NHS Tayside has now considered your request dated 01 May 2019.

NHS Tayside wishes to advise you that there are exemptions applicable to the information requested. Please refer to the exemptions section of this correspondence.

**Extract from Request**

1. “Do you offer flexible working policies to address the different types of flexible working listed below (Yes/No): a) Part-time working, b) Flexitime, c) Job sharing, d) Compressed hours, e) Annual hours, f) Term-time working, g) Home working, h) Voluntary time, i) Zero-hour contracts, 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):

<table>
<thead>
<tr>
<th></th>
<th>2017/18</th>
<th>2018/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nursing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AHP/Scientific</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NMNC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Total number of staff</th>
<th>Number of flexible working requests</th>
<th>Number of flexible working agreements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Female</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16-40 Years of age</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40+ Years of age</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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

8. Is training available to managers around dealing with flexible working?
   a. What % of managers have received training around flexible working?

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.

10. Does your organisation use any 3rd party systems to enable or facilitate the flexible working application process and flexible working arrangements?
    b. Please provide the name of the system[s] used.
Response

1. NHS Tayside offers flexitime, job sharing, term-time working, home working and other types of flexible working (Career break, flexible working).
2. NHS Tayside does not hold this information centrally.
3. NHS Tayside does not hold this information centrally.
4. NHS Tayside does not hold this information centrally. Arrangements are agreed with staff on an individual basis.
5. Yes, flexible working agreements are recorded against employee HR records.
6. All NHS Tayside posts can be considered for flexible working arrangements.
7. NHS Tayside does not hold the information requested.
8. Managers are given no specific training; advice is given from HR when/if required.
9. Should any member of staff wish to request a temporary or permanent change to their working hours, shift pattern etc, this should be raised by them with their line manager. Line managers have a duty to consider any request received in a reasonable manner: this means reflecting on both the individual's circumstances, and balancing our responsibilities together to ensure we maintain safe and effective delivery of services. Where any request is made, line managers are expected to consider and discuss that request with the individual member of staff. This includes meeting to explain their decision, regardless of whether that request is either agreed, or if the request cannot be supported, to explain to them the business or service grounds. Forms to request flexible working can be completed electronically or on paper but there is no specific electronic ‘system’ to record these requests.
10. NHS Tayside does not use any third party systems for flexible working processes.


<table>
<thead>
<tr>
<th>Document Ref.</th>
<th>FOISA Exemption Applied</th>
<th>Justification</th>
</tr>
</thead>
</table>
| IGTFOISA6260  | Section 17 – Information not held | NHS Tayside does not hold this information centrally. (Q2,3,4)  
NHS Tayside does not hold the information requested (Q7) |
Under section 20 (1) of the Act, if you are dissatisfied with the way NHS Tayside has dealt with your request, you have a right to request a review of our actions and decisions in relation to your request, and you have a right to appeal to the Scottish Information Commission.

A request for an internal review must be made in writing no later than forty working days from receipt of this response and addressed to:

Tayside NHS Board Secretary
Tayside NHS Board Headquarters
Ninewells Hospital & Medical School
Dundee
DD1 9SY

If you are not content with the outcome of the internal review, you have the right to apply directly to the Scottish Information Commissioner for a decision. The Scottish Information Commissioner can be contacted at:

Scottish Information Commissioner
Kinchurn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS

Or via the online appeal service: [www.itpublicknowledge.info/Appeal](http://www.itpublicknowledge.info/Appeal)

If you have any queries about this correspondence, please contact:

Information Governance Team
Maryfield House
30 Mains Loan
Dundee
DD4 7BT

Telephone - 01382 424413
E-mail: informationgovernance.tayside@nhs.net

Information Governance
NHS Tayside
21 May 2019