

**GREAT YARMOUTH BOROUGH COUNCIL  
TEMPORARILY NEGOTIATED HOURS SCHEME**

1. Great Yarmouth Borough Council is pleased to provide schemes that enable employees to balance work and domestic commitments. Senior Managers are, therefore, encouraged to respond positively whenever possible (subject to the needs of the service) to requests for varied working arrangements.
  2. Temporarily Negotiated Hours has existed within the Authority on an ad hoc basis for some time. It is, however, now appropriate to formally recognise this concept, as it is particularly useful when employees are supporting children or adults. The concept allows a manager and an employee to co-ordinate working patterns to suit the needs of both the Council and the employee.
  3. Temporarily Negotiated Hours involves no permanent change in contract and applies for a specific period. Basically, this provision allows an employee to agree with his/her manager working hours that are suitable to both parties on a temporary basis.
  4. The essence of the Scheme is as follows: -
    - (a) The employee should write to their immediate Senior Manager, seeking approval to a temporary variation in working hours with the reasons for the request.
    - (b) The Senior Manager should give the matter due consideration (including seeking the advice of Human Resources, as appropriate). Any effects on colleagues will need to be taken into account. Where the Senior Manager cannot agree to the request because of the implications for the service, s/he must explain to the employee why the Scheme cannot be applied. The employee may invoke the Local Grievance Procedure if s/he feels that the request has been refused unreasonably.
    - (c) If approved, the Senior Manager will arrange for a letter to be issued (as appropriate) which temporarily varies the terms and conditions of employment.
    - (d) The variation will be for a maximum period of 12 months initially (although it is expected that the period will often be shorter). This can be extended by agreement between the employee and the Senior Manager, again subject to a maximum 12-month period on each occasion.
    - (e) The employee may revert to former working arrangements earlier than the agreed date, if this can be accommodated operationally.
    - (f) Salary will be paid pro-rata to the contracted hours over the agreed period. The employee should discuss pension and National Insurance implications with Human Resources.
  5. This Scheme will be subject to review and, after consultation, may be revised in light of operational experience.
- NB For the purpose of this Scheme, the term 'Senior Manager' shall encompass the Managing Director, officers subject to the conditions of service for Chief Officers of Local Authorities, and Service Managers.