
Flexible Working Toolkit

Owner	Birmingham City Council
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1.0 Letter to acknowledge a flexible working request

Type date here

Strictly Private and Confidential

Name

Address line one

Address line two

Address line three

Postcode

Acknowledgement of Flexible Working Request

Dear

I am writing to confirm receipt of your flexible working request dated **[Date]**.

Following my initial review of your flexible working request, I will write to you to inform you of the outcome and the next steps in accordance with the School's Flexible Working Procedure.

I attach a copy of the School's Flexible Working Procedure, which outlines the process I will follow.

Yours sincerely

Head Teacher

Enc. Flexible Working Procedure

2.0 Letter to request extension

Type the date here

Strictly Private and Confidential

Name

Address line one

Address line two

Address line three

Postcode

Extension of time – request to work flexible

Dear

In accordance with the Flexible Working Procedure the school is obliged to deal with all requests to work flexibly within 2 calendar months from the date that your request is received unless agreed otherwise between the parties.

Your request dated [x] was received by the school on [x]. This meant that the school had until [insert date 2 months later] to deal with your request.

I am therefore writing to ask if you will agree to extend the time to [insert date]. This is due to [for example school holidays, headteacher absence, delay in consultation meeting]

If you agree to this request, please sign the enclosed copy of this letter and return it to me [within 7 days of this letter].

Please note that if you are unable to agree to this extension, the school may need to finalise your request and provide an outcome without [insert details of what school will be unable to do if extension not agreed].

Yours sincerely

Head Teacher

SCHOOL.....

EMPLOYEE.....

DATE.....

3.0 Letter inviting employee to a meeting to discuss the flexible working

Type the date here

Strictly Private and Confidential

Name

Address line one

Address line two

Address line three

Postcode

Consultation meeting

Dear

Further to your request to work flexibly dated **[date]**, I would like to invite you to a consultation meeting to discuss your request in more detail.

The consultation meeting is arranged for **[date & time]** at **[place]**.

In accordance with the School's Flexible Working Procedure, you may be accompanied at this meeting by a workplace colleague or trade union representative.

[Name] will also attend the meeting in capacity of the notetaker.

Please note that, in line with flexible working legislation, if you are unable to attend this consultation meeting without good reason, the school may, consider your request to work flexibly as withdrawn. In these circumstances, I will notify you in writing of this outcome.

Please confirm your attendance as soon as possible (together with details of whether you wish to be accompanied, and if so, who by) by no later than **[insert date]** by notifying **[insert contact]**.

Yours sincerely

Head Teacher

Enc. Flexible Working Procedure

4.0 Letter to confirm request is fully accepted

Type the date here

Strictly Private and Confidential

Name

Address line one

Address line two

Address line three

Postcode

Flexible Working Request Accepted

Dear

Further to your flexible working request dated **[date]** **[and/or]** our consultation meeting on **[date]**, I am pleased to confirm that we are able to accommodate your requested working pattern **[either]** on a permanent basis **or** on a temporary basis until **[date]**. **[delete as appropriate]**

Your new working arrangements will begin from **[date]** and will take the following form:

[insert details of new working arrangements, specifying any change in hours, place or time of work, any resulting reduction in remuneration or benefits of any kind. if only agreed on a temporary basis state when this arrangement starts and finishes and why]

Please sign and return the enclosed copy of this letter by no later than **[date 7 days from this letter]** to indicate your agreement to the changes in your contractual terms of employment.

You should keep your copy of this letter safe, as it will form part of your contractual terms of employment. Aside from the above changes, your remaining terms and conditions of employment remain unaffected.

Yours sincerely

Head Teacher

SCHOOL.....

EMPLOYEE.....

DATE.....

5.0 Letter to confirm flexible working partially accepted

Type the date here

Strictly Private and Confidential

Name

Address line one

Address line two

Address line three

Postcode

Flexible Working Request Partially Accepted

Dear

Further to your flexible working request dated **[date]** **[and/or]** our consultation meeting on **[date]**, I am pleased to confirm that we are able to partially accommodate your requested working pattern **[either]** on a permanent basis **or** on a temporary basis until **[date]**. **[delete as appropriate]**

Your flexible working request has been partially accepted due to **[insert reasons]**.

If you agree with the school's proposal for your new flexible working. Your new working arrangements will begin from **[date]** and will take the following form:

[insert details of new working arrangements, specifying any change in hours, place or time of work, any resulting reduction in remuneration or benefits of any kind. if only agreed on a temporary basis state when this arrangement starts and finishes and why]

Please sign and return the enclosed copy of this letter by no later than **[date 7 days from this letter]** to indicate your agreement to the changes in your contractual terms of employment.

You should keep your copy of this letter safe, as it will form part of your contractual terms of employment. Aside from the above changes, your remaining terms and conditions of employment remain unaffected.

Please note as your flexible working request has not been agreed in its entirety, you may wish to appeal the school's proposal. You will need to submit your written appeal to the clerk of governors clearly setting out the precise grounds for your appeal (together with any relevant supporting evidence) by no later than **[date – no later than 7 days from this letter]**

The clerk will make the appropriate arrangements for your appeal to be heard by the appeals committee as soon as reasonably possible and will write to you separately to confirm the details of the hearing.

Yours sincerely

Head Teacher

SCHOOL.....

EMPLOYEE.....

DATE.....

6.0 Letter to decline flexible working request

Type the date here

Strictly Private and Confidential

Name

Address line one

Address line two

Address line three

Postcode

Flexible Working Request Declined

Dear

Further to your flexible working request dated [date] [and/or] our consultation meeting on [date], I regret to inform you that, on this occasion, I am unable to accommodate your requested working pattern.

The decision to refuse your request is due to:

[delete/use suitable bullet point/s to justify the refusal and to provide an explanation as to why those grounds apply-you may wish to seek advice from your hr consultant before finalising this letter-do not refer to grounds that are not relevant]

- **The burden of additional costs**
[Insert rationale/evidence to support decision]
- **Detrimental effect on ability to meet customer demand (pupils and/or parents in the case of schools)**
[Insert rationale/evidence to support decision]
- **Inability to re-organise work amongst existing staff**
[Insert rationale/evidence to support decision]
- **Inability to recruit additional staff**
[Insert rationale/evidence to support decision]
- **Detrimental impact on quality**
[Insert rationale/evidence to support decision]
- **Detrimental impact on performance**
[Insert rationale/evidence to support decision]
- **Insufficiency of work during the periods the employee proposes to work**
[Insert rationale]

- **Planned structural changes**
[Insert rationale/evidence to support decision]

You may submit your written appeal to the clerk of governors clearly setting out the precise grounds for your appeal (together with any relevant supporting evidence) by no later than **[date- no later than 7 days of this letter]**.

The clerk will make the appropriate arrangements for your appeal to be heard by the appeals committee as soon as reasonably possible and will write to you separately to confirm the details of the hearing.

Yours sincerely

Head Teacher

7.0 Letter to invite to an appeal hearing

Type the date here

Strictly Private and Confidential

Name

Address line one

Address line two

Address line three

Postcode

Appeal Meeting

Dear

I am writing to confirm the invitation to an appeal hearing in accordance with paragraph 4 of the School's Flexible Working Procedure (see copy attached).

The hearing will take place at [time] on [date] in [location] and will be heard by the appeals committee of the governing body. The hearing will be chaired by [name] and other members of the committee will be [name] and [name].

The purpose of the meeting is to give you an opportunity to appeal against [the decision to refuse your flexible working request] [the decision not to accept your flexible working request in its entirety]

I enclose a copy of the documentation to be considered in response to your appeal. [Name of person responding to appeal] will be responding to your appeal on behalf of management and will be calling [Names/roles] as witnesses OR will not be calling any witnesses. (delete as appropriate)

A representative of the Local Authority will be in attendance as Technical Advisor and [Name] will be present as note-taker.

You have the right to request that you be accompanied by a representative of your choice who is either a Trade Union official or an employee of your employer. You and/or your representative will be given the opportunity to state your case and to question the response provided by management and/or relevant witnesses.

You are required to submit any relevant written documentation to support the stated grounds of your appeal to me no later than [date]. Failure to meet this deadline may mean that the chair of the hearing could refuse to consider your relevant written documentation at the hearing.

You will also need to notify me of the names of any relevant witnesses you wish to be present on your behalf by [date].

Please contact me on [number] by [date] to advise me of whether or not you can attend on the time and date given and whether or not you wish to be accompanied by a representative. You may suggest an alternative time and date as long as it is reasonable and is not more than five working days after the original date suggested above. The school may reject your suggestion if it is unreasonable.

If you are unable to attend the hearing in person, you can arrange for a representative to attend and act on your behalf and/or you could submit any relevant documentation in your absence that you wish the Committee of Governors to consider. However, if you or a representative cannot attend on the date above or your alternative suggested date is regarded as unreasonable, the hearing may proceed in your absence.

Please note that, in line with flexible working legislation, if you are unable to attend this or a rearranged meeting without good reason, the school may, consider your request to work flexibly as withdrawn. In these circumstances, I will notify you in writing of this outcome.

Yours sincerely

Clerk to the Governors

Encs:

Original flexible working request

Minutes from consultation meeting

Outcome of flexible working request letter

Appeal letter

Flexible Working Procedure

8.0 Appeal Outcome

Type the date here

Strictly Private and Confidential

Name

Address line one

Address line two

Address line three

Postcode

Appeal Outcome

Dear

I am writing to inform you of the outcome of the appeal hearing held on **[date]** in accordance with paragraph 4 of the School's Flexible Working Procedure.

The purpose of the hearing was to enable you to appeal against the decision made by the head teacher to **[refuse your flexible working request] [not to accept your flexible working request in its entirety]**

You were accompanied by **[Name/role]**. OR You chose not to attend the hearing or to send a representative in your place. **(delete as appropriate)**

You presented your appeal and called **[Names]** as witnesses in support of your case. OR You chose not to call any witnesses in support of your case. **(delete as appropriate)**

The management response was presented by **[Name]**. **[Names/roles]** were called as witnesses in support of the management response. OR No witnesses were called in support of the management response. **(delete as appropriate)**

Having carefully considered the circumstances and the available evidence, the appeals committee determined that:

[Either]

Your appeal has been dismissed. This means that your original working arrangements will stay in place. You will therefore be expected to **[summarise what normal working arrangements are e.g. re hours of work, place of work etc]**.

[Or]

Your appeal has been upheld. This means that your new working arrangements; namely **[summarise what these are]** will start from **[date]**.

The decision of the appeals committee is final.

Yours sincerely

Clerk to Governors