



### **Flexible Working**

Cornwall Council offers a range of flexible working opportunities under our Worksmart Policy which can be discussed as part of the recruitment process. These offer a number of ways in which an employee can carry out their work with greater work/life balance, whilst still ensuring that service needs are met. A few examples of our flexible working opportunities are below.

The Worksmart policy does not apply to school based employees and will be limited in its application within the Cornwall Fire and Rescue Service.

### **Annualised Hours**

An annualised hours contract is where employees work a number of hours across the year, as required by the business needs. Annualised hours enable employees to work more hours where there is higher demand and less hours when the demand for the service is lower. This is available for a limited number of standalone roles.

### **Compressed Hours**

Allows employees to work their full contracted hours over fewer working days. For example, by compressing 5 days into 4 or working 9 days over a fortnight instead of 10. Subject to there being no reduction in the service to service users or to the wider team, all employees are eligible to request working compressed hours. Working compressed hours enables employees to be paid for their full hours but may provide a better work life balance.

### **Core Hours and Flexi-Time**

A standard core time of 10.00am to 12.00noon and 2.00pm to 3.00pm will operate across directorates and services, with some exceptions including Customer Services. This means that all full time staff will work between those hours, unless otherwise agreed with their manager.

Flexi-time offers employees flexibility to vary their start and finish times or to take extended lunch breaks, around their core hours. Staff can also accrue flexi hours which can be taken at a later date.

### **Job Share**

A job share arrangement is when two people share the responsibilities of a full post. All employees are eligible to request to job share and requests will only be approved if another suitable person to share the role with is available.

### **Part Time Working**

Employees may apply to work part-time for family friendly reasons and it can offer operational advantages e.g. employing two part time employees at busy periods.

**Term Time Working** Term time working is where work during school terms only. Term time working is likely only to be permitted where those areas of business are term time driven.

**Externally/Internally Mobile (Flexible Work Settings)**

Externally mobile (Flexible Work Settings) is encouraged as it provides many benefits to both the Council and to employees. Some examples of flexible work settings include working from home, working from other Council offices or working from partnership buildings.

Internally Mobile (Hot Desking) allows employees to work from the location most convenient to them providing service delivery is either maintained or improved. Hot-desking encourages a more flexible and efficient way of using office space and reduces the need for employees having a fixed desk space.

**Working From home**

Working from home allows employees to begin or end their day at home rather than attending a work base or alternative Council premises. All I.T. access from home will be arranged by Cornwall Council IS service. During the current pandemic, many staff are working from home to ensure their safety and to reduce transmission rates in Cornwall.