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# MANAGEMENT REVIEW COMMITTEE

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**Monday, 17th October, 2022**

**Present:** Councillor Miles Parkinson OBE (in the Chair), Councillors Marlene Haworth and Melissa Fisher

**Apologies** Munsif Dad BEM JP

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**135 Apologies for absence, Substitutions, Declarations of Interest and Dispensations**

An apology for absence was submitted on behalf of Councillor Munsif Dad BEM JP.

Councillor Melissa Fisher acted as a substitute representative for Councillor Munsif Dad BEM JP.

There were no declarations of interest or dispensations.

**136 Minutes of Last Meeting**

The Minutes of the meeting of Management Review Committee held on the 2<sup>nd</sup> March 2020 were submitted for approval as a correct record.

**Resolved – That the Minutes be received and approved as a correct record.**

**137 Flexible Working Policy**

The Head of Policy and Organisational Development submitted a report to present a draft Flexible Working Policy for approval.

The Council adapted to hybrid working arrangements following COVID 19 (March 2020) and this has worked effectively and departments have adapted the change of working accordingly over the past couple of years. Many departments had to rapidly adapt new ways of working to keep the Council services running.

By July 2021, around 60% of staff were in work all the time, 20% of staff were coming in 2-3 days a week and the remaining 20% were almost entirely home-based.

Last Autumn restrictions started to relax and staff were instructed to return to the workplace for 2 or 3 days each week.

Members made a decision on 7<sup>th</sup> September 2021 to recommend retaining Hybrid working into the future and asked that officers work with Trade Unions on the policies and practices required to make this work effectively. Following this, a Smart Working Strategy was then formally agreed in February 2022.

In April 2022, all formal restrictions were lifted and we continued with hybrid working. This has minimise workplace transmission and subsequent sickness absence.

There has been reported concerns of not being able to contact staff when hybrid working especially from Elected Members. Steps are being put into place for this including working with teams that have staff shortages and assist with recruitment or reorganise staffing resources, reinforcing key messages to staff about expectations and the ICT team is looking at telephone numbers being linked up to network profiles so calls can be answered at work or at home.

The operation of the Smart Working Strategy will be reviewed in March 2023 through Scrutiny.

Councillor Miles Parkinson OBE raised concerns regarding communication with Council employees and referred to this as erratic, he would like to see improvements. He asked the Head of Policy and Organisational Development to seek further Councillor feedback in January 2023, prior to the Scrutiny review.

Councillor Marlene Haworth emphasised the points above and would like to see the telephony system to be moved quickly to benefit all.

Councillor Melissa Fisher supported the Flexible Working Policy.

**Resolved – The Management Review Committee approved the draft Flexible Working Policy.**

Signed:.....

Date: .....

Chair of the meeting  
At which the minutes were confirmed