

FLEXIBLE WORKING POLICY

COMMUNICATION & IMPLEMENTATION PLAN

INTRODUCTION

Fundamentals:

The Flexible Working Policy requires that the following fundamentals be present in order to embed the policy and procedures into the standard operating function of Salisbury NHS Foundation Trust

- An endorsement of the Policy
- Dissemination of the Policy to all staff levels
- The definition of roles and responsibilities within the Trust
- A framework for supporting appropriate standards, procedures and guidelines
- Monitoring mechanism to ensure compliance with Data Protection, Employment Law and appropriate standards, guidelines and performance measures
- Regular review of the Policy

Frequency of Review

The Flexible Working Policy has been reviewed in line with changes and amendments to Trust Procedures and NHS national standards. The frequency of review will be a maximum of 3 year intervals.

Task	Activity	Responsible	Start	End	Status
1	Policy Comments	Joint Consultancy Committee	17/08/18	31/08/18	Completed
2	Policy Approval	Joint Consultancy Committee		05/09/18	Completed
4	Policy Ratification	Operational Management Board (OMB)		18/09/18	Complete
5	Uploaded to Internet	Information Governance Department			
6	Article for Cascade Brief	OD and People			
7	Intranet Update	Information Governance Department			
8	Audit Compliance	Review of policy due in March 2020	Ongoing	Ongoing	
9	Legal Compliance	Policy will be reviewed and subsequently updated in line with any Employment Law changes prior to review date of March 2020	At the time at which any law changes	Ongoing	