

1. Do you offer flexible working policies to address the different types of flexible working listed below (Yes/No):

- a) **Part-time working** Yes
- b) **Flexitime** Yes
- c) **Job sharing** Yes
- d) **Compressed hours** Yes
- e) **Annual hours** Yes
- f) **Term-time working** Yes
- g) **Home working** Yes
- h) **Voluntary time** Yes
- i) **Zero-hour contracts** Yes
- j) **Other** Yes

2. Please provide the number of staff accessing flexible working by the following staff groups in the years 2017/18 and 2018/19 (Headcount): Medway NHS Foundation Trust regret that this information is not held centrally, it is processed at a line management level.

	2017/18	2018/19
Medical		
Nursing		
AHP/Scientific		
NMNC		
Total		

3. Please provide the following details around flexible working requests and agreements over the past 12 months (Headcount): As above, this information is not held centrally, it is processed at a line management level.

	Total number of staff	Number of flexible working requests	Number of flexible working agreements
Male			
Female			
16-40 Years of Age			
40+ Years of age			

4. **On average, how long does a flexible working agreement last (Years/Months)?** Policy states to review every 12 months
5. **Are flexible working agreements recorded against the employee HR record (ESR)?** No
6. **What % of vacancies in your organisation have been specifically targeted at reaching individuals seeking flexible working arrangements?** The Trust do not keep a record of this
7. **Has your organisation seen any quantifiable or measurable returns through the implementation or adoption of flexible working?** The Trust do not keep a record of this
8. **Is training available to managers around dealing with flexible working?**
Yes, upon request
 - a. **What % of managers have received training around flexible working?** The Trust do not keep a record of this

Process and Providers of flexible working

9. **Please provide details on the organisation's application process for a member of staff wishing to engage in a flexible working arrangement. Within which, please indicate whether this process is manual or supported via an electronic system.**
 - The employee makes a request using a template form which they submit to their line manager
 - The line manager has 12 weeks to consider the application and meet with the employee to discuss how the working pattern could be implemented.
 - Employees receive the decision in writing and have the right to appeal a rejected application via the grandparent line manager.
10. **Does your organisation use any 3rd party systems to enable or facilitate the flexible working application process and flexible working arrangements?** -No
 - b. **Please provide the name of the system[s] used** -N/A