

Laying the groundwork

Detailed below are the actions employers should take when reviewing flexible working policies:

1. Jointly review your latest staff survey data on satisfaction levels around opportunities for flexible working.
2. Consider ways to gather feedback from staff/members in a range of locations and roles on:
 - how well the current policy and procedures are working for them
 - whether staff feel able to discuss flexible working with their line managers
 - any barriers to access and any good practice around flexible working choices.
3. Identify areas or staff groups which you think are most likely to be excluded. Have these groups in mind when looking at what new measures you need to put in place.
4. Assess whether the organisation has the right expertise and knowledge to deliver innovation, and ensure line managers can access high-quality advice. If there are gaps, discuss how to fill them, you can also consider setting up a steering group or change team.
5. Agree how you will communicate to staff the changes to the policy and the cultural change around flexible working the organisation wants to achieve. It's essential you also describe the role of the joint union and employer partnership. In

conjunction with the NHS Staff Council, NHS Employers has developed enablers for change guidance to support you to implement the revised flexible working policy.

6. Scope the key areas of change that will be needed to your policy and supporting paperwork like forms and staff guides. Log any knock-on effects for, and cross-references in, other associated policies.
7. Agree the process and governance for conducting your equality impact assessment (EIA) of the changes you are proposing to make. See Appendix 1 below for advice from the Equality, Diversity and Inclusion Group (EDIG) of the NHS Staff Council on conducting EIAs.
8. Discuss how line manager briefing/training, covering the policy changes and equality, diversity and inclusion obligations, will be rolled out.