



LYDIATE
LEARNING
TRUST

Flexible Working Policy (LLT)



LYDIATE
LEARNING
TRUST

ENGAGE, ENABLE,
EMPOWER

<i>Origination</i>	<i>Authorised by</i>	<i>Policy Date</i>	<i>Review Date</i>	<i>Page 1 of 5</i>
JDA	Exec Team	Sept 2025	Sept 2027	

Flexible Working Policy (LLT)

1. Introduction

Lydiate Learning Trust (The Trust) believes that employees are its most valuable asset and is committed to attracting and retaining the very best workforce and utilising all the talent and experience available within the community. The Trust also appreciate that the workforce is becoming increasingly diverse and includes a high percentage of those with caring responsibilities, as well as those whose interests and aspirations impact on their time. We therefore appreciate that standard or established working hours are, in many cases, incompatible with increasing demand for a better work-life balance.

2. Scope and Purpose

This policy is designed to give clear guidance on what employees can expect of the Trust as their employer and what the Trust expects of its employees in return.

3. Eligibility

This policy applies to:

- All Employees in all areas and levels of the Trust will be considered for flexible working regardless of their age, sex, sexual orientation, race, religion or belief, pregnancy, marital/civil partnership status, gender reassignment, or disability.

The policy does not apply to:

- Peripatetic/other employees who are centrally employed by the LA or are self-employed.
- Individuals from agencies or sub contracted by private companies supporting the Trust.
- Employees of external contractors and providers of services (e.g. contract cleaners).

4. Right to Request Flexible Working

The following eligibility criteria apply to flexible working requests:

- The right to request flexible working applies from the first day of employment.
- The right to make a maximum of 2 requests during any 12-month period. A request cannot be made until any previous request has been concluded in full.

While it is the Trust's policy to be flexible on working patterns for all its employees, in order to ensure that we are complying with our legal obligations concerning the right to request flexible working, there may be situations where precedence has to be given to those who are eligible for this right.

5. Types of Flexible Working

The policy considers the following options as types of flexible working, but The Trust recognises that there may be alternatives, and that the working pattern that may suit any particular individual could be a unique one involving a combination of options:

<i>Origination</i>	<i>Authorised by</i>	<i>Policy Date</i>	<i>Review Date</i>	<i>Page 2 of 5</i>
JDA	Exec Team	Sept 2025	Sept 2027	

Flexible Working Policy (LLT)

- A change to the hours they work.
- Job sharing.
- Compressed hours.
- Term time working.
- A change to the place of work (between home and any of the Trust workplaces).
- Career breaks

See ACAS.org.uk for more examples.

6. The Application

Employees are encouraged to have an informal discussion with their line manager before submitting a formal request to work flexibly. The request must include the following information:

- Be in writing and dated.
- State it is an application under the statutory procedure.
- Specify the change sought and when the employee would like the change to take effect.
- Explain what effect the employee thinks the change would have on the Trust and how it could be dealt with.
- State whether the employee has previously made an application to the Trust and if so, when.
- Employees should also state whether there are any considerations under the Equality Act 2010 which they would like the appropriate manager to consider (e.g. reasonable adjustments). The Trust will make reasonable adjustments to remove any disadvantage related to an employee's disability.

7. The Business Need

Although the Trust is committed to providing the widest possible range of working patterns for its workforce, both management and employees need to be realistic and recognise that the full range of flexible working options will not be appropriate for all jobs across all areas of the business.

Where an instance of flexible working is requested, we will take into account a number of criteria including (but not limited to):

- The cost of the proposed arrangement.
- The effect of the proposed arrangement on our service delivery.
- The level of supervision that the post-holder requires.
- The structure of the department and staff resources.
- Other issues specific to the individual's department.
- An analysis of the tasks specific to the role, including their frequency and duration.
- An analysis of the workload of the role.

8. Responding to a Request

8.1 Consultation

A Senior Leader will consult with the employee and consider all valid applications for flexible working openly and fairly. The consultation will explore:

<i>Origination</i>	<i>Authorised by</i>	<i>Policy Date</i>	<i>Review Date</i>	<i>Page 3 of 5</i>
JDA	Exec Team	Sept 2025	Sept 2027	

Flexible Working Policy (LLT)

- Clarification of the proposed flexible working arrangements.
- Clarify whether the request relates to a reasonable adjustment for a disability.
- Discuss any foreseen challenges regarding the proposed arrangements and how they can be overcome.
- Consider any potential modifications to the original request, or any alternative flexible working options that may be available and suitable for all sides.

The employee may be accompanied by a colleague or trade union representative if they wish. Any companion will be entitled to speak during the meeting and confer privately with the employee, but may not answer questions on their behalf.

8.2 Timescale

The flexible working request will be dealt with and concluded within two months of the date of the application, unless both parties agree on an extension in which case, this will confirm this in writing.

8.3 Response

If the request is accepted, or an alternative arrangement is agreed, the line manager will write to the employee setting out:

- When the new working arrangements will commence.
- Details of the new working arrangements.
- Details of any trial periods agreed, including the duration.
- Any applicable changes to the employee's employment contract.
- Date of a scheduled review to ensure the change is working.
- Right to request an appeal.

If the request is rejected, the Senior Leader will arrange a meeting with the employee to inform them, including the reason for the rejection. The decision will also be confirmed in writing, and the employee will also be advised of their right of appeal.

The Senior Leader may refuse a request on the following grounds:

- The burden of additional costs.
- Detrimental effect on ability to meet student's needs.
- Inability to reorganise work among existing employees.
- Inability to recruit additional employees.
- Detrimental impact on quality of work.
- Detrimental impact on performance.
- Insufficient work when the employee proposes to work.
- Planned structural changes.

9. Appeal Process

If the employee is not satisfied with the written explanation and is not satisfied that the grounds the request has been rejected on apply to their case, then the employee has the right of appeal against the decision.

<i>Origination</i>	<i>Authorised by</i>	<i>Policy Date</i>	<i>Review Date</i>	<i>Page 4 of 5</i>
JDA	Exec Team	Sept 2025	Sept 2027	

Flexible Working Policy (LLT)

- An appeal must be submitted to the Governance Committee (AGC) within 14 days of receipt of the written decision. Keep in mind an appeal must be submitted within two months of the original request unless an extension has been agreed.
- An appeal hearing will be arranged and the meeting will take place within 14 days of receipt of the appeal submission. Where this timescale cannot be met all parties must be advised.
- The Appeals Committee will consist of member of the Governance Committee and will be advised at the appeal hearing by a member of the Trust People and Culture team.
- Prior to the appeal hearing the Appeal Committee will be provided with a copy of
- the original request and the written response.
- At the appeal hearing the employee will outline his/her grounds of appeal and highlight why he/she feels the school's grounds for refusing the request are flawed. The Line Manager will outline the reasons for their decision.
- The Appeal Committee will consider the case and confirm their decision in writing. The Appeal Committee may:
 - Uphold the decision.
 - make proposals/recommendations and refer the matter back to the for further consideration.
 - Reject the decision and uphold the request.
 - No further right of appeal exists.

<i>Origination</i>	<i>Authorised by</i>	<i>Policy Date</i>	<i>Review Date</i>	<i>Page 5 of 5</i>
<i>JDA</i>	<i>Exec Team</i>	<i>Sept 2025</i>	<i>Sept 2027</i>	