

Flexible Work Matrix

LEGEND Achieves no flexibility Achieves some flexibility Complete flexibility

		INFLEXIBLE
Consideration	Notes	Tracker
Process for application	What is the process for application?	<ul style="list-style-type: none"> N/A
Location	Where is it acceptable for the work to be completed?	<ul style="list-style-type: none"> All work to be completed in the office
Hours worked		<ul style="list-style-type: none"> 9am–5.30pm
Days worked		<ul style="list-style-type: none"> 5 days per week
Periodic calendar shifts	Planned / unplanned may be required due to varying care needs, for example holiday periods, sick relatives and so on	<ul style="list-style-type: none"> Not considered
Staff and Policy Tiers	Who does the policy apply to? Does it have policy tiers?	<ul style="list-style-type: none"> Applies to staff on negotiation
Enablers	In place (for example, IT, systems, protocols) How do they need to be improved to facilitate flexible working	<ul style="list-style-type: none"> Not in place

FLEXIBLE					
BASE CASE	Tracker	ENHANCED	Tracker	CURRENT BEST PRACTICE	Tracker
<ul style="list-style-type: none"> Informal discussion with management team 		<ul style="list-style-type: none"> Initial discussion Put in writing Meet with management team to discuss and agree options Request is reviewed and if agreed, trial period begins 			
<ul style="list-style-type: none"> All work to be completed in the office, unless by prior agreement 		<ul style="list-style-type: none"> Some maximum time of working from home permissible 		<ul style="list-style-type: none"> No restriction on working location 	
<ul style="list-style-type: none"> Anything less than full time considered, requires prior approval 		<ul style="list-style-type: none"> Core hours defined (e.g. 10am–430pm) Anything less considered requires prior approval 		<ul style="list-style-type: none"> All hours flex completed at any time on nominated working day 	
<ul style="list-style-type: none"> Anything less than full time considered, requires prior approval 		<ul style="list-style-type: none"> 5 days standard 4 days per week option open to all Anything less considered Requires prior approval 		<ul style="list-style-type: none"> 5 days standard, 3 days per week open to all Ability to make up days at weekends Anything less considered Requires prior approval 	
<ul style="list-style-type: none"> Can be considered, requires prior agreement and approval 		<ul style="list-style-type: none"> Can be considered Requires prior agreement and approval Time can be made up in other periods 		<ul style="list-style-type: none"> Metric for reduced time in care periods pre-agreed and available to all with notification period Further arrangements can be considered Requires prior agreement and approval Time can be made up in other periods 	
<ul style="list-style-type: none"> All staff achieve minimum level of flex per policy, extra flex considered, requires prior approval 		<ul style="list-style-type: none"> All staff achieve minimum level of flex per policy Multi-tier policy in place to provide additional flexibility based on role Extra flex considered Requires prior approval 		<ul style="list-style-type: none"> All staff automatically allowed the maximum level of flex that is made available to any staff member 	
<ul style="list-style-type: none"> Enablers identified in policy and a plan to put some of them in place 		<ul style="list-style-type: none"> Enablers identified in policy and a plan to implement all of them in place 		<ul style="list-style-type: none"> All enablers Identified and all of them in place 	

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Barriers	Identify & remove, for example insurance	<ul style="list-style-type: none"> Exist
Employment conditions	Agree expectations, hours, days, calendar, role, support staff	<ul style="list-style-type: none"> Employment contract or agreement assumes full-time role, no written flex working policy
Flexible Working Policy	Policy in place to address considerations per this schedule	<ul style="list-style-type: none"> Policy assumes full-time role, no written flex working policy
Work From Home Policy (WFH)	Policy in place to address WFH procedure	<ul style="list-style-type: none"> No policy
Trial period vs permanent		<ul style="list-style-type: none"> No policy No plan to implement a policy
Process of review	What is the period for review	<ul style="list-style-type: none"> No review period
Communication	How policy is communicated & how it is communicated that individuals are taking up flex arrangements (for example, shared calendars of who is in and where)	<ul style="list-style-type: none"> No communication of this aspect
Management & internal comms		<ul style="list-style-type: none"> N/A
Gender equity	Achieves equity monitor application of take up	<ul style="list-style-type: none"> Some level of gender imbalance applies (for example, linked to an unequal gender parental leave scheme)

FLEXIBLE					
BASE CASE	Tracker	ENHANCED	Tracker	CURRENT BEST PRACTICE	Tracker
<ul style="list-style-type: none"> Barriers identified & plan to remove some in place 		<ul style="list-style-type: none"> Barriers identified & plan to remove them in place 		<ul style="list-style-type: none"> Barriers identified & removed 	
<ul style="list-style-type: none"> Written flex policy in place for each employee 		<ul style="list-style-type: none"> Written flex policy in place for each employee, which covers all considerations listed 		<ul style="list-style-type: none"> Written flex policy in place for each employee, covers all considerations listed & includes provisions for support staff if required 	
<ul style="list-style-type: none"> Written flex policy in place Covers overarching office-wide policy 		<ul style="list-style-type: none"> Written flex policy in place Covers overarching office-wide policy Individuals have written advice confirming individually tailored flex arrangements 			
<ul style="list-style-type: none"> Written WFH policy in place & paired with flex policy 		<ul style="list-style-type: none"> Written WFH policy in place & paired with flex policy Individuals have written advice confirming WFH checklist & arrangements 			
<ul style="list-style-type: none"> Trial policy limited to 3 months 		<ul style="list-style-type: none"> Trial policy limited to 6 months Plan in place to transition to permanent 		<ul style="list-style-type: none"> Permanent 	
<ul style="list-style-type: none"> Review at 3 months 		<ul style="list-style-type: none"> Review period to be agreed with employee and set at a minimum of 3 months Review and refine flex arrangements if required 		<ul style="list-style-type: none"> Review period agreed with employee and set at a minimum of 3 months Review & refine flex arrangements, if required & implement permanent arrangement 	
<ul style="list-style-type: none"> Email communication of what is available 		<ul style="list-style-type: none"> Policy in place & easily accessible 		<ul style="list-style-type: none"> Policy in place & easily accessible Flex arrangements taken up by individuals are formally communicated & shared 	
<ul style="list-style-type: none"> Roster of days made available to all staff (for example, on notice board or intranet) 		<ul style="list-style-type: none"> Roster of days made available to all staff (for example, on notice board or intranet) Email communications to all staff at the start of each day 		<ul style="list-style-type: none"> Roster of days made available to all staff (for example, on notice board or intranet) Email communications to all staff at the start of each day Live updates via an app or software 	
<ul style="list-style-type: none"> Equally open to all 		<ul style="list-style-type: none"> Equally open to all Gender take up monitored 		<ul style="list-style-type: none"> Equally open to all No distinction between primary & secondary carers 	