

**FOR PUBLICATION**  
**WORKING TIME POLICY**

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MEETING: EMPLOYMENT AND GENERAL COMMITTEE

DATE: 12 November 2018

REPORT BY: SANDY GILLHAM-HARDY, HR BUSINESS PARTNER.

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**1.0 PURPOSE OF REPORT**

To provide information regarding the introduction of a new Working Time policy and to recommend for approval.

**2.0 BACKGROUND**

The Council have not had a policy previously on Working Time.

The Working Time policy has been produced to formalise arrangements and provide a written agreement for all parties relating to Working Time in line with the Working Time Regulations 1998.

The Council strives to provide a safe working environment and ensure the safety and wellbeing of all its' employees. The council seeks to ensure that employees do not exceed reasonable working hours to provide for a satisfactory balance between work and personal life and it is also committed to ensuring that employees' health is not compromised by the workplace.

Managers have a responsibility to ensure that working hours are kept within reasonable limits and will monitor working hours for this purpose. Employees themselves also have a duty to ensure that they are not working excessive hours and to inform their manager directly if they consider that they may be doing so.

The lack of a policy surrounding working time will inevitably mean that employees are treated differently. This policy provides a clear framework for employees and managers to follow to ensure equity and consistency across the council.

Trade union colleagues have been consulted on the content of the policy and compromises have been reached throughout.

**3.0 PROPOSED PROCEDURE**

The revised policy can be found at appendix A.

An Equality Impact Assessment was completed in 2017 when the policy was drafted which would still be relevant and is attached at appendix B.

**4.0 EMPLOYER – TRADE UNION COMMITTEE**

The proposed policy was submitted to the Employer trade union Committee on 22 October 2018 and was endorsed for submission to Employment and General Committee.

## **5.0 RECOMMENDATIONS**

That the new Working Time policy be approved.

For further information on this report, contact Kate Harley.