

Response from	Comment	Proposed amends/response (if required)
<b>Medway Makers</b>	Term Time only is not reflected in the types of flexible working	<p>Will include in the appendix of types of flexible working, although not listed on GOV.UK this is referred to in the ACAS guide and aligning with this would be good practice:</p> <p><i>Term-time working: Term-time working gives employees the opportunity to reduce their hours or take time off, usually unpaid, during any school holidays. An employer could also offer a similar arrangement to individuals in full time education e.g. university students, who are only able to work during the school holiday periods.</i></p>
<b>Medway Makers</b>	Prior agreements for permanent home working have included expenses for travel and accommodation when required to attend.	These were as part of a TUPE arrangement – this policy would not supersede any previous agreement it is a basis for an organisational stance on these areas for future negotiations re permanent home working. Noted that TUPE transfers may involve different agreements and would need to be dealt with on a case by case basis.
<b>Medway Makers</b>	ICT – point 11.1, to phrase so that it is clear that the cost of any equipment	<p>Amend to clarify:</p> <p>11.0 Equipment</p>

	when needed would come from the business area budget.	11.1 Any ICT equipment required to carry out the duties of the role at home will be assessed and provided to individuals where essential to carry out the role e.g. laptop. Where an individual is working from home permanently this assessment may extend to providing additional equipment such as printers. All ICT equipment will need to be purchased by the business area.
<b>Medway Makers</b>	In regards to point 4.5 - it states that we must engage with HR where an employee wants to move forward on a hybrid working basis (part at home, part in the office). Does a line manager have to engage with HR to review this arrangement for each employee they manage? If there's likely to be a lot of these reviews to do, will HR be able to handle that many review discussions in one go?	4.5 relates to service area reviews rather than individual requests so it would be more when a whole service is looking to implement a change in ways of working rather than an individual. The normal route to apply to flexible working will stand.
<b>UNISON</b>	Due to the consultation being held over the summer holidays UNISON requested that this is delayed and would like to view all guidance documents as well as the policy in order to have meaningful consultation. In reading the policy they would like further discussion around mileage,	The organisation are already moving into this approach as some individual circumstances are requiring hybrid working and permanent home working and there is a concern at this moment in time without a policy managers are filling in the gaps and those gaps are appearing inconsistent. HR do not

	<p>public liability, etc which they would like longer to consider.</p>	<p>have capacity or visibility of all requests so there is a potential that if we delay this policy, further issues may develop which is neither supportive of colleagues nor managers.</p> <p>Feedback will still be able to be considered for this, but we will have started the journey and have a blueprint for decision making. This is an ongoing piece of work and can build on this new area of work with continuous improvement with feedback on the guidance and practice.</p>
--	--	--