



Kenworthy's

Annex (f) Chambers

KENWORTHY'S CHAMBERS FLEXIBLE WORKING POLICY FOR MEMBERS

It is the policy of Chambers to make all reasonable efforts to assist any member of chambers to work flexible or part-time or partly from home to assist with managing their family responsibilities or disability. Flexible working may lead to financial implications and any financial arrangement will be assessed upon the circumstances of the individual case. This will be decided upon by the Treasury Committee and approved by Management Committee.

1. Chambers will take the following action to support flexible working:-
 - (i) full consideration will be given to all requests from members to work flexible hours, part time or partly from home;
 - (ii) full consideration will be given to all requests from members to take career breaks which exceed two years leave, whilst retaining their membership in Chambers.

Application Process

2. Members who wish to work flexibly should make a written application to the Practice Manager including details about how they want to work flexibly and when they want to start.
3. The Practice Manager will reply in writing within 14 days to acknowledge that the request has been granted.
4. If the request is not granted in writing then a meeting will be arranged within 28 days from receipt of the application to discuss in more detail.
5. A decision in writing will be provided to the member of Chambers within 14 days of the meeting.

Appeals

6. Flexible working applications are rarely refused by Chambers, however if an application is refused the letter should set out:
 - (i) the business reasons for rejecting the application
 - (ii) an explanation about how flexible working affects their business
 - (iii) how the member can appeal



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7. A member of chambers may appeal to the Management Committee against a flexible working decision on any ground.
8. Chambers must hold a meeting with the member within 14 days after the member has lodged the appeal. Both sides must agree on the date.
9. Management Committee must write to the member saying what the decision is within 14 days of the meeting.
10. If the member misses 2 appeal meetings without a good reason, Chambers can treat the appeal as withdrawn. The member will not be able to make another flexible working application for 12 months.

Kenworthys Chambers Flexible Working Policy – Employees

1. It is the policy of Chambers on flexible working to give employees an opportunity to formally request a change of working pattern. Flexible working policy will not form part of the employee's terms and conditions of employment.
2. If you have more than 26 weeks continuous service and parental responsibility for a child under the age of 17 or 18 in the case of a disabled child or carer for a dependant adult you may qualify for the right to request flexible working. All requests will be considered seriously by chambers.
3. Requests for flexible working may include a request for a change in number of hours you work, place of work or change to the pattern of hours worked.
4. All requests must be put in writing to the Practice Manager.
5. A meeting will then be arranged with the Practice Manager and staff member to discuss the proposed changes, the potential effects and any alternative arrangements which might suit both parties.
6. Each request will be dealt with individually, consideration will be given to the likely effects it may have on Chambers or to other colleagues. Agreement of one request will not set a precedent to create a right for another employee to be granted a change to his/her working pattern.
7. Chambers will notify you of the decision. If the request is accepted, or where Chambers propose alternative arrangements to your request, the Practice



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- Manager will write to you confirming details of the new working arrangements, agreed trial period, date of commencement and any changes to your contract of employment. You will be asked to sign and date the letter and confirm acceptance of the offer.
- 8.** There will be circumstances where due to business or operational requirements, Chambers are unable to agree to flexible working requests. Chambers Practice Manager will write to you giving you business reasons, why they apply in your case and your right to appeal.
 - 9.** Reasons when flexible working may be rejected : Additional costs to business, lack of ability to meet customer demands, other staff are unable to reorganise their workload, inability to recruit additional staff, quality of service provided, impact on performance and insufficiency of work during your proposed hours, planned changes by the business.
 - 10.** If your request is rejected, you will have the right to appeal. This must be made in writing detailing the grounds within 14 days of receipt of your written rejection from Practice Manager. All appeals will be dealt with by Management Committee who will invite you in to discuss your appeal; this will be done within 14 days of receipt of your grounds. The Management Committee will make a decision on your appeal. If it is upheld, you will be advised of your new working arrangements, details of any trial period and an explanation of changes to your contract of employment and date of commencement. You will be asked to sign and return a copy of the letter.
 - 11.** If your appeal is rejected, you will be provided with full written reasons and why they apply in your case.
 - 12.** Further formal requests for flexible working will not be allowed for 12 months from the date of your original application.
 - 13.** Any amendments to terms of employment will be permanent and you will not be able to make another formal request until 12 months after the date of your original application.
 - 14.** Employees have the right to be accompanied and may bring a colleague or union rep to any formal meetings.
 - 15.** Every effort will be made to adhere to the above timescales and procedures, however if this is not possible, Chambers will seek to agree an extension with you.



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16. Chambers reserves the right to amend this policy from time to time.

Monitoring

This policy will be reviewed May annually by Chambers Equality and Diversity Officer.