

Flexible Working Policy

Which letter should I use for which meeting?

Each template is numbered and a description provided to make it easier for you to identify the correct one to use. You **must** ensure you use the **correct letter** therefore if you are unsure of which one to use, refer to the details below;

<u>Letter no. and link</u>	<u>Letter Name</u>	<u>When to use the letter</u>
FLEX1	Invite to consider Flexible Working application	<p>When you receive an application for Flexible working it MUST be on the correct application form.</p> <p>On receipt of this form, you should use FLEX1 to confirm receipt and invite to a meeting. You may not always need a meeting. If you are happy to agree with every aspect of the application, you can simply confirm in an outcome letter (see below).</p> <p>Should you need to arrange a meeting, this may be over the phone or face to face</p> <p>Do not delay in acting, as we have a statutory obligation to close an application within 90 days, including appeal.</p> <p>You can also use FLEX1 should you need to request additional information, prior to a meeting.</p>
FLEX2	Checklist for Meeting to consider application	<p>When you are holding a meeting, use Checklist FLEX2, to help you ensure you have covered everything. This is a guide for you only, and does not need to be signed etc. You will however need to put any detail captured into the outcome letter (see below) as a record of your meeting.</p>
FLEX3	Outcome of meeting to consider application	<p>If the application is for a permanent change, use FLEX3 to detail your discussions, using the checklist and notes you have made, and your decision. The letter must include the agreed outcome and when the new arrangements should</p>

		<p>start.</p> <p>This can also be used to confirm a request be for a temporary change, e.g. due to health, wellbeing or caring reason.</p>
FLEX4	Outcome of meeting to review a temporary arrangement	<p>On review of the temporary request, should you decide to extend the arrangement, you should use FLEX4 to confirm this, including the agreed end date. Remember, should the request go beyond three months and an extension beyond a month is requested, the employee must make a formal application for a permanent change.</p>
FLEX5	Confirmation to agree to extend process timescale	<p>Should you not be able to meet the Statutory requirement of agreeing a request including any appeal, within 3 months, you must agree with the employee a reasonable extension, agreeable to you both. Use FLEX5 to confirm this, which also affirms the need for both parties to complete the process within the new timescale.</p>
FLEX6	Invite to Appeal	<p>Should the employee appeal the decision, as the manager's manager you will need to use FLEX6 to confirm receipt of appeal and to invite to a panel meeting.</p>
FLEX7	Outcome of appeal	<p>As chair of the appeal panel, you will need to use FLEX7 to record the outcome of the appeal.</p>