



To be reviewed and agreed at Full Council 22nd June 2026

Flexitime Policy

1. Status and Principle

1.1 This policy forms part of the Council's employment framework and shall be interpreted in accordance with the Council's operational requirements and statutory obligations.

1.2 Flexitime is not an entitlement and shall only operate where expressly authorised by the Parish Clerk on behalf of the Council.

1.3 The default position is that staff are required to work standard contracted hours aligned to the Council's operational needs. Any deviation shall be exceptional.

2. Operational Primacy

2.1 The overriding requirement of this Council is to maintain uninterrupted service delivery during core operational periods.

2.2 Core operational periods are defined as:

- Parish Council office opening hours: **Monday to Friday 09:30–13:00**
- Scheduled Council and committee meetings: **Mondays from 18:30 onwards**
- Such additional civic, statutory, or operational commitments as determined by the Council

2.3 Operational requirements shall take precedence over any flexitime arrangement at all times.

3. Authority and Application

3.1 The Parish Clerk shall be responsible for the administration, approval, monitoring, suspension, and withdrawal of flexitime arrangements.

3.2 Flexitime shall only be applied where it is compatible with service delivery and approved in advance.

3.3 The Council reserves the right to exclude specific posts from eligibility where operational necessity requires.

4. Working Arrangements

4.1 Where authorised, flexitime shall operate strictly within parameters set by the Parish Clerk.

4.2 Flexitime shall not be used to reduce availability during core operational periods.

4.3 Employees shall maintain accurate records of hours worked and submit such records monthly for verification.

5. Accounting Period and Limits

5.1 The flexitime accounting period shall be four (4) weeks.

5.2 All time accrued shall be taken within the same accounting period.

5.3 The maximum credit permitted is 30 hours and the maximum debit permitted is 7.5 hours.

5.4 No carry-over of flexitime balances between accounting periods shall be permitted.

6. Compliance and Control

6.1 All flexitime arrangements require prior approval by the Parish Clerk.

6.2 The Parish Clerk may refuse any request where operational needs would be adversely affected.

6.3 Any breach of this policy, including misuse or failure to comply with agreed arrangements, may result in disciplinary action.

6.4 The Parish Clerk may suspend or withdraw flexitime arrangements at any time in the interests of operational efficiency.

7. Working Time and Monitoring

7.1 The Council shall comply with all relevant working time legislation and health and safety obligations.

7.2 The Parish Clerk shall monitor working patterns to ensure:

- continuity of service delivery
- maintenance of staffing levels during operational hours
- fairness and balance of workload
- prevention of excessive working hours