



Rydym yn croesawu gohebiaeth yn y Gymraeg ac yn y Saesneg. We welcome correspondence in Welsh or English.

Dyddiad/Date: 12th June 2019
Ein Cyf / Our Ref: 19-E-001

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Corporate Administration
Headquarters
1 Talbot Gateway
Baglan
Port Talbot, SA12 7BR

[Redacted]

[Redacted]

I refer to your Freedom of Information Act Request acknowledged by ourselves on 7th May 2019. Your request sought information relating to flexible working.

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, but only in the context of bank contract types used within the NHS
- j) **Other** – not applicable

*You clarified on the 20th May 2019 that voluntary time is a voluntary arrangement that reduces an employee's hours for an agreed period, with a guarantee that they will resume full-time employment at a specific date.

2. Please provide the number of staff accessing flexible working by staff groups in the years 2017/18 and 2018/19 (Headcount):



I can confirm this data is not held centrally. To obtain this information would involve a manual trawl and search of staff records which we have estimated would significantly exceed the 18 hours limit set down by the FOI Act as the reasonable limit. Section 12 of the FOI Act provides that we are not obliged to spend in excess of 18 hours in any sixty day period locating, retrieving and identifying information in order to deal with a request for information and therefore we are withholding this information at this time.

3. Please provide the following details around flexible working requests and agreements over the past 12 months (Headcount):

I can confirm this data is not held centrally. To obtain this information would involve a manual trawl and search of staff records which we have estimated would significantly exceed the 18 hours limit set down by the FOI Act as the reasonable limit. Section 12 of the FOI Act provides that we are not obliged to spend in excess of 18 hours in any sixty day period locating, retrieving and identifying information in order to deal with a request for information and therefore we are withholding this information at this time.

4. On average, how long does a flexible working agreement last (Years/Months)?

The Health Board does not hold data on average time.

5. Are flexible working agreements recorded against the employee HR record (ESR)?

The payroll system will hold data on contracted hours.

6. What % of vacancies in your organisation have been specifically targeted at reaching individuals seeking flexible working arrangements?

N/A

7. Has your organisation seen any quantifiable or measurable returns through the implementation or adoption of flexible working?

Flexible working arrangements have been part of the employment environment within the NHS for many years. Offering flexible working options has always been seen to be an advantage in retaining staff and key skills.

8. Is training available to managers around dealing with flexible working?

Not applicable - managers are aware of the types of flexible working options. Advice is available from the Workforce & OD Dept when needed.

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.

Manual. This would be by direct contact with their 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

I hope this information is helpful. If you require anything further please contact us at FOIA.Requests@wales.nhs.uk.



Under the terms of the Health Board's Freedom of Information policy, individuals seeking access to recorded information held by the Health Board are entitled to request internal review of the handling of their requests. If you would like to complain about the Health Board's handling of your request please contact me directly at the address below or register your complaint via FOIA.Requests@wales.nhs.uk.

If after Internal Review you remain dissatisfied you are also entitled to refer the matter to the information commissioner at the Information Commissioner's Office (Wales), 2nd Floor, Churchill House, Churchill Way, Cardiff, CF10 2HH. Telephone Number: 029 2067 8400.

Yours sincerely



Pam Wenger
Director of Corporate Governance

