

Request under Freedom of Information Act 2000

Thank you for your request for information which we received on 01 May 2019.

I am pleased to confirm the following.

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 Reduced Working time **Yes**
- i) Zero-hour contracts **Yes - through a bank contract**
- j) Other

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

Staff Group	2017/18		2018/19	
	Zero Hours	Part-Time	Zero hours	Part-Time
Add Prof Scientific and Technic	35	32	29	29
Additional Clinical Services	687	266	450	270
Administrative and Clerical	120	262	87	259
Allied Health Professionals	105	66	83	65
Estates and Ancillary	43	225	39	231
Healthcare Scientists	21	26	24	24
Medical and Dental	96	46	49	47
Nursing and Midwifery Registered	298	426	227	454
Grand Total	1405	1349	988	1379

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

The Trust is unable to report on this as the data is not monitored or held centrally.

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

The Trust is unable to report on this as the data is not monitored.

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

No – only whether they are full or part time

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

The Trust does not hold this data.

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

The Trust has had flexible working options in place since before Agenda for Change transition came in in 2004 so cannot track any improvements or increases.

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

There is no formal training specifically for flexible working but bespoke advice is available from HR. The Trust policy is also under review and training is in development as part of this process.

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.

Details of the application can be found in the link below – Please note that this policy is currently pending consultation and will be relaunched in the next 3 months.

<http://portal.mkhospital.nhs.uk/Guidelines/Non%20Clinical%20Documentation/Human%20Resources/HR%20Policies%20and%20guidelines/Flexible%20Working%20Policy.pdf>

10. Does your organisation use any 3rd party systems to enable or facilitate the flexible working application process and flexible working arrangements?

No

You are advised that this information is provided in accordance with the Freedom of Information Act 2000 and is for your personal use. Any re-use of this information will be subject to copyright and the Re-Use of Public Sector Information Regulations (1st July 05) and authorisation from Milton Keynes Hospital NHS Foundation Trust will be required. In the event of any re-use, the information must be reproduced accurately and not used in a misleading manner.

If you are unhappy with the information received in response to this request, please address your complaint to the Patient Affairs Office at Milton Keynes Hospital NHS Foundation Trust, Standing Way, Eaglestone, Milton Keynes MK6 5LD. If, after exhausting our internal process, you are still unhappy with the information received, you may write to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

If you need any further assistance, please do not hesitate to contact us at the address above.

Yours sincerely,

Freedom Of Information Co-ordinator
For and on behalf of Milton Keynes Hospital NHS Foundation Trust

Any re-use of this information will be subject to the
'Re-use of Public Sector Information Regulations' and best practice.