



Flexible Working and Special Leave Policy

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Equality Impact Assessment:	This document has been assessed for equality impact on the protected groups, as set out in the Equality Act 2010. This Policy is applicable to the Board, every member of staff within the CCG irrespective of their age, disability, sex, gender, reassignment, pregnancy, maternity, race (which includes colour, nationality and ethnic or national origins), sexual orientation, religion or belief, marriage or civil partnership, and those who work on behalf of the CCG.		
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Document Amendment History

Version No.	Date	Brief Description
Version 1.0		Re-branded for new CCG
Version 2.0	Sept 2021	-Inclusion of new agreement of flexible working request from day 1 of employment. -Addition of no limit to amount for flexible working requests in 12 month period. -Definition of differences between flexible working and agile working. -General minor changes.

The formally approved version of this document is that held on the NHS Shropshire, Telford and Wrekin CCG website: www.shropshiretelfordandwrekinccg.nhs.uk

Printed copies or those saved electronically must be checked to ensure they match the current online version.

Contents

Section	Page
1. Introduction	4
2. Scope	4
3. Policy Statement	4
4. Responsibilities	
4.1 Responsibility of the Director of Corporate Affairs	4
4.2 Responsibilities of Managers	4
4.3 Responsibilities of Employees	4
4.4 Responsibilities of Staff Side Representatives	4
4.5 Responsibilities of CCG's Commissioning Support Provider	4
5. Access to Flexible Working	5
6. Types of Flexible Working	6
7. Purchase of Annual leave / Unpaid Leave	8
8. Time Off to deal with Emergencies involving Dependents And Domestic Responsibilities	8
9. Compassionate Leave	9
10. Parental Bereavement Leave	10
11. Time off for Appointments	12
12. Absence Caused by Bad Weather	12
13. Time Off for Public Duties	13
14. Employment Break Scheme	13
15. Flexible Retirement Options	14
16. Monitoring and Review	14
17. Fraud Bribery and Corruption	14
18. Counter Fraud	15
Appendix 1 – Flexible Working Request Form	16
Appendix 2 – Purchase of Annual Leave / Unpaid leave Application Form	18
Appendix 3 – Record of Time Off for Dependents / Domestic Responsibilities and Compassionate Leave	20

1. Introduction

- 1.1 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.
- 1.2 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 the CCG achieves a solution which supports staff whilst ensuring the CCGs functions are maintained and objectives achieved.

2. Scope

- 2.1 This policy applies equally to all CCG directly employed staff in accordance with the CCG's Equality and Diversity Policy.

3. Policy Statement

- 3.1 This policy has been based on a number of guidelines including relevant employment legislation, NHS terms and conditions of service and good employment practice.
- 3.2 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 the Director of Corporate Affairs

- 4.1.1 Ensure through the management structure that staff are appropriately trained for the positions they hold.
- 4.1.2 Ensure policy is monitored and reviewed
- 4.1.3 Ensure policy is communicated to managers and staff

4.2 Responsibility of Managers

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

4.3 Responsibility of Employees

- 4.3.1 Be aware of and follow the procedures in this policy.

4.4 Responsibility of Staff Representatives

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

4.5 Responsibility of the CCG's Commissioning Support Provider

- 4.5.1 To provide training, advice and support to managers regarding the application of this policy.

5. Access to Flexible Working

- 5.1 The organisation is committed to providing the widest possible range of working patterns for its workforce, both management and employees need to be realistic and to recognise that a full range of flexible working options will not be appropriate for all jobs across all areas of the CCG.

The CCG recognises the importance of helping its employees balance their responsibilities including parental and other caring responsibilities, life-long learning, charity work, leisure activities and other interests. It also recognises that staffing levels must at all times remain in line with the demands of the business and may also at times request that staff work more flexibly to meet the needs of the business.

This policy considers the following options, but the CCG recognise that there may be alternatives, and that the working pattern that may suit any particular individual could be a unique one involving a number of options:

- Job-sharing
- Part-time working
- Annualised hours
- Compressed hours
- Term-time working
- Voluntary reduced working time
- Career Breaks
- Swapping hours
- Flexitime
- Working from home
- Agile Working

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

5.3 Eligibility

With effect from 13 September 2021, all NHS employees who are employed by the CCG have the contractual right to request flexible working from day one of employment regardless of role, shift pattern, team or pay band.

Employees can make more than one flexible working request per year and can do so regardless of the reasons for them. This does not preclude other statutory or policy entitlements where flexible working may be relevant.

5.4 The Application Process

- a) 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 might adapt to maintain operational activity
- b) The manager must hold a meeting with the employee within 28 days of receiving the request. The employee has the right to be accompanied by a union representative or workplace colleague and the manager may be supported by HR if needed. At the meeting the employee will have the opportunity to explain the reasons for the request and what flexibility they require. The meeting may also include discussions about contractual issues, hours, minimum hours and breaks in line with EWTD regulations, changes to annual leave entitlement and any other

terms and conditions / operational matters which may be affected by the proposed change.

- c) Following the meeting, a decision must be given in writing to the employee within 14 working days. If the request is turned down, the reasons for this must be given. If the request is granted, direction should be given regarding any special requirements such as attendance at work outside the revised hours to attend training, meetings etc
- d) An employee who has had their request refused can appeal using the Grievance and Disputes Policy. If a request is turned down the employee cannot make another application for a year
- e) Decisions in relation to these issues will be in line with the CCG's published scheme of delegation and will be escalated if managers do not hold the authority to take the decision.

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

5.5 Reasons for Turning Down Requests

5.5.1 A request may be refused on the grounds of:

- Extra costs that will damage the business
- The work cannot be reorganised among other staff
- People cannot be recruited to do the work
- Flexible working will affect quality and performance
- The business will not be able to meet customer demand
- There's a lack of work to do during the proposed working times
- The business is planning changes to the workforce

5.5.2 A refusal must be for genuine and justifiable reasons.

6. Types of Flexible Working

6.1 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 employee's needs. Not all options are suitable for all situations, but some formal or informal patterns are considered below.

6.2 **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.

6.3 **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.

- 6.4 **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.
- 6.5 **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 effect to the employee or service provision. The extra day taken off will need to be agreed with the manager in advance, and could vary from week to week, or be a set day.
- 6.6 **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.
- 6.7 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:
- a) 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;
 - b) 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.
- 6.8 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.
- 6.9 **Flexible Working Day/Pattern** – The CCG encourages the promotion of flexible working in the interest of the service. 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.
- 6.10 **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. Points to consider include:
- a) The nature of the work that may be done at home
 - b) Equipment that can be used at home, such as a computer, whether equipment can be borrowed
 - c) Security, confidentiality and safety issues connected with using IT equipment off site
 - d) Contact arrangements e.g. attending team briefing and statutory training, and for regular meetings with their manager
 - e) Health and Safety issues.

Requests for home-working should be agreed in advance with the line manager. Abuse of a home working agreement can be considered to be fraudulent and may result in a fraud investigation, prosecution or disciplinary action, including referral to professional bodies.

6.11 Difference between flexible working and agile working

Flexible Working - Flexible working is a circumstantial or contractual concept that can be used to meet the lifestyle demands of individual members of staff by breaking down the barriers of a traditional 9-5 working day. Flexible working allows for more bespoke work patterns – agreed between employer and employee – to flexibly agree things such as hours, location (i.e. working from home) and job sharing.

Agile Working - Agile working is about encouraging new ways of working to improve productivity, boost motivation and prioritise the physical and mental wellbeing of staff in order to nurture a more efficient workforce. It's a more responsive approach which enables employees to react to specific requirements.

7. **Purchase of Unpaid Leave/Additional Annual Leave**

7.1 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:

7.2 **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.

7.2.1 **Payroll considerations for taking unpaid leave:** Authorised unpaid leave is a deduction that is made after Tax and Pension deductions have been made. Therefore pensionable days are not reduced as this pay has received a pension deduction before the unpaid leave has been deducted.

7.3 **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. In the eventuality that the employee leaves during this period, arrangements will be made to recover any outstanding amount from salary.

7.3.1 **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.

7.4 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.

- 7.5 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

8.1 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.

8.2 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.

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

8.4 For guidance purposes, reasonable time off would usually be a few days (1-3 days) 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:

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

8.5 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.) 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.

8.6 Examples of appropriate situations:

- a) If a dependent relative is injured or taken ill, it will allow time to care for them and make arrangements for longer-term care
- b) 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
- c) 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)
- d) A tree falls on the house or the house is flooded.

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).

8.7 Foster Carers

Although there is no statutory right to paid time off for employees who are also foster carers, the CCG values the contribution foster parents make to the community and the commitment of staff who provide foster care for children.

It is recognised that staff who are foster carers may need additional time away from the workplace to attend necessary appointments or meetings and may need to request time off work at short notice to deal with unplanned emergency situations affecting foster children in their care. The principles of Section 8 should be applied when considering a request for time off from a foster parent to deal with an emergency situation. The principles of Section 6 and 7 should be considered if staff who are foster carers require short term or longer term flexibility regarding their working hours or additional paid / unpaid leave.

9. Compassionate Leave

- 9.1 Some situations whether planned or unplanned require a supportive approach from the CCG, therefore for times of great distress staff can apply for compassionate leave. Between 1 to 5 days with pay could be granted depending on the severity of the situation.
- 9.2 Examples of appropriate situations where compassionate leave may be granted are outlined below:
- a) Death of a **close** relative/dependent, it will allow time to make funeral arrangements and/or attend the funeral
 - b) 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
 - c) In cases where an employee has been the victim of a serious crime, consideration will be given to granting the individual special leave with pay rather than recording any associated absence as sickness absence.
- 9.3 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).

10. Parental Bereavement Leave

- 10.1 Parental bereavement leave is time off to deal with the death of a child if they die under the age of 18 or are stillborn after 24 weeks' pregnancy. Parents will also have a right to time off for dependants.
- 10.2 This right applies to the:
- A biological parent
 - An adoptive parent if the child was living with them
 - A person who lived with the child and had responsibility for them, for at least 4 weeks before they died
 - An 'intended parent' – due to become the legal parent through surrogacy
 - A partner of the child's parent, if they live with the child and the child's parent in an enduring family relationship
- 10.2 Parents have a right to take Statutory Parental Bereavement Leave if:
- they are classed as an employee

- their child dies under the age of 18 or is stillborn after 24 weeks' pregnancy

10.4 Employees have this right from the day they start their job.

10.5 Statutory Parental Bereavement Leave can be taken in the 56 weeks following their child's death.

10.6 If more than 1 child dies, the employee is entitled to 2 weeks' Statutory Parental Bereavement Leave for each child.

Parental bereavement pay

10.8 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.

Taking Statutory Parental Bereavement Leave

- An employee can choose to take either 1 or 2 weeks' leave.
- If an employee takes 2 weeks, this can be taken in one go, or as 2 separate weeks. For example, they could take 1 week immediately after the death, and take the other week later on.
- The leave must end within 56 weeks of the child's death. The date of the child's death is the first day of the 56 weeks.
- Where both parents of a deceased child work for the CCG, the entitlements in this will apply to both members of staff.

Giving notice to take leave

An employee must tell their employer (give 'notice') to use Statutory Parental Bereavement Leave.

To give notice, the employee must tell their employer:

- when they want the leave to start
- whether they want to take 1 or 2 weeks leave
- the date their child died

This notice does not have to be in writing.

The rules for giving notice depend on how long it has been since their child died.

Taking leave in the first 8 weeks

If it is within 8 weeks (56 days) of their child dying, an employee can start their leave as soon as they give notice.

They must tell their employer before they start their leave. This can be on the first day of leave as long it is before they are due to start work. For example, if they have started work and give notice to start their leave straight away, Statutory Parental Bereavement Leave must start the following day.

They can also cancel the leave, as long as they tell their employer before their leave starts. This can be on the day their leave is due to start, as long it is before they're usually due to start work. Any cancelled leave can be taken later by giving notice again.

Taking leave after the first 8 weeks

If leave will be taken more than 8 weeks (56 days) since their child died, the employee must give their employer 1 weeks' notice:

- to take the leave
- if they want to cancel the leave

Any cancelled leave can be taken later by giving notice again.

11. Time off for Appointments

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

- a) Routine appointments for example to a GP, dentist or clinic should wherever possible be made in employees' 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
- b) Consultant or hospital appointments are more difficult to arrange, often an employee has no control over when these are, and such appointments may 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
- c) Non-routine appointments concerning the welfare and care of a dependent (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 dependent cannot go alone, may be with pay.

11.2 Where changes to working arrangements, time off with pay or time off without pay are agreed, the staff member will be required to provide evidence of the appointment.

12. Absences Caused by Bad Weather

12.1 There will be a few occasions during the year when those staff who are based primarily at CCG office sites due to the nature of the functions they undertake can either not get to work on time, need to go home early, are unable to travel, or cannot come intowork as their child's school has shut due to snow or other severe weather conditions.

12.2 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 do attend for work despite the difficulties caused by the weather. The following leave will be available for absences in these exceptional

circumstances:

- a) 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
- b) 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
- c) Flexible Hours - A manager may agree revised working hours in order to enable the employee to fulfil their contracted hours, e.g. a missed or short day one week can be made up over the next week(s)
- d) Homeworking - Although the normal policy is for this to be agreed in advance, in the exceptional circumstances of heavy snow etc some posts may be suitable for working from home.

13. Time off for Public Duties

13.1 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. Before committing to undertake public duties, which may require time off work, employees should discuss proposals with their manager to establish the likely time and frequency required to fulfil the duties.

13.2 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:

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

13.3 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.

13.4 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:

- a) Serving as a justice of the peace
- b) Attendance at court as a witness or on jury service *
- c) Membership of a Local Authority
- d) Membership of the Broads Authority
- e) Membership of the National Rivers Authority
- f) Membership of a NHS Trust;
- g) Membership of any statutory tribunal
- h) Membership of a Board of Prison Visitors
- i) Membership of the managing or governing body of an educational establishment maintained by a Local Education Authority
- j) 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
- k) Training with the reserve or cadet forces
- l) 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.*

14. Employment Break Scheme

- 14.1 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, re-enter full time education, or travel.
- 14.2 Applications will be considered in line with the interests of the service and the ability to offer suitable employment after the break.
- 14.3 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:
 - a) Applications should be submitted in writing
 - b) All breaks should be subject to an agreement between the employer and employee before the break begins.
 - c) Open to all employees who have a minimum of twelve months' service.
 - d) Maximum length of break is 5 years; minimum length of break is 3 months.
 - e) If the break is longer than one year, there will be a return to as similar a job as possible.
- 14.4 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.

15. Flexible Retirement Options

- 15.1 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.
- 15.2 There are a number of flexible retirement options available, but some are dependent on which NHS Pension Scheme staff are in. Further information is available from the Pension's Agency website – www.nhspa.gov.uk

16. Monitoring and Review

- 16.1 The CCG's HR CSU provider 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.
- 16.2 This policy will be jointly reviewed with trade union representatives at least every 3

years or as needed by changes in legislation or good practice.

- 16.3 Any amendments will be approved by the Audit Committee under delegated decision making.

17. Fraud Bribery and Corruption

- 17.1 Unfortunately fraud, bribery and corruption, as well as theft, does occur throughout the NHS, and as such all NHS employees have a duty to ensure that public funds are protected. The CCG is committed to reducing the level of fraud, bribery and corruption (economic crime) within the NHS to an absolute minimum and keeping it at that level, freeing up public resources for better patient care.
- 17.2 If an employee, manager or volunteer suspects that there has been a potential act of fraud, bribery or corruption against the CCG or the wider NHS, or has seen any suspicious acts or events, they must report the matter to the CCG's Counter Fraud Team (contact details can be found on the CCG's public website) or report the matter to the NHS Fraud and Corruption Reporting Line on 0800 028 4060. Alternatively reports can be made through the online reporting tool at <https://cfa.nhs.uk/reportfraud>. Further advice on counter fraud issues is available from the Executive Director of Finance, Deputy Executive Director of Finance/Fraud Champion and the CCG's Counter Fraud Team.

CCG Counter Fraud Contact details:

Paul Westwood (Heads CW Audit's Counter Fraud Team and is the CCG's nominated Local Counter Fraud Specialist)

Tel: 07545 502400

Email: paul.westwood@cwaudit.org.uk

Email: pwestwood@nhs.net (secure)

18. Counter Fraud

- 18.1 This policy should be read in conjunction with the CCG's policies covering counter fraud, bribery and corruption which can be found on the CCG's website (www.shropshiretelfordandwrekinccg.nhs.uk) or you can contact a member of the Team who will be able to supply a copy.

FORM TO REQUEST FLEXIBLE WORKING	
TO BE COMPLETED BY EMPLOYEE	
Name:	
Post:	
Department	
Current working pattern (days/times/hours)	
Give details of the flexible arrangements you are requesting:	
What difficulties might this cause at work?	
How might these difficulties be overcome?	
Signature	
Date	
TO BE COMPLETED BY MANAGER	
Date request received:	
Date of meeting (must be within 28 working days of request):	
Decision (must be within 14 working days of request) – if application turned down, state reasons and attach letter:	
Manager's name:	
Post:	
Signature:	
Date:	
To be completed by Senior manager/Accountable Officer (if required) in line with scheme of delegation	

<i>Name:</i>	
<i>Post:</i>	
<i>Signature:</i>	
<i>Date:</i>	

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> week's 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 12-month leave period I specifically authorise the CCG to recover outstanding monies from my salary. I understand that by completing and submitting this form 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:

**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)			
<p>Manager's Authorisation</p> <p>Signed: Name:</p> <p>Position: Date:</p>			
<p>NB.</p> <p>1 Completed form retained on individual's file</p> <p>2 Complete the necessary payroll documentation</p>			