

Part Time Working Policy

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Revision History

Revision Date	Version Control	Summary of changes
October 2022		New policy

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1 Introduction

- 1.1 Tamworth Borough Council (TBC) is an equal opportunities employer that positively promotes all forms of flexible working, including part time working.
- 1.2 This policy has been written with a view to avoiding adverse impact it may have on any individual in accordance with the Equality Act 2010. It is not believed that this policy will have any such adverse impact on workers for any of these reasons.
- 1.3 TBC will treat every request to work part time on its own merits and provide a valid business reason for any refusal to agree with the request as outlined in the 'Right to Request Flexible Working' policy.
- 1.4 When determining whether a post cannot be considered as a job share role, it needs to be objectively justified using the criteria outlined in the 'Right to Request Flexible Working' policy, i.e.
 - The burden of additional costs
 - An inability to reorganise work among existing staff
 - An inability to recruit additional staff
 - A detrimental impact on quality
 - A detrimental impact on performance
 - A detrimental effect on ability to meet customer demand
 - Insufficient work for the periods the employee proposes to work, and
 - A planned structure change to the business
- 1.5 TBC supports and encourages the provision of opportunities for employees who wish, or are only able to, work part time. It seeks to ensure that the contribution of such employees is seen as of equal value to that of full-time employees and that their opportunities for promotion and career development are given equal consideration.
- 1.6 Part time employees and other workers will be given equal benefits on a pro-rata basis, in compliance with the Part time workers (Prevention of Less Favourable Treatment) Regulations 2000. It is recognised that this requires all parties, employee, manager to take a flexible approach to working practices.

2 Policy

- 2.1 Tamworth Borough Council recognises the benefits to the organisation of part time working at all levels and will, wherever possible, support part time arrangements to assist with recruitment and retention of skilled and trained employees and to support its commitment to equality of opportunity.
- 2.2 Tamworth Borough Council also recognises the benefits of the implementation of a job share scheme to employees and sees it as an important part of the development of work-life balance policies. Please refer to the Job Share policy for more information.

3 Scope

- 3.1 This policy applies to all employees of Tamworth Borough Council.

4 Definitions

- 4.1 'Part-time workers' refers to anyone who works under a contract of employment whereby the individual undertakes to do or perform any work or services for another party who is not a client or customer of any business or profession carried on by the individual. Casual, freelance and agency workers fall within this definition but the genuinely self-employed do not. (Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000).
- 4.2 'Employees' refers to individuals who have a contract of employment with TBC and excludes agency workers.
- 4.3 'Applicant' refers to the individual who requests to work part time.
- 4.4 'Part-time work' refers to any pattern of work which amounts to less than normal full-time hours of work for the appropriate grade of employee. This may include working patterns such as job sharing, and term time working and may also include other patterns such as compressed hours where there is an overall reduction in hours.

5 Terms and Conditions of employment

- 5.1 Overtime rates will only become payable after a part time employee has worked up to the full-time hours of a comparable full timer.
- 5.2 Unsocial hours payments will apply equally to full time and part time employees.
- 5.3 Part-time employees will receive pay, benefits and allowances pro rata to their full time equivalent (FTE). Contractual sick pay, maternity, adoptive and paternity pay, annual leave, bank and public holiday entitlements and other benefits will be calculated pro rata to the FTE; the calculations are included in the Annual Leave & Other Leave policy (further support from HR will be provided).
- 5.4 For administrative purposes some shift patterns may require annual leave to be calculated on the basis of hours rather than days to take into account flexible working options.
- 5.5 Part-time and full-time employees have equal access to the private health cash plan provided through UK Healthcare.
- 5.6 Any employee who seeks to change their working pattern after a period of maternity, parental, adoptive or paternity leave will retain their existing benefits (such as annual leave entitlement) until the date their contract is changed, which is usually the date that they return to work. In such circumstances the employee should request their change in hours as early as possible.

6 Recruitment

- 6.1 For both external and internal recruitment and selection processes it will be assumed that part time work is possible for the post(s) in question unless a valid business reason is objectively justified.

7 Training and development

- 7.1 Part-time employees will not be excluded from training and development opportunities on the grounds of their part time status. Where possible, training will be delivered in a flexible format that can coincide with individual working patterns. Where it is not possible to change the format of training delivery, consideration will be given either to an adjustment in hours of work of the individual for the training period, with pay adjusted accordingly, or for the training period to be taken as flexi, banked hours. Employees are asked to be flexible in the case of mandatory training.

8 Performance Management and career development

- 8.1 Part-time employees will be subject to the same performance management arrangements as full-time equivalents, but objectives should be modified to reflect hours worked.
- 8.2 Part-time employees will have equal opportunities to seek promotion and transfer and managers will encourage employees to apply for such posts. It will be assumed that all such posts are suitable unless the post for which they wish to apply has been deemed unsuitable for part time work or the working pattern cannot be supported.

9 Redundancy

- 9.1 Part-time employees will be treated no differently, within the council's redundancy scheme than their full-time equivalents in redundancy situations as the calculation is based on normal weekly pay.

10 Procedure – applying to change working pattern

- 10.1 Please refer to the 'Right to Request Flexible Working' Policy.
- 10.2 If it is unclear whether a part time arrangement would be a workable option, a trial period may be agreed, which should usually be no longer than 3 months.



Part 1 – Details		
What Policy/ Procedure/ Strategy/Project/Service is being assessed?	Part-time Working	
Date Conducted	November 2022	
Name of Lead Officer and Service Area	Jackie Noble HR	
Commissioning Team (if applicable)	N/A	
Director Responsible for project/service area	Anica Goodwin	
Who are the main stakeholders	Employees	
Describe what consultation has been undertaken. Who was involved and what was the outcome	CMT TULG Members	
Outline the wider research that has taken place (E.G. commissioners, partners, other providers etc)		
What are you assessing? Indicate with an 'x' which applies	A decision to review or change a service	<input type="checkbox"/>

	A Strategy/Policy/Procedure	<input checked="" type="checkbox"/>
	A function, service or project	<input type="checkbox"/>
What kind of assessment is it? Indicate with an 'x' which applies	New	<input checked="" type="checkbox"/>
	Existing	<input type="checkbox"/>
	Being reviewed	<input type="checkbox"/>
	Being reviewed as a result of budget constraints / End of Contract	<input type="checkbox"/>

Part 2 – Summary of Assessment

Give a summary of your proposal and set out the aims/ objectives/ purposes/ and outcomes of the area you are impact assessing.

To provide guidance for employees and managers on part time working arrangements.

Who will be affected and how?

All employees.

Are there any other functions, policies or services linked to this impact assessment?

Yes

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
If you answered 'Yes', please indicate what they are?			
Right to Request Flexible Working			
Job Share Policy			
Annual Leave & Other Leave Policy			

Part 3 – Impact on the Community

Thinking about each of the Areas below, does or could the Policy function, or service have a direct impact on them?

Impact Area	Yes	No	Reason (provide brief explanation)
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of age.
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of disability
Gender Reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of gender reassignment
Marriage & Civil Partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of marital status
Pregnancy & Maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of pregnancy and maternity
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of race
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of religion or belief and explicitly references adjustments for religious observance

Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of sexual orientation
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of sex
Gypsy/Travelling Community	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Those with Caring/Dependent responsibilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of those with caring responsibilities
Those having an offending past	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Children	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Vulnerable Adults	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Families	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Those who are homeless	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Those on low income	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Those with Drug or Alcohol problems	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Those with Mental Health issues	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Those with Physical Health issues	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Other (Please Detail)	<input type="checkbox"/>	<input type="checkbox"/>	

Part 4 – Risk Assessment

From evidence given from previous question, please detail what measures or changes will be put in place to mitigate adverse implications

Impact Area	Details of the Impact	Action to reduce risk

Part 5 - Action Plan and Review

Detail in the plan below, actions that you have identified in your CIA, which will eliminate discrimination, advance equality of opportunity and/or foster good relations.

If you are unable to eliminate or reduce negative impact on any of the impact areas, you should explain why

Impact (positive or negative) identified	Action	Person(s) responsible	Target date	Required outcome
n/a				

Date of Review (If applicable)

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