

Pioneering Care Partnership (PCP) Work Life Balance Policy



Aim

This Policy aims to assist PCP to become a more efficient and productive organisation through development of a motivated and committed flexible workforce. PCP recognises the importance of helping staff to balance their work and home life commitments by offering flexible working arrangements.

Policy Statement and Principles

Whilst understanding the benefits of flexible working, PCP has a duty to ensure that staffing capacity is adequate to meet both the business needs of the organisation and customers' requirements along with commitments made to stakeholders, commissioners and partners. PCP endeavours to meet work-life balance requests in a true and fair manner across all teams in line with our values.

Work-life balance relates to how staff interact with each other therefore setting realistic timeframes for work requests should be the norm. Support for colleagues will be provided through formal and informal mentoring or learning and PCP will promote good communication (oral, written and email) at all times. Work Life Balance principles include:

- Striving to deliver exceptional projects and services whilst respecting the fundamental right of all our employees to a satisfactory work-life balance
- Recognising that long hours do not necessarily equate to better performance, nor does volume of activity take precedence over quality of delivery or work.
- Appreciating that some staff may choose to work longer hours, but this is not an expectation or requirement.
- Reducing stress at work, accepting that stress can be both a symptom and cause of a poor work-life balance.

Scope

This Policy applies to all staff who work for PCP whether full-time or part-time

The right to request flexible working is a statutory right for any employee who has worked for their employer continuously for over 26 weeks. However PCP's approach is to include all staff and therefore anyone can make a work life balance request.

This policy is to be applied consistently and in line with PCP core values.

Exclusions

This Policy is non-contractual.

This Policy does not apply to, self-employed, those employed through an agency or contractors.

This Policy also does not apply to PCP volunteers, including PCP Trustees and work placement students.

Definitions

Work Life Balance is a concept including proper prioritising between work and lifestyle. It does not mean an equal balance for all staff; it is an individual approach to working patterns.

Flexible working describes any type of working arrangement that gives some degree of flexibility on how long, where and when employees work. It includes, but is not limited to:

- a) Job-sharing
- b) Part-time working
- c) Reduction in Hours
- d) Flexible working
- e) Term-time working
- f) Home-working
- g) Career break/Sabbatical
- h) Annualised Hours

Responsibilities

Trustees are responsible for approving and reviewing this Policy as part of the review cycle.

Senior Managers are responsible for ensuring that the Policy is reviewed, disseminated and implemented and approving any requests made through this Policy.

Human Resources are responsible for ensuring that this Policy and associated procedures remain compliant with legislation.

Line Managers are responsible for applying the Policy and procedures, communicating the Policy to staff and supporting the request process.

Employees are responsible for reading and operating within PCP policies and procedures and making applications for amendments to working patterns through the Work Life Balance Procedure whilst adhering to PCP core values.

Related Policies and Procedures

PCP is also committed to the continued development and implementation of a range of measures and procedures to protect and support staff whilst engaging in organisational activities. This Policy should be read in conjunction with the following related policies, procedures or guidance:

- PCP Core Values Statement
- PCP Work Life Balance Procedure
- Work Life Balance Line Manager Guidelines
- Manager Procedure for Staff Working from Home
- Working from Home Agreement
- PCP Grievance Policy and Procedure
- Equality and Diversity Policy and Procedure

Relevant Legislation

This Policy is in line with the following relevant legislation:

- The Employment Rights Act 1996

Monitoring and Review

This Policy will be reviewed by Human Resources on a regular basis to ensure that it remains compliant. A full formal review will also take place every 3 years by Senior Management Team as part of the Policy Review Cycle, and approved by the Board of Trustees.

The Policy Impact Assessment will be monitored and reviewed every 3 years by HR as part of the Policy Review cycle.

August 2017

Policy document tracking

Action	Date(s)
Draft to SMT:	27 th July 2017, 8 th August 2017
Draft to Board:	21 st August 2017
Ratified by Board:	21 st August 2017
Approved Policy circulated to SMT:	4 th September 2017
Approved Policy uploaded to shared:	4 th September 2017
Approved Policy circulated to staff:	4 th September 2017
Interim Review Date:	
Main Review Date:	August 2020
SMT Lead for Review	Carol Gaskarth