
- If you are called to school for an urgent meeting regarding an incident involving a child (e.g. suspension from school, child is being bullied at school, in a fight etc.)
- If a dependent comes out of hospital following major surgery it will allow time to settle them in at home and ensure planned long term care arrangements are working.
- A tree falls on the house or the house is flooded.

The granting of **paid** leave for time off to deal with dependents and domestic responsibilities will be at manager's discretion. Depending on the situation managers could ask staff to take annual leave or time off in lieu, they could also allow a combination of paid leave and annual/unpaid leave or time off in lieu.

In the first instant the employee should contact their Manager to inform them of their situation and request time off. On return to work the relevant application form must be completed, (Appendix 3).

9. BEREAVEMENT LEAVE

Some situations whether planned or unplanned require a supportive approach from the CCG, therefore for times of great distress staff can apply for bereavement leave. Between 1 to 5 days with pay could be granted depending on the situation.

Examples of appropriate situations where compassionate leave may be granted are outlined below:

- Death of a **close** relative/dependent, it will allow time to make funeral arrangements and/or attend the funeral.

In the first instant the employee should contact their Manager to inform them of their situation and request time off. On return to work the relevant application form must be completed, (Appendix 3).

9.1 Child Bereavement Leave

In line with Section 23 of Agenda for Change Terms and Conditions the CCG is committed to showing compassion in circumstances where staff, who are parents, experience the death of a child. The provisions below set out the national standard of leave and pay in these circumstances.

For the purpose of this Section, a bereaved parent is anyone who had responsibility as a primary carer for a child who is now deceased. This includes adoptive parents, legal guardians, individuals who are fostering to adopt, and any other parent/child relationship that the employing organisation deems to be reasonable. For example, this may include grandparents who have had caring responsibilities for a child, or instances where someone other than the biological parent is the primary carer (this could be the case where the parents of the child have separated).

There is no requirement for the child to be under 18 years of age.

All bereaved parents will be eligible for a minimum of two weeks of child bereavement leave. A bereaved parent will not be required to demonstrate any eligibility criteria in order to access bereavement leave or pay.

All bereaved parents will be entitled to two weeks' occupational child bereavement pay which will include any entitlement to statutory parental bereavement pay. Pay is calculated on the basis of what the individual would have received had he/she been at work. This would normally be based on the previous three months at work or any other reference period that may be locally agreed.

Where both parents of a deceased child work in the same NHS organisation, the entitlements in this Section will apply to both members of staff.

Parents who experience a still birth from the 24th week of pregnancy will be eligible for these provisions and will subsequently still be eligible for the provisions set out in Section 15 of Agenda for Change. Bereavement leave and pay may be extended to members of staff, by local arrangement, in these circumstances where they were hoping to become parents under surrogacy arrangements.

Bereaved parents do not have to take the two weeks of leave in a continuous block. The employee should agree with their employer the leave they wish to take. Taking child bereavement leave is an individual choice, it is not compulsory for the employee to take child bereavement leave.

Bereaved parents may request to take child bereavement leave at any point up to 56 weeks following the death of the child. Should the parent wish to take child bereavement leave immediately following the death of a child they shall be able to do so upon informing their employer that they will be absent from work for this purpose. Should the parent wish to take child bereavement leave at another time, after the initial period following the death, they should give their employer reasonable notice of their intention to take the leave at this time.

The method for informing the CCG of a child bereavement should be recorded within Appendix 3 of the CCG Special Leave and Flexible Working Policy.

Bereaved parents will at no point be required to produce the child's Death Certificate, or any other official documents, in order to access child bereavement leave or pay. The CCG may ask for a written declaration from the employee, within a reasonable timeframe, in order to satisfy statutory requirements.

10. TIME OFF FOR APPOINTMENTS

This is for staff or for them to accompany a dependent. Examples as follows:

- Routine appointments for example to a GP, dentist, clinic or regular hospital appointment should wherever possible be made in one's own time. Working arrangements may be changed to allow the member of staff to make these hours up, however, if this is not possible time off **without pay** or annual leave will be given.
- Consultant appointments are more difficult to arrange and indicate that a more serious health problem exists; therefore these may be taken in works time with pay within reason and with the manager's consent.
- Non-routine appointments concerning the welfare and care of a dependant (e.g. for a doctors or hospital appointment, making arrangements for resettlement of people in long-term sheltered accommodation/nursing home/psychiatric care etc.) where the situation is stressful and the dependant cannot go alone, may be with pay.

11. ABENCES CAUSED BY BAD WEATHER

There will be a few occasions during the year when some staff can either not get to work on time, need to go home early, are unable to travel, or cannot come into work as their child's school has shut due to snow or other severe weather conditions.

Whilst the CCG will make every effort to assist staff and be sympathetic to their circumstances, it is unreasonable to expect these employees to be treated more favourably than those who attend for work despite the difficulties caused by the weather. The following leave will be available for absences in these exceptional circumstances:

- Annual Leave - Although the normal policy is for this to be agreed in advance, in the exceptional circumstances of heavy snow etc., it is acceptable for staff to take a day's annual leave from their existing entitlement.

- Unpaid Leave - Although the normal policy is for this to be agreed in advance, in the exceptional circumstances of heavy snow etc., it is acceptable for unpaid leave to be agreed on the day that the employee is unable to travel into work due to bad weather.
- Flexible Hours - A manager may agree revised working hours in order to enable the employee to fulfill their contracted hours, e.g. a missed or short day one week can be made up over the next week(s).

12. TIME OFF FOR PUBLIC DUTIES

This policy reflects the CCG recognition of its role in the community by supporting staff to undertake essential civic and public duties. The CCG will allow reasonable time off for such activities and may contribute by giving some of that time off with pay.

The amount of leave granted to a member of staff is at the discretion of the manager. He/she must decide what is reasonable in the circumstances having regard for:

- The amount of time required to perform such duties
- The amount of time previously permitted to that individual and whether it was paid or unpaid
- The effect on the service provision

In order to do this, members of staff should produce in advance where possible written information outlining dates and times and frequency of meetings/training commitments etc. for the year. This will assist the manager in deciding how much time off is reasonable and how much of that time off will be paid and unpaid.

Leave is applicable to both full and part time members of staff, although it may be appropriate for part timers to be granted leave pro rata. Types of public duties:

- Serving as a justice of the peace
- Attendance at court as a witness or on jury service *
- Membership of a Local Authority
- Membership of the Broads Authority
- Membership of the National Rivers Authority
- Membership of a NHS Trust
- Membership of any statutory tribunal
- Membership of a Board of Prison Visitors
- Membership of the managing or governing body of an educational establishment maintained by a Local Education Authority.
- Membership of a governing body of a grant-maintained school, further or higher education corporation or of a school board or board of management of a college of further education or self governing school.

- Training with the reserve or cadet forces
- Attendance as a witness at appeal hearings

* Courts will reimburse wages to the CCG on application. Also, applications can be made to the courts to excuse staff from jury service in exceptional circumstances where they cannot be spared.

13. EMPLOYMENT BREAK SCHEME

An employment break could be considered to enable an employee to leave their employment on a temporary basis. It could be used to bring up children, eldercare, care for a dependent person, undertake research, sabbaticals, reenter full time education, or travel.

Applications will be considered in line with the interests of the service and the ability to offer suitable employment after the break.

Please refer to section 36 of the Agenda for Change Terms and Conditions of Service Handbook for more information and guidance relating to taking an Employment Break. In brief:

- Applications should be submitted in writing
- All breaks should be subject to an agreement between the employer and employee before the break begins.
- Open to all employees who have a minimum of twelve months' service.
- Maximum length of break is 5 years; minimum length of break is 3 months.
- If the break is longer than one year, there will be a return to as similar a job as possible.

If a member of staff chooses to take an employment break at any stage during their career their pay progression will be 'frozen' at the pay point they have achieved at their last working day. The member of staff therefore returns to work at the same pay point they left on including any cost of living increase awarded during the employment break period. This incremental credit must be stopped and restarted by the employees' manager via change notices at the start and end of the employment break period.

14. FLEXIBLE RETIREMENT OPTIONS

This gives an opportunity for members of the CCG's staff to work flexibly, balancing work and home life more effectively. It may be that a member of staff approaching retirement wants to spend more time with family members, to pursue other leisure activities or, quite simply, wants to spend less time at work and more time at home.

There are a number of flexible retirement options available but some are dependent on whether staff are in the 1995 section or the 2008 section. Further information is available from the Pension's Agency website – www.nhspa.gov.uk. Please refer to the CCG Retirement Policy for the details of retirement options.

15. MONITOR AND REVIEW

The CCG will have responsibility to monitor the effectiveness of this policy on an annual basis. Where review is necessary due to legislative change, this will happen immediately.

Appendix 1

| FORM TO REQUEST FLEXIBLE WORKING | |
|---|--|
| TO BE COMPLETED BY EMPLOYEE | |
| <i>Name:</i> | |
| <i>Post:</i> | |
| <i>Reason for Request:</i> | |
| <i>Give details of the flexible arrangements you are requesting:</i> | |
| <i>What difficulties might this cause at work?</i> | |
| <i>How might these difficulties be overcome?</i> | |
| <i>Signature</i> | |
| <i>Date</i> | |
| TO BE COMPLETED BY MANAGER | |
| <i>Date request received:</i> | |
| <i>Date of meeting (must be within 4 weeks of request):</i> | |
| <i>Decision (must be within 2 weeks) – if application turned down, state reasons:</i> | |

| | |
|------------------------|--|
| <i>Manager's name:</i> | |
| <i>Post:</i> | |
| <i>Signature:</i> | |
| <i>Date:</i> | |

Appendix 2

ADDITIONAL / UNPAID LEAVE APPLICATION FORM

Assignment No:

Department:

Surname:

Forename(s):.....

Title:.....

Job Title:.....

| CHANGING FROM: (insert details of current work pattern) | TICK CHANGE REQ'D | CHANGING TO: | |
|---|--------------------------|---|--|
| | | UNPAID LEAVE (this can be anything between a minimum of 1 week and a maximum of 12 weeks and this must be taken between April and March of the following year (annual leave year) in agreement with your manager). | <X> weeks unpaid leave during the year holiday year – April to March (delete as appropriate). This will be considered as unpaid leave with permission and as such pension contributions will be required to be paid on this service |
| | | PURCHASING OF ADDITIONAL ANNUAL LEAVE (up to a maximum of 2 weeks contractual, per leave year) | Purchase <X> weeks additional annual leave during the leave year April to March (delete as appropriate). |

I agree for my salary to be amended accordingly and for the monies relating to the purchased annual leave to be deducted from my salary over the appropriate 12-month leave period. If I leave the employment of the CCG within the 12month leave period I specifically authorise the CCG to recover outstanding



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monies from my salary. I understand that by completing and submitting this for I am committing to a change in my Terms & Conditions of Employment as detailed above.

Signed (employee):.....

Date:.....

To Be Completed by Authorised Signatory/ Budget Holder – (you will need to complete the relevant payroll documentation as well as this form).

I confirm that the changes detailed above have been discussed and agreed with myself and confirm that the business needs of the CCG can continue to be met.

Line Manager/Authorised Signature:

Print Name:.....

Date:

Appendix 3

RECORD OF TIME OFF FOR DEPENDENTS, DOMESTIC RESPONSIBILITIES AND COMPASSIONATE LEAVE

| TO BE COMPLETED UPON RETURN TO WORK | | | |
|---|-------|-------------|-------|
| Name: | Post: | Department: | Base: |
| Reason for leave: | | | |
| Details of leave granted e.g. paid/unpaid/annual leave/TOIL/flexible hours (indicate numbers of days/hours where appropriate) | | | |



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Manager's Authorisation

Signed: Name:

Position: Date:

NB.

- 1 Completed form retained on individual's file**
- 2 Complete the necessary payroll documentation**