

**FOI Release**  
***Information released under the Freedom of Information Act***

**Title:** Flexible Working Patterns and Arrangements

**Date of release:** 14 April 2014

**Information request**

- How many of your staff work part-time and what was the number for each year since 2004?
- How many employees work from home full-time and what was the number for each year since 2004?
- Is there a formal flexible working policy within your department, and does it allow employees to work from the location of their choosing?
- Do you have the technical capabilities to enable employees to work flexibly (i.e. work from home as if they were in the office) and are there any restrictions on the level of staff (i.e. seniority) able to do so?
- Are there any specific benefits available for those individuals with families in your department (e.g. childcare vouchers)?
- How many employees who care for someone (e.g. a child or adult) have submitted statutory applications requesting the legal right to work flexibly for each of the past ten years and what proportion were successful?

**Information released**

**Part time workers**

The number of Civil Servants who were working part time in each year since 2004, are shown in the table below:

| Year | Number working Part Time |
|------|--------------------------|
| 2004 | 368                      |
| 2005 | 404                      |
| 2006 | 403                      |
| 2007 | 432                      |
| 2008 | 438                      |

|      |     |
|------|-----|
| 2009 | 457 |
| 2010 | 472 |
| 2011 | 389 |
| 2012 | 382 |
| 2013 | 361 |

**Home workers**

BIS does not hold central records of those staff who work from home full time.

**Flexible working policy**

The department is committed to supporting a variety of flexible working patterns. These include part time working, job sharing, compressed hours, as well as working from home on an occasional or more regular basis or as part of a formal arrangement where staff are officially based at home. The department expects line managers to consider all requests fairly and evenly and on their individual merits, taking account of the needs of the business and the team with those of the individual.

**Technical capabilities**

BIS enables staff to work flexibly (work from home as if they were in the office) and there are no restrictions on the level of staff (seniority) able to do this.

**Family Benefits**

BIS recognises how important it is to achieve a balanced working life and is also very aware of the high costs associated with childcare. To help with these costs, staff are able to convert a portion of their salary into Childcare Vouchers, allowing them to make significant savings on their existing childcare costs. Under the childcare voucher scheme, they are able to take a portion of their salary as childcare vouchers, which are not subject to tax and National Insurance deductions. Salary sacrifice childcare vouchers allow staff to make tax and National Insurance savings on their childcare payments. The scheme is available to pay for the care of children up to the age of 15.

We also provide a holiday play scheme for our London employees. The Westminster Holiday Play Scheme is run during school holidays at 1 Victoria Street (and other locations in central London) and caters for children between 4 years 9 months and 12 years old. It is run on behalf of a consortium of departments via a contract led and administered by BIS. The cost for each child is £35 per day. BIS currently provides a subsidy of £18 for each child with parents paying the remaining £17.

BIS is also committed to supporting a variety of flexible working patterns. There are a range flexible working patterns in the department including term time

working, compressed hours, flexitime, home working, job share and part-time working.

**Requesting the legal right to work flexibly**

BIS does not hold central records of those staff who have made a statutory application for flexible working.