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Department for Business
Enterprise & Regulatory Reform

**EMPLOYMENT RELATIONS RESEARCH
SERIES NO. 86**

The Third Work-Life Balance
Employer Survey:
Main findings

DECEMBER 2007

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The Third Work-Life Balance Employer Survey: Main Findings

BY
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BMRB SOCIAL RESEARCH

About EMAR

Employment Market Analysis and Research (EMAR) is a multi-disciplinary team of economists, social researchers and statisticians based in the Employment Relations Directorate of the Department for Business, Enterprise and Regulatory Reform.

Our role is to provide the evidence base for good policy making in employment relations, labour market and equality and discrimination at work. We do this through:

- Conducting periodic socio-economic benchmark surveys
- Commissioning external research reports
- Conducting in-house research and analysis
- Assessing the regulatory impact of new employment laws
- Monitoring and evaluating the impact of government policies

We publicly disseminate the results of this research through BERR's Employment Relations Research Series and other publications. For further details of EMAR's work please see our web pages at:

<http://www.berr.gov.uk/employment/research-evaluation>.

About this publication

The project manager for this report was Steven P Taylor, Senior Research Officer in the Employment Market Analysis and Research branch.

Published in December 2007 by the Department for Business, Enterprise and Regulatory Reform.

URN 07/1656 ISBN 978-0-85605-709-0 © Crown Copyright 2007

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Foreword

The Department for Business, Enterprise and Regulatory Reform (BERR) leads work to create the conditions for business success through competitive and flexible markets that create value for businesses, consumers and employees. It drives regulatory reform, and works across Government and with the regions to raise levels of UK productivity. It is the voice for business across Government and also responsible for promoting choice and quality for consumers, and for ensuring an improved quality of life for employees.

As part of that work the Employment Market Analysis and Research (EMAR) branch of the Department manages a research programme to inform policy making and promote better regulation on employment relations, labour market, and equality and discrimination at work issues.

This report presents the findings of a major study of work-life balance at British workplaces with five or more employees, conducted as part of this research programme. A survey was conducted with managers responsible for human resources at over 1,450 workplaces, covering a wide range of issues relating to work-life balance including working hours, provision and take-up of flexible working arrangements, awareness of changes to legislation, leave provision, support for working parents and employers' attitudes to work-life balance issues. The report updates findings from previous work-life balance surveys conducted in 2000 and 2002/3. A companion survey of employees has also been conducted; findings were published earlier this year.

The report makes a particularly timely contribution to the evidence base given the Prime Minister's recent announcement that the Government will review the right to request flexible working, with a view to extending it to parents of older, teenage children.

We hope you find it of interest. Electronic copies of this can be downloaded from the BERR, Acas and CIPD's websites, and printed copies ordered online, by phone or by email from BERR. A complete list of BERR's research series can be found at the back of this report.

Please contact us at emar@berr.gsi.gov.uk if you wish to be added to our publication mailing list, or would like to receive regular email updates on EMAR's research, new publications and forthcoming events.



Grant Fitzner
Director, EMAR

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Executive summary

The Third Work-Life Balance Employer Survey found that the availability and take-up of work-life balance arrangements has increased since 2003, with two or more flexible working time arrangements being taken up by employees in over four in ten workplaces. The vast majority (92 per cent) of employers reported that they would consider a request to change a working pattern from any employee, despite legislation only requiring employers to do so for some employees. Amongst those employers where a request had been made in the previous 12 months, just nine per cent said they had turned down any requests. There has been an overall increase in employers who reported that managers actively promote flexible working, which is due to increases among workplaces with less than 250 employees. Employers continue to hold predominantly positive attitudes towards work-life balance and to perceive its benefits for employees and workplaces alike, although it is clear that most employers feel that the implementation of flexible working practices is not always easy, and should not be expected by employees where it would cause disruption to the business.

Aims of the study

This report presents the findings of a major study of work-life balance among British workplaces with five or more employees. The Third Work-Life Balance (WLB3) Employer Survey was designed with three main aims in mind:

- to monitor changes since the previous work-life balance surveys by collecting data on awareness, provision, take-up and demand in relation to work-life balance arrangements and on employers' perceptions of positive benefits and detrimental impacts arising from the provision of these arrangements;
- to provide a robust baseline for future evaluation in relation to the provisions brought in under the Work and Families Act 2006; and
- to examine other issues which relate to work-life balance, including differential provision and take-up between sub-groups of employees.

Two earlier Work-Life Balance Employer Surveys were conducted in 2000¹ and 2002/3². The key findings from the WLB3 Employer Survey, and comparisons with the previous

¹ Winterbotham, M. & Vivian, D. (2001).

² Woodland, S. et al (2003).

surveys, are outlined below. The report of findings from a survey of employees has already been published³.

Working hours

In order to set the survey findings in context, employers were asked about the hours that employees work. Just under half (46 per cent) of workplaces were open for the standard 'five days a week'. One third (33 per cent) were open seven days a week. Opening hours had changed little since 2003. Nearly seven in ten workplaces (68 per cent), covering 87 per cent of employees, worked standard office hours. Managerial staff were less likely than non-managerial staff to be paid for overtime. Both groups were less likely to be paid for their overtime than in 2003.

Around two thirds of workplaces (64 per cent) reported that managers and professional staff had more work to do in the same hours than three years ago, while 38 per cent reported that non-managerial workloads had increased. Very few workplaces reported a decline in workloads. In spite of this, the survey found a decrease in workplaces where non-managers work 'long hours' (48 hours per week for a continuous four month period as defined in the Working Time Regulations), from 15 per cent in 2003 to nine per cent. There was also a decrease amongst managers, from 25 per cent to 21 per cent, although this was not statistically significant.

Awareness of changes to legislation

The survey was timed to coincide with a number of provisions which came into force in April 2007 as part of the Work and Families Act 2006. Employers were first asked to describe what changes they thought were being made to maternity leave and pay legislation, without being given any prompts as to what the changes were.

Half of workplaces (50 per cent), covering three quarters (73 per cent) of employees, were able to mention at least one of the four main changes being made to maternity rights legislation under the Work and Families Act 2006.

Employers were then told what the four main changes were and after this prompting, over three-quarters (78 per cent) of workplaces, covering 93 per cent of employees, reported being aware of at least one of the four main changes, and 29 per cent of workplaces (covering 55 per cent of employees) said they were aware of all four of the main changes.

Awareness of legislative changes in relation to maternity leave was higher among larger workplaces; those with a union presence; those that had experienced recent pregnancies; and those where the interview was conducted after the introduction of the legislative changes.

Around six in ten employers (61 per cent) were aware (with prompting), of the new entitlement for employees with caring responsibilities for adults to request flexible working. Awareness was higher among public sector establishments, large workplaces and those with a union presence.

³ Hooker, H. et al (2007).

Flexible working arrangements

Employers were asked about the availability and take-up of a number of flexible working arrangements, as well as requests to work flexibly. The specific arrangements covered were part-time working, job sharing, flexitime, working a compressed working week, working reduced hours for a limited period and working from home on a regular basis. The first five are defined as *flexible working time arrangements*, as they relate to the times at which an employee works. The inclusion of working from home – relating to place of work rather than time of work – expands the definition to *flexible working arrangements* and these terms will be used throughout the summary.

Availability

Ninety-five per cent of workplaces said that at least one of the six flexible working arrangements covered by the survey was available to employees – an increase since 2003 (88 per cent). Eighty-five per cent of workplaces said that at least one of these arrangements had been used in the previous 12 months. This proportion had not increased significantly since 2003 (83 per cent).

Reported availability of all of the six arrangements has increased since 2003, although the scale of the increase varies considerably depending on the arrangement concerned. Part-time working has become near universal, available in 92 per cent of workplaces (compared to 81 per cent in 2003). There have been particularly large increases in the availability of reduced hours working for a limited period (74 per cent, up from 40 per cent) and compressed hours working (41 per cent, up from 19 per cent). Job sharing and flexitime have also increased substantially (59 per cent, up from 39 per cent; and 55 per cent, up from 38 per cent, respectively). There has also been an increase in working from home (26 per cent, up from 22 per cent) although this change is not statistically significant.

Of the four per cent of workplaces that had no flexible working arrangements, a considerable majority (71 per cent) said that this was because flexible working was incompatible with the nature of their business.

Take-up

Reported take-up of flexible working time arrangements has also increased, although not at the same pace as reported availability. Part-time working is the most widely used arrangement (in 79 per cent of workplaces), broadly stable since 2000. Job sharing and flexitime showed large increases in take-up from relatively low levels between 2000 and 2003, but reported take-up appears to have flattened out at 15 and 25 per cent respectively between 2003 and 2007. Take-up of compressed hours working and working reduced hours for a limited period have shown steady and continuous growth, now used in 11 per cent and 22 per cent of workplaces respectively. Working from home on a regular basis bucks the trend, showing a decline in workplaces where this is taken-up from 22 per cent of workplaces in 2000 to 15 per cent in both 2003 and 2007.

Forty-two per cent of workplaces reported take-up of two or more flexible working time arrangements that the survey covered, an increase from 36 per cent in 2003. The proportion of employees covered by multiple forms of flexible working time arrangements increased from 63 per cent at 2003 to 75 per cent at 2007. Large workplaces and those in the public sector were particularly likely to report take-up of multiple forms of flexible working time arrangement.

Reported take-up is also higher in workplaces with more female than male employees for all flexible working time arrangements. For example, part-time work is reported to be used in 65 per cent of workplaces with more male employees than female compared to 90 per cent of workplaces with more female employees than male.

Eligibility and requests

Where flexible working arrangements were provided, employers were asked whether they placed any restrictions of the types of employees who were eligible to use them. For each of the five flexible *working time* arrangements covered, over six in ten employers who provided these arrangements said that *all* employees were eligible.

Employers were also asked whether they would consider a request to change a working pattern from *any* employee. The vast majority of employers (92 per cent) said that they would, covering 96 per cent of all employees. Forty per cent of workplaces reported receiving a request from an employee within the previous 12 months to adopt one of the six flexible working arrangements covered by the survey. Amongst these workplaces, nine per cent said they had turned down at least one request during this time. The reasons that employers gave for turning down requests to work flexibly tended to be associated with demands on the business.

Employers at workplaces where there had been a request for flexible working in the previous 12 months were asked whether the proportion of requests they were able to accept had increased, decreased or stayed the same. Three quarters (75 per cent) said there had been no change, 18 per cent reported an increase and three per cent reported a decrease.

Maternity leave and benefits

Employers were asked a series of questions about maternity leave and benefits. Around a third of workplaces (34 per cent) had had a female staff member become pregnant within the last two years, with nearly all of the female employees involved taking maternity leave. The majority of these women (80 per cent) were paid Statutory Maternity Pay (SMP). Employers were asked whether they had claimed the costs of paying SMP back and seven per cent reported they had not, though over a quarter (26 per cent) did not know.

All employers were asked whether they had provisions for employees taking maternity leave which went beyond the statutory minimum. Fifty-three per cent of workplaces reported allowing *all* mothers 12 months' leave, before this right was extended to all mothers in April 2007. And fifteen per cent of workplaces paid mothers (whose baby was due before 1 April 2007) maternity pay at a rate greater than the statutory minimum. Whilst relatively low, larger workplaces were more likely to do so, with 41 per cent of all employees covered.

All employers were asked whether they had experienced any problems with maternity rights and benefits in the previous two years. Only two per cent of employers reported experiencing any such problems. When asked specifically about difficulties holding jobs open for employees on maternity leave, 20 per cent of workplaces where a woman had taken maternity leave in the previous two years reported that they had had difficulties holding jobs open. Just one per cent of employers reported receiving complaints from employees in relation to maternity rights legislation.

Paternity leave

Employers were also asked about provisions for fathers taking time off around the time of the birth of a child. Around three in ten workplaces (29 per cent) had experienced fathers taking such time off in the previous two years. In most cases this involved just one employee. In 88 per cent of cases, fathers took Statutory Paternity Pay (SPP), however around one in ten fathers who took time off did not receive SPP.

Of workplaces where fathers had taken paternity leave, a third (32 per cent) reported that fathers sometimes took time off as annual leave or holiday *instead* of taking their statutory paternity leave. This was more likely to occur at private sector workplaces (35 per cent) than at public sector workplaces (13 per cent). In addition to this, more than half of workplaces (56 per cent) where fathers had taken paternity leave reported that fathers sometimes chose to '*top-up*' their paternity leave by taking annual leave or holiday.

Around one in five workplaces (18 per cent) offered extra-statutory paternity leave to their employees and a similar proportion (19 per cent) offered extra-statutory paternity pay. Public sector workplaces with 25 or more employees were more likely than their private sector equivalents to provide extra-statutory pay.

Few workplaces had experienced any problems with fathers taking paternity leave. Among workplaces where fathers had taken time off around the time of a birth in the previous two years, six per cent reported problems relating to being given adequate notice, and five per cent said there had been other types of problems.

Parental Leave and other special leave

Employers were asked about other types of leave they provide for their employees, including Parental Leave and time off at short notice. Around one in seven employers (14 per cent) had at least one employee who had taken Parental Leave in the 12 months prior to taking part in the survey, the same proportion as in 2003.

Employers tend to be flexible about offering leave at short notice for employees to deal with emergencies. Almost all (99 per cent) employers would almost always or sometimes grant time off to care for a family member (69 per cent said they would almost always grant this and 30 per cent said sometimes); or to deal with a household emergency (85 per cent said they would almost always grant this and 14 per cent said sometimes).

Thirty-seven per cent of workplaces had flexible working and leave arrangements that made special provisions for employees with specific cultural and religious needs. This compared with 43 per cent of workplaces in 2003. However, workplaces were often vague or unsure about their provision in this area, so this apparent decline should be treated with caution.

Employer support for working parents

The proportion of workplaces providing childcare facilities, or other arrangements to help parents combine work with family commitments, has more than doubled since 2003 from eight per cent to 18 per cent. Amongst these workplaces, the most common provisions were financial help with childcare (62 per cent), and childcare (18 per cent). The overall increase since 2003 has been driven by an increase in the provision of financial help for parents, with five times as many employers providing this in 2007 compared to 2003. This increase is almost certainly explained by the proliferation of childcare vouchers. Provision of childcare was much more common in larger establishments and in the public sector.

Attitudes towards work-life balance

Employers were asked to report their attitudes on work-life balance issues and the impact that flexible working arrangements have on employees and the workplace.

General attitudes

Table 1 presents employers' attitudes on a range of work-life balance issues. Employers' attitudes to work life balance were positive overall with most employers acknowledging the importance of employees being able to balance work and life outside work. Ninety-two per cent of employers agree that people work best when they can balance their work and the other aspects of their lives, and two-thirds (67 per cent) agreed that everyone should be able to balance their work and home lives in the way that they want. However, a majority of employers (73 per cent) also agreed with the statement that employees should not expect to be able to change their working pattern if it would disrupt the business and two-thirds (67 per cent) agreed that it is not easy trying to accommodate employees with different patterns of working. Employers held the same or very similar attitudes about work-life balance in 2007 as they had in 2003. Positive attitudes towards work-life balance were strongly associated with having a wide range of work-life balance practice arrangements already in place.

Table 1: Attitudes towards work-life balance – levels of agreement with ten statements

	Agree (%)	Neither agree nor disagree (%)	Disagree (%)
...people work best when they can balance their work and the other aspects of their lives	92	3	4
...employers should make a special effort to accommodate the particular difficulties parents of young and disabled children face in balancing work and family life	87	6	6
...people who work flexibly are just as likely to be promoted as those who don't	78	6	13
...employees should not expect to be able to change their working pattern if it would disrupt the business	73	8	18
...it is not easy trying to accommodate employees with different patterns of working	67	8	23
...everyone should be able to balance their work and home lives in the way that they want	67	9	24
...providing flexible working practices improves customer service	50	13	34
...when some employees take-up flexible working practices, it causes resentment among other employees	45	12	39
...policies that help employees balance work and other interests are often unfair to some employees	41	12	43
...it's not the employer's responsibility to help people balance their work with other aspects of their life	35	10	53

Base: All workplaces with five or more employees (exc. Don't know and Refusal responses)
 Source: Third Work-Life Balance Employer Survey, 2007. Great Britain.
 Note: Figures are weighted and based on responses from 1,455 managers

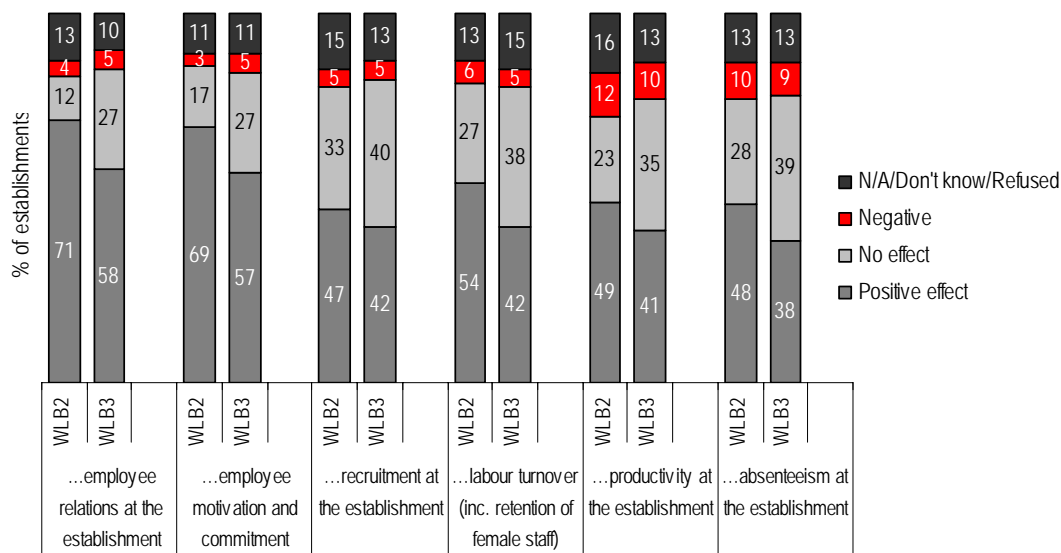
Effects of flexible working arrangements

Employers were asked about the effect these practices had on employees and human resource management at their establishment. For each of six criteria, employers were asked whether they thought flexible working and leave arrangements had a positive, negative or no effect. Figure 1 presents their responses. Compared to reported effects in 2003, it is apparent that whilst similar proportions of employers report negative effects, there have been decreases in the proportions of employers reporting positive effects, and increases in those reporting no effect. A possible explanation may be that as

flexible working and leave arrangements become an integral part of the way an organisation is run, the positive effects are less apparent, compared to when they are first introduced.

Employers were also asked about the overall effect of the legislative changes brought in as part of the Employment Act 2002, which were to extend maternity leave and pay, and to introduce paternity leave and pay and the right to request flexible working for parents of young or disabled children. Two-thirds (67 per cent) of establishments felt that regulations had made no difference to their business. Around one in eight employers (12 per cent) said that the changes had been beneficial to their workplace and one in five (18 per cent) that they had been detrimental. In relation to costs, around two-thirds (65 per cent) of employers thought that these changes had made no difference to operating costs at their workplace. However, more than one quarter (28 per cent) said that the changes had increased their costs. Workplaces with 100 or more employees were more likely than average to say the regulations had increased their costs *but* also that the overall effect of the regulations had been beneficial.

Figure 1: Perceived effects of flexible working and leave arrangements



Base: All workplaces with five or more employees
 Source: Second Work-Life Balance Employer Survey, 2003. Great Britain. Third Work-Life Balance Employer Survey, 2007. Great Britain.
 Note: Figures are weighted and based on responses from 1,505 and 1,456 managers respectively, except Employee Motivation and Commitment in WLB2: 1,504

Implementing flexible working and leave

Employers were asked about the use of formal written policies and procedures in the workplace, how line managers are involved in implementing these policies and procedures in the workplace, and how policies are communicated between management and employees.

Half (49 per cent) of all the workplaces with at least one flexible working arrangement available had a written policy which provided for flexible working, no significant change from 52 per cent in 2003.

As in 2003, there was a roughly equal split between workplaces which reported that managers generally had discretion over decisions (51 per cent of workplaces) and those where they were required to follow a set procedure (47 per cent). However, when employers were then asked about whether managers have authority to make decisions on specific issues (start and finish times, working from home, time-off at short notice to

deal with an emergency and working some other working pattern), the extent to which decisions are left to managers' discretion appears to have decreased since 2003.

Workplaces used a wide range of written and verbal channels to inform their employees about work-life balance arrangements, such as staff meetings or briefings (20 per cent of workplaces), circulars (18 per cent) and email or intranet (15 per cent). However, the most commonly cited method was word-of-mouth, unchanged from 2003 (mentioned by 34 per cent of establishments). One in five (21 per cent) of workplaces relied *solely* on word-of-mouth communication.

Almost half of employers (45 per cent) said that managers did actively promote flexible working, an increase of seven percentage points since 2003 (38 per cent). However this masks a decline in the proportion of large workplaces (250 employees or more) that actively promote flexible working, from 56 per cent in 2003 to 49 per cent; and an increase amongst smaller workplaces (with less than 250 employees) promoting flexible working, from 37 per cent to 44 per cent.

About this survey

The survey was conducted with a random sample of 1,462 workplaces in Great Britain with five or more employees. The response rate was 39 per cent. The survey was carried out between March and August 2007 by BMRB Social Research on behalf of the Department for Business, Enterprise and Regulatory Reform. A companion survey among employees was conducted in February to March 2006⁴.

Workplaces were randomly selected from the Inter-Departmental Business Register (IDBR). The survey over-sampled larger workplaces and certain industry sectors. The figures reported in this summary are weighted to produce nationally representative estimates.

The survey was conducted over the telephone using Computer Assisted Telephone Interviewing (CATI). Interviews lasted an average of 40 minutes and were conducted with a manager at the workplace who had day-to-day responsibilities for personnel and employment relations issues. This research represents a follow-up of two earlier studies conducted in 2000⁵ and 2002/3⁶.

⁴ Hooker, H. et al (2007).

⁵ Winterbotham, M. & Vivian, D. (2001).

⁶ Woodland, S. et al (2003).

1

Introduction

Background

This report presents the findings from the Third Work-Life Balance Employer Survey (referred to in this report as WLB3). The Survey was carried out by BMRB Social Research on behalf of the Department for Business, Enterprise and Regulatory Reform, BERR. The Department brings together functions from the former Department of Trade and Industry (DTI), including responsibilities for productivity, business relations, energy, competition and consumers, with the Better Regulation Executive (BRE), previously part of the Cabinet Office. The Department leads work to create the conditions for business success through competitive and flexible markets that create value for businesses, consumers and employees.

Work-life balance has been particularly high on the political agenda since 2000 when the UK government launched its Work-Life Balance Campaign. At this time the Department for Education and Employment (DfEE) commissioned the First Work-Life Balance Study⁷ to assess the availability of work-life balance practices in Britain and to gauge support for work-life balance among employers and employees. The first survey comprised separate surveys of both employers and employees to ensure that the evidence from both sets of stakeholders were captured. A Second Work-Life Balance Study⁸ was carried out in 2002/3 to assess how work-life balance practices had changed in the period between the two surveys. The second survey took place *prior* to the implementation of the Employment Act 2002 and was used to set baseline measures for the provision of flexible working arrangements which would be compulsory for employers in the future.

The current survey of employers, part of the Third Work-Life Balance Study, was carried out between March and August 2007 and was timed to coincide with changes in employment legislation introduced as part of the Work and Families Act 2006⁹. The Act and subsequent regulations introduced changes to maternity and adoption leave and pay, which took effect in October 2006 and applied to employees from April 2007, and to the right to request flexible working, which from April 2007 extended the right to carers of adults. The Work and Families Act 2006 included a number of additional changes to legislation aimed at improving work-life balance:

- Statutory Maternity Pay, Maternity Allowance and Statutory Adoption Pay were extended from 26 to 39 weeks for the parents of children whose expected date of birth or placement is on or after 1 April 2007 (with a goal of 12 months by the end of the current Parliament).

⁷ See Winterbotham, M & Vivian, D (2001).

⁸ See Woodland, S. (2003) for results of the survey of employers, and Stevens, J. et al (2004) for the results of the survey of employees.

⁹ Information on the Work and Families Act 2006 can be found at <http://www.berr.gov.uk/employment/employment-legislation/workandfamiliesact/index.html>.

- “Keeping in Touch Days” were introduced; employees are now entitled to work for up to ten days’ during their maternity or adoption leave without affecting their statutory entitlements to pay and leave.
- Fathers were given an entitlement of up to 26 weeks’ Additional Paternity Leave, some of which could be paid, if the mother returns to work. This new right will be introduced alongside the extension of maternity pay to 12 months.
- The right to request flexible working was extended to carers of adults from April 2007.
- Regulations were changed to ease the administration of Statutory Maternity Pay, Statutory Paternity Pay and Statutory Adoption Pay from April 2007.
- The Act made provision for an enabling power to increase employees’ annual leave entitlement to four weeks. This change specifies these four weeks should be in addition to bank and public holidays.

An Employee Survey¹⁰ was also carried out between February and March 2006. Findings from this survey pointed to an increase in the availability and take-up of flexible working and leave arrangements since 2003. Employees also expressed positive attitudes towards flexible working practices, with the majority reporting positive consequences associated with the take-up of flexible working and leave arrangements.

Aims and objectives of the survey

The survey was commissioned with three main aims in mind:

- to monitor changes since the previous work-life balance studies by collecting data on awareness, provision, take-up and demand in relation to work-life balance arrangements and on employers’ perceptions of positive benefits and detrimental impacts arising from the provision of these arrangements;
- to provide a robust baseline for future evaluation in relation to the provisions brought in under the Work and Families Act 2006;
- and to examine other issues which relate to work-life balance, including differential provision and take-up between sub-groups of employees.

More specifically the survey had the following objectives:

- to assess employers’ awareness of the current statutory leave entitlements, including maternity leave, parental leave, and time off for dependants, as well as forthcoming new rights;
- to establish employers’ provision of work-life balance practices, including provision beyond the statutory requirement, and reasons for non-provision;
- to establish the extent to which access to work-life balance practices is restricted, i.e. what (if any) are the criteria for eligibility to access these arrangements;
- to assess take-up of work-life balance practices, including how take-up is monitored;
- to ascertain employers’ views on the impact of work-life balance practices, including the costs and benefits for business such as the impact on productivity;

¹⁰ The Department has published a report presenting the findings from the Employee Survey in March 2007 – see Hooker, H. et al (2007).

- and to determine the impact of government legislation against changes in employer provision, and employee demand and take up which may have happened without these policies.

Study design

The survey was carried out between March and August 2007 with a view to completing as much of the fieldwork as possible prior to the introduction of new legislation in April 2007. Interviews lasted approximately 40 minutes on average and were conducted via Computer Assisted Telephone Interviewing (CATI) out of BMRB's telephone centres in Ealing and Hull with staff responsible for human resources issues at their establishment. The sample generally comprised HR and personnel managers or their equivalent. A total of 1,462 interviews were achieved, representing a response rate of 39 per cent (see Table C1 in Annex C).

Establishments in Great Britain with five or more employees were randomly selected for the survey from the Inter-Departmental Business Register (IDBR), the sampling frame used for the Second Work-Life Balance Employer Survey in 2002/3. The register is held by the Office for National Statistics and is regarded as the most comprehensive sample source of businesses in Great Britain. Data were weighted at the analysis stage to ensure that the survey findings were representative of workplaces in Great Britain. Further details of the approach to sampling and weighting are provided in the separate technical report.

Interpreting results in the report

The report comprises nine main chapters. Each chapter presents the findings related to a specific theme or piece of legislation. Throughout the main body of the report, results are presented in the text of the report and in figures summarising key findings. Detailed tabulations of the survey findings are available in Annex C.

Relationships are only reported in the text of the report if they are statistically significant and if the relationship is thought to be relevant and/or interesting to the topic being discussed. Not all relationships that are statistically significant are discussed in the text due to the need for a more concise report. Relationships that are not significant will not be discussed in the text, except in a few cases where the relationship is thought to be relevant and/or interesting to the topic being discussed. Where this is the case, it will be made clear that the relationship is not significant.

The large sample size used for this survey means that the difference between percentages for most sub-groups of the sample are statistically significant. However, some bases for some estimates are still relatively small. Significance is measured at a cut-off of 95 per cent significance in a two-sided test so whenever the text comments on differences between sub-groups of the sample these differences have been tested and found to be statistically significant at the 95 per cent confidence level or above.

When making comparisons with the WLB2 study along with other relevant surveys, only differences that are significant at the 95 per cent confidence level or above have been reported.

Where an asterisk (*) has been used in the tables it denotes a percentage value of less than 0.5 per cent. A percentage value of zero is indicated as a dash (-) in the tables. Square brackets around a percentage [] indicates a percentage based on fewer than 50 (unweighted) workplaces.

2

Working hours

Introduction

The main aims of this report are to examine awareness, provision, take-up and demand in relation to work-life balance arrangements in workplaces in Britain and to explore employers' perceptions of the benefits and drawbacks arising from the provision of these arrangements. These issues are explored in subsequent chapters of the report. This first chapter aims to set these findings in context by providing an overview of the hours that people work in British workplaces, as reported by workplaces themselves. The chapter looks specifically at:

- the hours and days workplaces are open and whether or not these hours are 'standard';
- the patterns of working operated in workplaces;
- overtime, long hours working and whether work beyond contractual hours is paid or unpaid;
- employers' perceptions of whether employees' workloads have increased, decreased or stayed the same over the past few years.

Comparisons are made with the findings of the 2003 study where applicable.

Opening hours

Employers were asked to define their business hours with respect to the days on which they were open and the hours that employees worked during the day.

Days 'open for business'

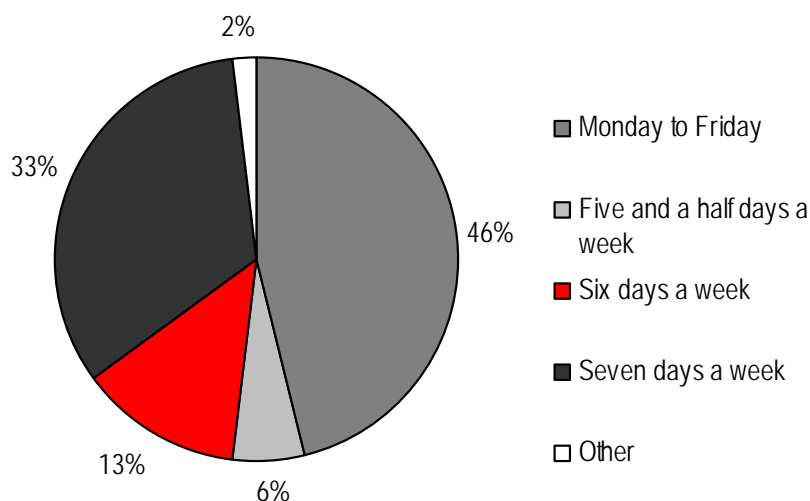
As in 2003, the 2007 survey found just under half (46 per cent) of British workplaces were usually open from Monday to Friday only. Around one in eight (13 per cent) operated a six-day working week, whilst a third (33 per cent) were open for business seven days a week (see Figure 2.1). The 2007 study also found that six per cent of workplaces operated a five and a half day working week (for example Monday to Friday and Saturday morning).

Table C2 (see Annex C) shows that the distribution of days open for business varied considerably by type of workplace. Monday to Friday working was most common in the public sector (61 per cent compared with 43 per cent in the private sector) and in a number of specific industries. These included Education (93 per cent), Financial Intermediation (79 per cent), Manufacturing (71 per cent), Real Estate, Renting and Business activities (67 per cent) and Construction (67 per cent).

The six day working week was more common at establishments with between five and nine employees (18 per cent) than among those with ten or more employees (nine per cent). Opening seven days a week was very common among workplaces in the Hotel and Restaurant industries (85 per cent) and Electricity, Gas and Water industries (66 per cent).

Broadly speaking, these findings reflect those reported in 2003.

Figure 2.1 Distribution of days open for business (establishments)



Base: All workplaces with five or more employees
Source: Third Work-Life Balance Employer Survey, 2007. Great Britain.
Note: Figures are weighted, and based on responses from 1,462 managers

Hours of working

Employers were asked what hours employees at their establishment worked, choosing from a range of options that included standard office hours¹¹, mornings, afternoons, evenings, night times and weekends.

Nearly seven in ten workplaces (68 per cent), covering 87 per cent of employees, worked standard office hours. Working mornings (51 per cent of workplaces), weekends (45 per cent) and afternoons (44 per cent) were the next most common working patterns. The prevalence of staff working only mornings, afternoons or evenings was much higher in the public sector (63 per cent, 56 per cent and 38 per cent respectively) than in the private sector (49 per cent, 41 per cent and 25 per cent respectively), suggesting a higher incidence of part-time working in the public sector (see Table C3 in Annex C).

Around one in five workplaces (18 per cent) reported having employees who worked at night. Establishments with 100 or more employees were more likely to employ night-time workers (41 per cent) than those with between 25 to 99 employees and those with between five and 24 employees (25 and 15 per cent respectively).

As would be expected, larger establishments with 500 or more employees reported a wider range of working patterns than smaller establishments (50 per cent of this group reported that employees worked all six hours patterns, compared with just three per cent of establishments with between five and nine employees).

Shift work

As in 2003 over a quarter (27 per cent) of workplaces had employees at the establishment who worked shifts. The larger the workplace, the more likely they were to

¹¹ The term 'standard office hours' was left up to the respondent to decide upon the precise definition. However it was taken to mean opening hours like 9am-5pm, 9am-5.30pm, 8.30am-5pm etc.

have employees working shifts (72 per cent of workplaces with 500 or more employees compared with 18 per cent of those with between five and nine employees).

Table C4 (see Annex C) shows that the incidence of shift working varied considerably across industries. The Hotels and Restaurants and Electricity, Gas and Water sectors both reported high levels of shift working (74 per cent and 76 per cent respectively). Establishments in these sectors also commonly opened for seven days a week, highlighting the link between shift work and longer opening hours. Shift working was less evident at establishments in a number of industries, primarily the Agriculture, Fishing, Mining and Quarrying industries (three per cent), the Construction industry (four per cent), the Financial Intermediation industry (eight per cent) and the Real Estate, Renting and Business activities industry (eight per cent).

Overtime arrangements

Consistent with 2003, it was found that practice in relation to compensating overtime varied by industry sector in 2007 and that managerial and non-managerial staff were treated differently in this respect, although the proportions of workplaces that reported paying employees for overtime fell for both managerial and non-managerial staff (see Table 2.1).

The most common practice in relation to managerial staff was for overtime to be unpaid for additional hours that they worked (44 per cent of workplaces), with 28 per cent of workplaces reporting that they could take time off in lieu. Only 14 per cent said that they paid managers for overtime, compared with 22 per cent in 2003.

As in 2003, non-managers were much more likely than managers to be paid for overtime, 61 per cent of workplaces reporting that this was the case, compared with 67 per cent in 2003. Around one in six workplaces (16 per cent) reported that non-managerial staff could take time off in lieu in return for working overtime, while eight per cent reported that overtime done by non-managerial staff would be unpaid.

Table 2.1 Being paid for work that is beyond contractual hours, managerial and non-managerial employees

	Managers		Non-managers	
	WLB2 (2003) (%)	WLB3 (2007) (%)	WLB2 (2003) (%)	WLB3 (2007) (%)
Paid	22	14	67	61
Unpaid	41	44	9	8
Time taken off in lieu	26	28	16	16
Some other arrangement	3	5	4	7
Never work beyond contracted hours	4	2	3	2
No set policy	-	5	-	5
Don't know/ None of these	4	3	2	2

Base: All workplaces with five or more employees

Sources: Second Work-Life Balance Employer Survey, 2003. Great Britain. Third Work-Life Balance Employer Survey, 2007. Great Britain.

Note: Figures are weighted, and based on responses from 1,509 managers and 1,462 managers in the WLB2 and WLB3 surveys respectively

The treatment of overtime varied considerably by sector (see Table C5 in Annex C). As was found in 2003, paid overtime for both managerial and non-managerial staff was less common in the public sector than in the private sector. Among public sector workplaces, six per cent paid managerial staff and 47 per cent non-managerial staff for overtime, compared with 15 per cent and 63 per cent respectively in the private sector. As observed in 2003 workplaces in the Education sector were particularly likely to report unpaid overtime for both managerial and non-managerial staff (69 per cent and 22 per cent respectively). There were several sectors where offering time off in lieu for

managerial staff was more common than average, these being Public Administration, Defence and Social Security (44 per cent); Human Health, Vet & Social Work (44 per cent); and Other community, social & personal activities (40 per cent).

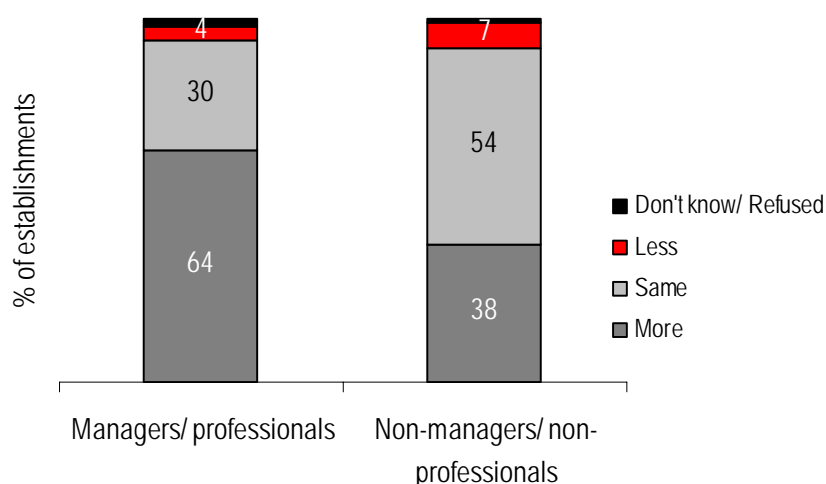
Smaller establishments were also more likely than larger establishments to pay managers for their overtime (16 per cent of establishments with between five and 24 employees, compared with four per cent of establishments with 100 or more employees).

Working hours

Employers who were able to comment on the situation at their workplace three years prior to taking part in the survey were asked whether the workloads of managerial and non-managerial employees had changed in the previous three years.

Around two thirds of workplaces (64 per cent) reported that managers and professional staff had more work to do in the same hours than three years ago, with only four per cent thinking that managerial workloads had decreased (see Figure 2.2). The workloads of non-managerial staff were less likely to be seen to have increased, although nearly four in ten workplaces (38 per cent) felt that they had, while 54 per cent thought they had remained the same.

Figure 2.2 Whether managers and non-managerial employees have more or less work to do in the same time, compared with three years ago



Base: All workplaces with five or more employees where respondent had been in job for three or more years
 Source: Third Work-Life Balance Employer Survey, 2007. Great Britain.
 Note: Figures are weighted, and based on responses from 957 managers

Working Time Regulations

The Working Time Regulations came into force in October 1998 and have been amended several times since. However, one of the basic rights and protections that the Regulations offer relate to the 48 hour limit which employees can be required to work on average per week. Although the 48 hour limit is a legal requirement, employees can

choose to work over and above 48 hours per week by signing a special opt-out agreement¹².

Employers were asked to say whether any managerial or non-managerial staff at their workplace had worked 'long hours' in the past 12 months, defining 'long hours' as working more than 48 hours per week for a continuous four-month period, the definition adopted in the Working Time Directive Regulations (1998).

One in five workplaces (21 per cent) reported that some managerial employees at the establishment had worked 'long hours', whilst nine per cent said that some non-managerial employees had worked in this way. This represented a decrease in the incidence of workplaces where non-managers work 'long hours' since 2003 (15 per cent).

If workplaces reported that some staff had worked 'long hours', they were asked whether any of these members of staff had opted out of the Working Time Regulations. As in 2003, only a small proportion of workplaces reported that staff had opted out of the Working Time Regulations. Overall, including workplaces that did not report that staff had worked 'long hours', managerial staff had opted out of the regulations at six per cent of workplaces and non-managerial staff at five per cent (see Table C7 in Annex C).

Summary

Under half of British workplaces were open for the standard 'five days a week', Workplaces open seven days a week accounted for one third of British workplaces in 2007. The days workplaces were open for business had changed little since 2003.

Nearly seven in ten workplaces operated 'standard' office hours, although the study found a great deal of diversity in employees' working patterns.

As in 2003, most all workplaces reported some overtime working among managers and non-managers at their establishment. Managerial staff remained less likely than non-managerial staff to be paid for overtime and both managerial and non-managerial staff were less likely to be paid for the overtime than in 2003.

Around two thirds of workplaces (64 per cent) reported that managers and professional staff had more work to do in the same hours than three years ago, while 38 per cent reported that non-managerial workloads had increased. Very few workplaces reported a decline in workloads. In spite of this, fewer non-managerial staff were found to be working 'long hours' as defined in the Working Time Regulations. Opting out of the Regulations continued to be an uncommon practice.

¹² For more information about the other rights and protections that the regulations provide, they can be found at: <http://www.berr.gov.uk/employment/employment-legislation/working-time-regs/index.html>.

3

Awareness of changes to legislation

Introduction

The Third Work-Life Balance Employer Survey was timed to coincide with the introduction of provisions which came into force following the Work and Families Act 2006. A number of provisions took effect in April 2007. These included the right for carers of adults to apply to work flexibly; the extension of maternity pay from 26 to 39 weeks; the introduction of measures to help employers manage the administration of leave and pay; and the introduction of measures to improve communication between employees and employers during maternity leave. This chapter examines the extent to which employers were aware of the main provisions brought in in April 2007 in relation to maternity rights and flexible working. Awareness of legislation is an important measure since it is widely believed that awareness is closely related to implementation of employment rights.

In previous surveys in the WLB series, awareness of legislation has been measured using prompted measures. These measures are likely to over-state true levels of awareness, since the respondent does not have to demonstrate awareness, but simply has to confirm that they are aware of a change the specifics of which have been described to them. It is possible and indeed likely that some respondents, given that they have stated that they are responsible for HR issues at their workplace, will feel under pressure to say that they are aware of a piece of legislation, even if this is not the case.

Given the limitations of prompted awareness measures, it was decided that the 2007 survey would include a spontaneous awareness measure in relation to the new changes to maternity rights. Respondents were told that employee rights to maternity leave and pay were changing in April 2007 and were asked to say what they thought the main changes were without any further prompting. Prompted awareness questions were also asked in relation to these and other aspects of legislation.

The main changes to legislation affected mothers whose baby was due after 1 April 2007. Fieldwork for the 2007 survey took place either side of this date (35 per cent of interviews before 1 April 2007 and 65 per cent after). Comparisons are made between levels of awareness among workplaces interviewed before and after this date.

Spontaneous awareness of changes to maternity legislation

Employers were asked first to describe what changes they thought were being made to employment legislation that would affect maternity leave and pay. There were four key changes being made, namely:

- the extension of Statutory Maternity Pay (SMP), Maternity Allowance and Statutory Adoption Pay (SAP) from 26 to 39 weeks for women or adopters whose babies were due or adopted on or after 1 April 2007;

- the extension to twelve months maternity leave for *all* women, due to the relaxing of length of service eligibility criteria for Additional Maternity Leave¹³;
- an increase in the notice period that women have to give about their returning to work date from four to eight weeks if they intend to return to work earlier than the end of her maternity leave period; and
- the introduction of up to ten 'keeping in touch' days during maternity or adoption leave where women or adopters are allowed to go into work during their leave without losing their SMP or SAP.

Table C8 (see Annex C) shows that half (50 per cent) of workplaces, covering three quarters (73 per cent) of employees, were aware of *at least one* of the four main changes being made to maternity rights legislation. Very few workplaces (less than one per cent) were spontaneously aware of *all* four of the main changes to maternity rights legislation and only five per cent could name three of the four. Fifteen per cent of workplaces were aware of two of the changes and 30 per cent one change only.

Public and private sector establishments were equally likely to be aware of at least one of the changes, with respondents in larger establishments in each sector more likely to be able to name one of the changes than those in smaller establishments (see Figure 3.1). Respondents in workplaces with 100 or more employees were three times as likely as those in workplaces with between five and 24 employees to be able to name at least three of the changes (17 per cent compared with five per cent).

The date of interview did have a bearing on awareness, as expected, with employers interviewed before the introduction of the legislation being less aware than those interviewed afterwards (40 per cent and 56 per cent respectively).

Table C9 (see Annex C) shows that workplaces where there had been at least one pregnancy in the previous two years were more likely than those where there had been no recent pregnancies to be aware of changes (65 per cent and 41 per cent of establishments respectively). Union presence at the workplace also appeared to be a factor, with 59 per cent of those with a presence, either recognised or unrecognised, being aware of at least one change compared with 46 per cent of establishments with no union presence.

Analysis using CHAID¹⁴ indicates that establishment size is the most powerful determinant¹⁵ of workplaces being aware of at least one of the four changes to the legislation. Further analysis indicates that:

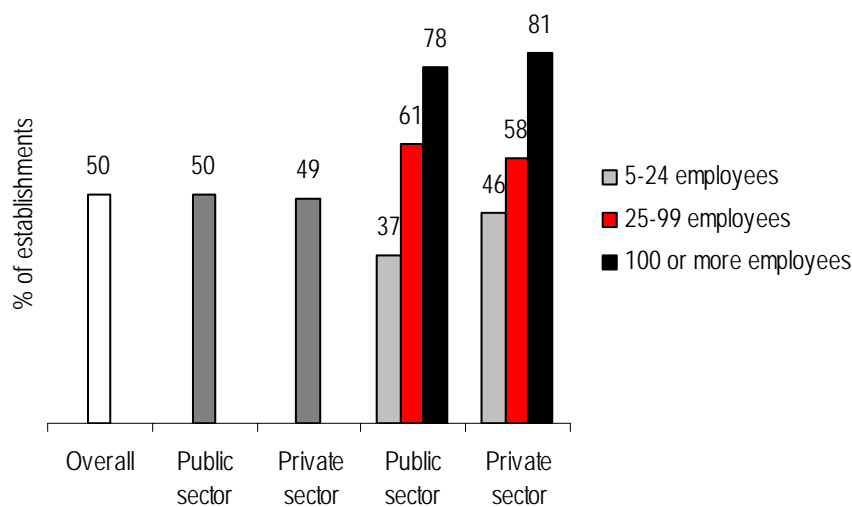
¹³ The introduction of a statutory twelve months' maternity leave for *all* mothers was a result of the length of service eligibility criteria for Additional Maternity Leave (six months' leave following the first six months of Ordinary Maternity Leave) being abolished. Previously, women who had worked for less than six months in their job were not eligible for Additional Maternity Leave. Out of c.380,000 pregnant employees each year, it was estimated that only c.20,000 were not eligible for Additional Maternity Leave, before the change in legislation. Therefore, this change will have considerably less impact on workplaces as only a small proportion of mothers who take maternity leave were affected by the change, with the majority already eligible to 12 months' leave. The other legislative changes affected all mothers taking maternity leave and pay. This should be borne in mind when interpreting results.

¹⁴ Chi Squared Automatic Interaction Detector (see Annex B for a description of CHAID)

¹⁵ Among the variables that were tested: these were sector (public or private); size of establishment (5-24, 25-99 or 100 employees or more); trade union presence (none or present, irrespective of recognition); Government Office Region; size of organisation; single independent establishment or part of a larger organisation; percentage of part-time employees; percentage of

- Large establishments (100+ employees) were particularly likely to be aware of changes if at least a quarter of their managerial staff were female (82 per cent, compared with 72 per cent among those with a smaller proportion of female managerial staff);
- Small establishments (with between five and 24 employees) were much more likely to be aware of changes if one of their employees had been pregnant in the previous two years (61 per cent, compared with 39 per cent among small establishments where no staff had been pregnant in the previous two years);
- Small, independent establishments that had not experienced pregnancies were particularly likely to be *unaware* of any changes if they were interviewed before 1 April (22 per cent aware).

Figure 3.1 Spontaneous awareness of at least one of the four main changes to maternity rights legislation that came into effect in April 2007



Base: All workplaces with five or more employees
 Source: Third Work-Life Balance Employer Survey, 2007. Great Britain.
 Note: Figures are weighted, and based on responses from 1,462 managers

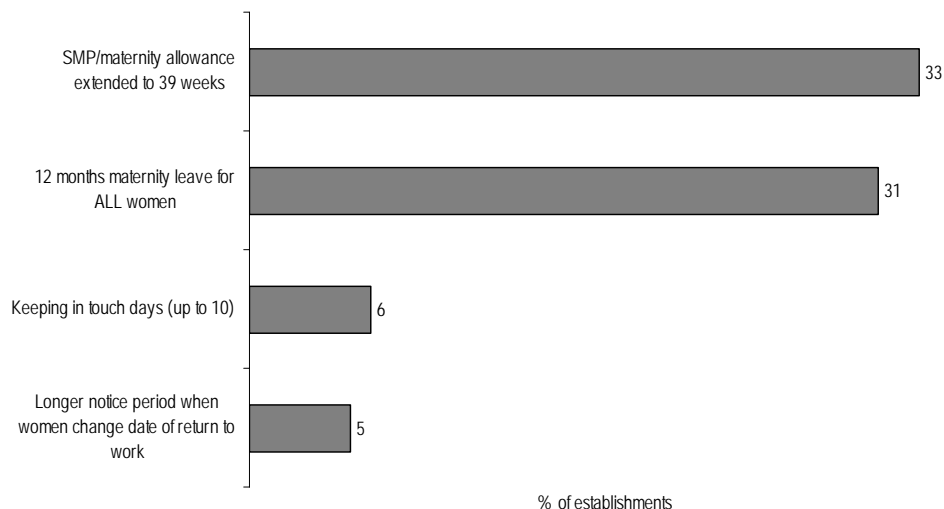
Of the four main changes to maternity and adoption pay and leave, those which workplaces were most likely to recall were the extension of statutory maternity pay from 26 to 39 weeks for parents of children whose expected date of birth or placement was on or after 1 April 2007 and the introduction of a statutory twelve months maternity leave for *all* mothers (see Figure 3.2). One third (33 per cent) of employers, representing 58 per cent of employees, were spontaneously aware of the former and a similar proportion (31 per cent, covering 43 per cent of employees) the latter¹³.

The introduction of 'keeping in touch days' and increase in the notice period required for women wanting to change their return date following maternity leave were less familiar to respondents. Six per cent of workplaces, covering 20 per cent of employees, mentioned 'keeping in touch days' as a change that they thought was being introduced in April 2007 while one in twenty (five per cent), covering ten per cent of employees, cited the increased notice period.

female employees; percentage of managers; percentage of managers that are female; number of flexible practices available; whether any pregnancies in last two years; whether any staff took maternity leave in last two years; and date of interview (pre/post 1 April 2007).

Few respondents mentioned any other changes being made to maternity rights legislation, although two per cent cited the removal of the small employers' exemption from regulations regarding women returning to work after maternity leave.

Figure 3.2 Spontaneous awareness of specific changes to maternity rights legislation that came into effect in April 2007



Base: All workplaces with five or more employees
 Source: Third Work-Life Balance Employer Survey, 2007. Great Britain.
 Note: Figures are weighted, and based on responses from 1,462 managers

Prompted awareness of changes to maternity legislation

Once respondents had been asked to describe what changes they thought were being made to maternity legislation, subsequent questions were asked to establish a measure of prompted awareness of the changes. At these questions the precise detail of the specific change was described to employers and they were then asked whether they were aware of the change or not.

Over three-quarters (78 per cent) of workplaces, covering 93 per cent of employees, were aware, after prompting, of *at least one* of the four main changes being made to maternity rights legislation (see Figure 3.3).

The proportion of workplaces that were aware of *all* of the four main changes to maternity rights legislation increased from under one per cent before prompting to 29 per cent (covering 55 per cent of employees) with prompting (see Table C10 in Annex C). Thirteen per cent were aware of three of the four changes after prompting, 17 per cent two of the changes and 19 per cent one change only.

As was the case in relation to spontaneous awareness, public and private sector establishments were equally likely to be aware of at least one change. Awareness levels again tended to increase in line with the size of the establishment, almost all respondents in establishments with 100 or more employees claiming to be aware of at least one change (98 per cent), although prompted awareness levels were relatively high across all employee size bands (75 per cent of workplaces with between five and 24 employees and 85 per cent of workplaces with between 25 and 99 employees). The timing of the interview again appeared to influence awareness, with 73 per cent of those interviewed before the changes came into force being aware compared with 82 per cent of those interviewed after their introduction (see Table C9 in Annex C).

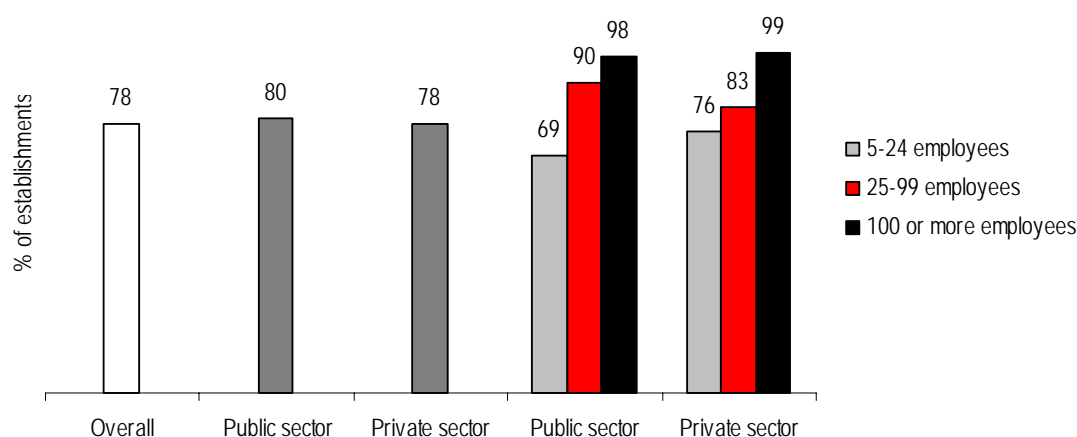
Workplaces with 100 or more employees again recalled more changes than those with between five and 24 employees, 85 per cent of the former and 39 per cent of the latter being aware of three or four of the changes.

Experience of recent pregnancies and union presence were again differentiating factors. Workplaces where there had been at least one pregnancy in the previous two years were more likely than those where there had been no recent pregnancies to be aware of changes (92 per cent and 71 per cent of establishments respectively), while 87 per cent of workplaces with a union presence were aware of at least one change, compared with 75 per cent of establishments with no union presence. Union presence also had a bearing on the number of changes that respondents recalled. Respondents in workplaces with a union presence were also more likely than those in non-unionised workplaces to be aware of at least three of the changes (52 per cent and 39 per cent respectively).

Analysis using CHAID again indicates that establishment size is the most powerful determinant¹⁶ both in terms of whether workplaces were aware, after prompting, of at least one of the four changes to the legislation *and* in terms of workplaces being aware of all four. Further analysis indicates that:

- Among small establishments with three or more flexible working practices available and where one or more of their employees had been pregnant in the previous two years, 96 per cent were aware of changes;
- Among small establishments with no more than two flexible working practices available awareness of changes fell to 60 per cent.

Figure 3.3 Prompted awareness of at least one of the four main changes to maternity rights legislation that came into effect in April 2007



Base: All workplaces with five or more employees
Source: Third Work-Life Balance Employer Survey, 2007. Great Britain.
Note: Figures are weighted, and based on responses from 1,462 managers

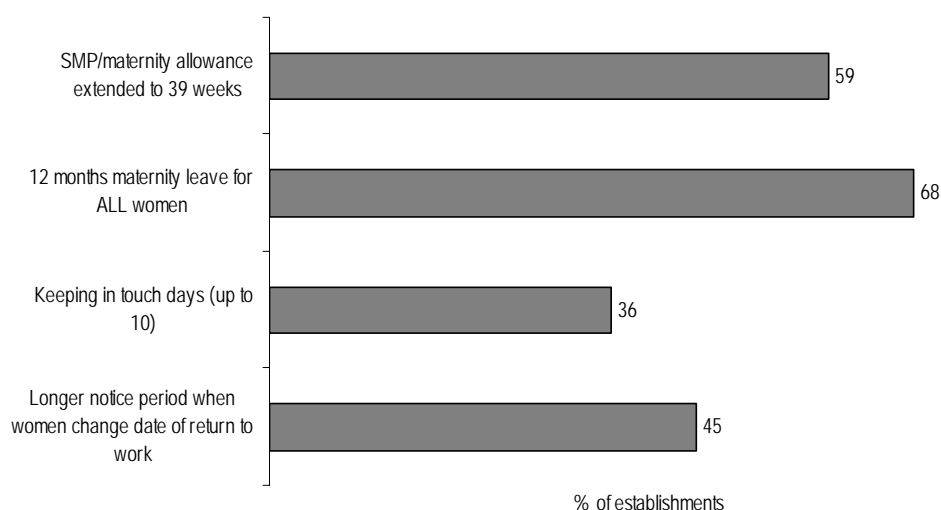
¹⁶ Among the variables that were tested: these were sector (public or private); size of establishment (5-24, 25-99 or 100 employees or more); trade union presence (none or present, irrespective of recognition); Government Office Region; size of organisation; single independent establishment or part of a larger organisation; percentage of part-time employees; percentage of female employees; percentage of managers; percentage of managers that are female; number of flexible practices available; whether any pregnancies in last two years; whether any staff took maternity leave in last two years; and date of interview (pre/post 1 April 2007).

Prompted awareness levels of each of the main changes are summarised in Figure 3.4. As would be expected, prompted awareness levels were considerably higher for each change in legislation than the equivalent spontaneous measures.

This was particularly true in relation to keeping in touch days and the increase in notice period for women notifying their employer of a proposed change in the date of her return from maternity leave. The latter saw an increase from five per cent unprompted awareness to 45 per cent after prompting, somewhat higher than the increase for keeping in touch days (from six per cent to 36 per cent).

The extension to twelve months maternity leave for all women¹³ was the most widely recognised of the four changes, increasing from 31 per cent unprompted awareness to 68 per cent following prompting, while awareness of the extension of statutory maternity benefits from 26 to 39 weeks increased from 33 per cent to 59 per cent.

Figure 3.4 Prompted awareness of specific changes to employment legislation coming into effect in April 2007



Base: All workplaces with five or more employees
 Source: Third Work-Life Balance Employer Survey, 2007. Great Britain.
 Note: Figures are weighted, and based on responses from 1,462 managers

Employers were subsequently asked whether they thought that the new eight week notice period for women notifying their employer of a proposed change in the date of her return from maternity leave was about right or whether they felt that mothers should have to give more or less notice. Over three-quarters (78 per cent) agreed that the new eight week notice period was about right. Around one in ten employers (11 per cent) felt that employees should provide more notice while six per cent felt that employees should be able to give less.

Flexible working for those with caring responsibilities for adults

This change in legislation was considered separately from the changes to maternity leave and benefits. When prompted around six in ten workplaces (61 per cent) reported being aware of it. As Table C11 (see Annex C) shows, awareness of the change was slightly more common among public sector establishments (68 per cent) than private sector establishments (60 per cent). Respondents at larger establishments (100 employees or more) were again more likely to be aware of the change (90 per cent) than those at smaller establishments (57 per cent of those with between five and 24 employees). Awareness was also higher at unionised workplaces (71 per cent) than at those without unions (57 per cent).

Summary

Spontaneous awareness of the changes to maternity legislation introduced in April 2007 under The Work and Families Act 2006 appeared quite low, although this may be expected given only 34 per cent of workplaces reported having a pregnant employee in the last two years. Half (50 per cent) of workplaces, covering three quarters (73 per cent) of employees, were aware of *at least one* of the four main changes being made to maternity rights legislation. Very few (less than one per cent) were spontaneously aware of *all* four of the main changes to maternity rights legislation and only five per cent could name three of the four. Fifteen per cent of workplaces were aware of two of the changes and 30 per cent one change only.

One third of employers were aware that Statutory Maternity Pay/Maternity Allowance had been extended to 39 weeks and a similar proportion knew *all* mothers were entitled to 12 months maternity leave¹³. However top-of-mind awareness of the extended eight week notice period that women had to give when changing their date of return to work and the introduction of keeping in touch days was substantially less widespread.

When prompted about the legislative changes which were being made in April 2007, awareness was significantly higher. Over three-quarters (78 per cent) of workplaces, covering 93 per cent of employees, were aware, after prompting, of *at least one* of the four main changes being made to maternity rights legislation. Twenty-nine per cent of workplaces (covering 55 per cent of employees) were aware of all four of the main changes; thirteen per cent were aware of three of the four; 17 per cent two of the changes; and 19 per cent one change only.

Awareness was again highest for the change allowing all women to take 12 months maternity leave (68 per cent) and for the extension to SMP (59 per cent). Somewhat smaller proportions were aware of the longer notice period which mothers have to give when changing their return to work date (45 per cent) and of the introduction of keeping in touch days (36 per cent).

Awareness of legislative changes in relation to maternity leave was higher among larger workplaces, those with a union presence, those that had experienced recent pregnancies and those where the interview was conducted after the introduction of the changes.

Around six in ten respondents (61 per cent) were aware, after prompting, of the new entitlement for employees with caring responsibilities for adults to request flexible working. Awareness was higher among public sector establishments, large workplaces and those with a union presence.

4

Flexible working practices

Introduction

This chapter focuses on employer provision of flexible working practices and the reasons why some establishments choose not to offer them. Comparisons are made with WLB2 to identify any changes in provision and take-up since 2003. The chapter also looks at employee eligibility for each type of flexible working practice and whether there are any restrictions in their provision. Finally, the chapter presents an analysis of the level of requests for flexible working, with a particular focus on the reasons why any requests have been rejected by employers.

Flexible working takes many forms and describes the place and hours that are worked. For the purpose of this survey, it was decided to focus on those practices which were thought to be most widespread in Britain. The following flexible working practices were therefore covered in the 2007 survey and used to define 'flexible working':

- Part-time working
- Job sharing
- Flexitime
- Working a compressed working week
- Working reduced hours for a limited period
- Working from home

The first five arrangements are defined as *flexible working time arrangements* (because they all relate to the times at which an employee works). The inclusion of working from home – relating to place of work rather than time of work – expands the definition to *flexible working arrangement* and these terms will be used throughout the chapter.

Current availability and provision of flexible working arrangements

Employers were asked whether any employees at their workplace had used any of the flexible working practices listed above or in the past 12 months¹⁷. If an arrangement had not been used by an employee in the last 12 months, employers were asked to say whether or not this arrangement was available to employees. These questions were also asked in 2003¹⁸.

¹⁷ Including employees who were currently using the arrangement

¹⁸ WLB2 covered eight flexible working practices: working part-time; working in school term-time only; job sharing; working flexitime; working a compressed week; working annualised hours; working reduced hours for a limited period of time; and home working. WLB3 covered six flexible working practices – annualised hours and term-time working were excluded due to a need to shorten the questionnaire and these were considered to be relatively uncommon. In addition, piloting of the questionnaire found that annualised hours was often not understood.

At least one of the six types of flexible working arrangement was available for employees to use in 95 per cent of workplaces. This represents an increase since 2003 when 88 per cent of workplaces had any flexible working practices available. In 85 per cent of workplaces at least one of the six types of flexible working arrangement was available *and had been used by an employee in the 12 months prior to interview*. This compares with a figure of 83 per cent in 2003¹⁹, although this did not represent a statistically significant difference.

In the remainder of this chapter, the term *availability* is used to refer to a flexible working practice being available to employees, irrespective of usage, while the term *take-up* refers to a flexible working practice which is provided by a workplace and which has been used by at least one employee in the 12 month period prior to taking part in the survey. Of the two measures, take-up is the more reliable, since it shows that a working practice has been tried and tested, rather than being theoretically available. Nonetheless, measures of availability are useful insofar as they provide an indicator of whether employers are being more open to concepts of flexible working and whether this varies according to the type of arrangement.

Availability of flexible working arrangements

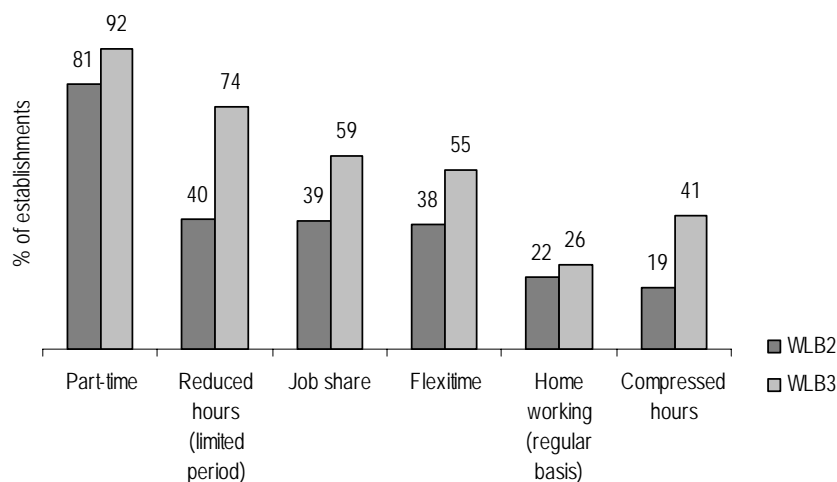
Figure 4.1 shows the *availability* of each of the six flexible working arrangements. The proportion of workplaces stating that the arrangement concerned was available to staff is shown for both 2003 and 2007. Table C12 (Annex C) also provides further detail on the availability of flexible working arrangements.

Part-time working is, as would be expected, the most universally available flexible working arrangement. In 2007, more than nine in ten workplaces (92 per cent) said that part-time working was an option for their employees. Working reduced hours for a limited period was also widely available, three-quarters of workplaces (74 per cent) saying that this arrangement was open to employees, while more than half of workplaces said that job sharing and flexitime were available (59 per cent and 55 per cent respectively). Compressed hours were available in around four in ten workplaces (41 per cent), while home working was the least widely available arrangement, only one in four workplaces (26 per cent) saying that their employees could work from home.

The availability of each of the six arrangements has increased since 2003, although the scale of the increases varies considerably depending on the arrangement concerned. Part-time working has become near universal since 2003, although it was already very widely established in 2003. Reduced hours for a limited period and compressed hours working have seen particularly large increases, the latter from a relatively small base, while the availability of job sharing and flexitime has also increased substantially. The exception to the general pattern is in relation to home working, which has not increased significantly between the two surveys.

¹⁹ Comparisons are based only on arrangements covered in both surveys thus annualised hours and term-time working are excluded.

Figure 4.1 Availability of flexible working arrangements



Base: All workplaces with five or more employees
 Sources: Second Work-Life Balance Employer Survey, 2003. Great Britain. Third Work-Life Balance Employer Survey, 2007. Great Britain.
 Note: Figures are weighted, and based on responses from 1,509 managers and 1,462 managers in the WLB2 and WLB3 surveys respectively

As the availability of one of the flexible working arrangements (part-time working) is almost universal, analysis was conducted using CHAID on the predictors of whether a workplace would have *two or more* flexible working arrangements available. Overall, eighty-four per cent of workplaces had two or more flexible working arrangements available (see Table C13 in Annex C). The CHAID model indicates that the proportion of female employees is the most powerful determinant²⁰ in terms of whether workplaces made available two or more flexible working arrangements to employees. Availability of two or more flexible working practices was more likely if at least a quarter of their staff were female (90 per cent, compared with 69 per cent among those with a smaller proportion of female staff). Further analysis indicates that:

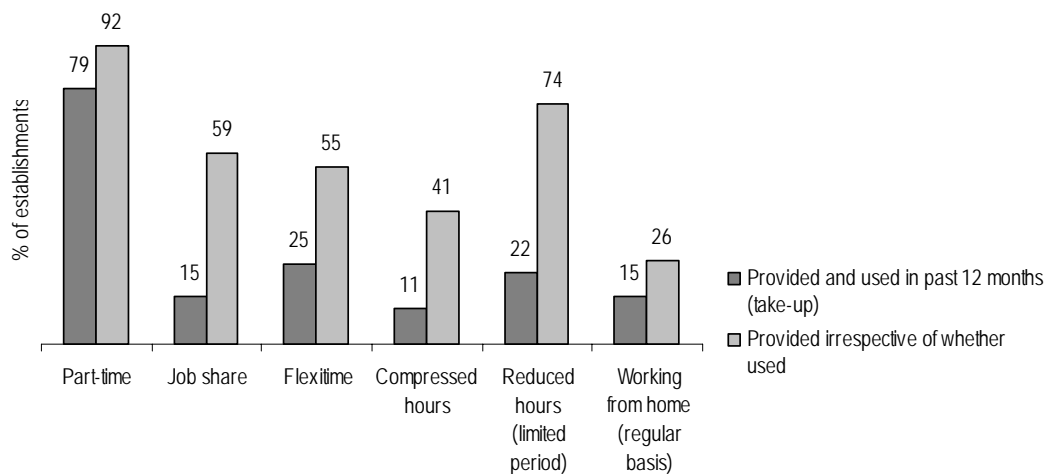
- Where women made up less than a quarter of a workplace's staff and the workplace was small (with between five and 24 employees), they were much less likely to have two or more flexible working arrangements available for employees (64 per cent).
- Among workplaces where half or more of the staff are female and the organisation has less than 100 employees, those which had recent experience of a member of staff being pregnant were more likely to provide two or more flexible working arrangements than those where no recent pregnancy had occurred (96 per cent and 85 per cent).

²⁰ Among the variables that were tested: these were sector (public or private); size of establishment (5-24, 25-99 or 100 employees or more); trade union presence (none or present, irrespective of recognition); size of organisation; single independent establishment or part of a larger organisation; percentage of part-time employees; percentage of female employees; percentage of managers; percentage of managers that are female; number of flexible practices available; whether any pregnancies in last two years; whether any staff took maternity leave in last two years; and date of interview (pre/post 1 April 2007).

Take-up of flexible working arrangements

While the availability of flexible working arrangements has increased significantly for the majority of individual arrangements since 2003, take-up of the arrangements has not increased at the same pace, with the result that the gap between availability and take-up has increased for all arrangements since 2003. Figure 4.2 shows a comparison between availability and take-up of the five working time arrangements and working at home. As the figure shows, the gap between availability and take-up is particularly marked in relation to job sharing, compressed hours working and working reduced hours for a limited period.

Figure 4.2 Take-up of flexible working arrangements



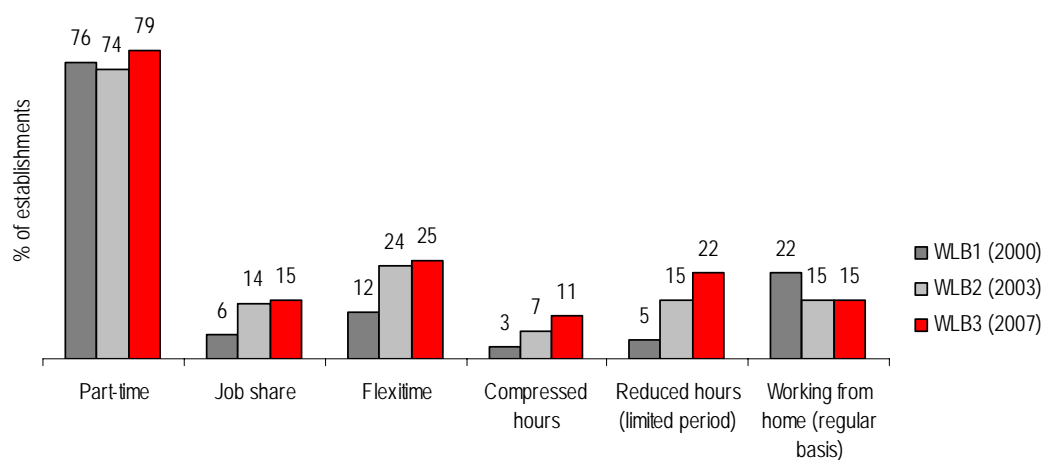
Base: All workplaces with five or more employees
Source: Third Work-Life Balance Employer Survey, 2007. Great Britain.
Note: Figures are weighted, and based on responses from 1,462 managers. Take-up relates to both the practice being provided and at least some employees having used the practice in the past 12 months.

Figure 4.3 shows how take-up of individual flexible working arrangements has changed over time, comparing levels of take-up in 2007 with those in 2000 and 2003.

The figures show that the patterns of take-up over time vary for different types of arrangement:

- Take-up of part-time working has remained broadly stable since 2000.
- The take-up of job sharing and flexitime showed large increases from relatively small bases between 2000 and 2003, but now appears to have flattened out.
- The take-up of working compressed hours and working reduced hours for a limited period has shown steady and continuous growth between the three surveys, again from a small base in 2000.
- Working from home bucks the general upward trend, showing a decline in take-up from a peak of 22 per cent of workplaces in 2000 to 15 per cent in 2003 and 2007.

Figure 4.3 Changes in the take-up of flexible working arrangements, 2000 to 2007



Base: All workplaces with five or more employees
 Sources: First Work-Life Balance Employer Survey, 2000. Great Britain. Second Work-Life Balance Employer Survey, 2003. Great Britain. Third Work-Life Balance Employer Survey, 2007. Great Britain.
 Note: Figures are weighted, and based on responses from 2,500 managers, 1,509 managers and 1,462 managers in the WLB1, WLB2 and WLB3 surveys respectively. Take-up relates to both the practice being provided and at least some employees having used the practice in the past 12 months.

These varying patterns would seem to suggest that the different types of flexible working arrangement are evolving in workplaces at different rates, and are at different levels of ‘maturity’. It may also suggest that some arrangements have more growth potential than others. Part-time working, for example, is by far the longest established of the arrangements and arguably the most straightforward to administer and to apply across a wide range of business models, so take-up would be expected to be widespread and to have flattened out over time.

The use of the term ‘flexitime’ in the questionnaire arguably suggests a formal contractual arrangement and might not have captured less formal models of flexitime, whereby employees agree informally to start and finish early or late, take time off in lieu after working long hours, and so on. The survey might therefore under-estimate how much ‘flexible hours working’ is going on. Job sharing, although still common practice in the public sector, may be difficult to operate – or perceived as such – in many work settings, and this may explain the lack of growth of this practice.

Compressed hours working and working reduced hours for a limited period, on the other hand, are arguably arrangements that can be put in place relatively easily, given the appropriate planning time, without detriment to the employer. They also reflect a growing trend for working people to seek more flexibility in the way they lead their lives, whether this is in relation to family commitments or simply a desire to pursue interests outside of work. It is not surprising, therefore, to see these practices growing steadily, although it remains to be seen how much further they will grow.

The lack of growth in home working is perhaps surprising in the broader context of the growth in flexible working practices, but its growth is constrained by the fact that many jobs can only be done in the workplace, and so the growth in home working is inevitably restricted. A further explanation may be that as more flexible working time practices are provided and taken-up, there is less demand among employees to work from home.

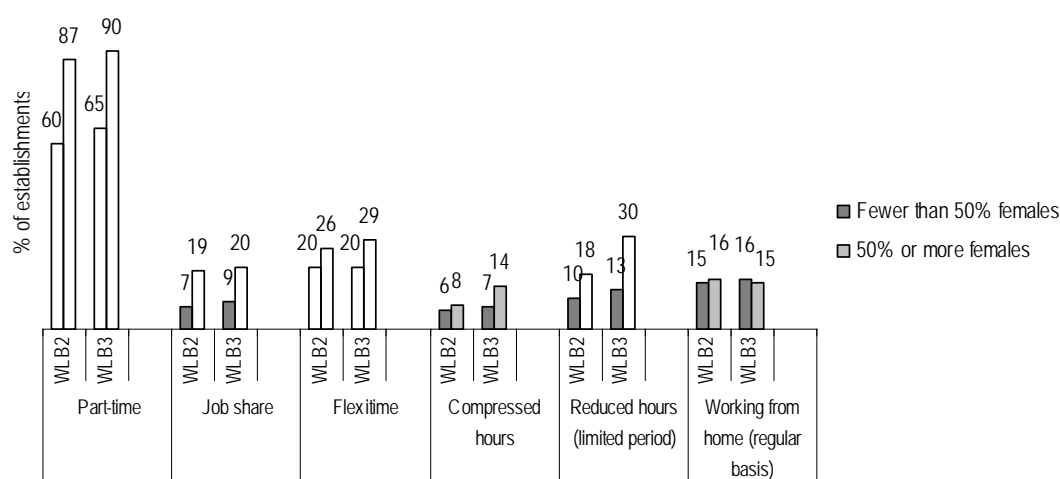
There were some differences in the trend in home working by industry sector. Take-up increased in the Public Administration and Defence sector (from 14 per cent in 2003 to 33 per cent in 2007) and in the Education sector (from 15 per cent to 24 per cent).

Conversely, take-up of working from home fell in the Financial Intermediation sector (from 22 per cent to 12 per cent).

As Table C14 (see Annex C) shows, the public sector continues to lead the way in terms of the take-up of flexible working arrangements. Apart from working at home on a regular basis, public sector workplaces were more likely than private sector workplaces to have at least some employees use each of the flexible working arrangements. As in 2003, the difference between the two sectors was most significant with regard to the take-up of job sharing: 36 per cent of public sector workplaces had some employees job sharing, compared with 11 per cent of private sector workplaces; part-time working was taken-up by 89 per cent of public sector establishments and 77 per cent of private sector establishments; and flexitime by 31 per cent of public sector establishments and 24 per cent of private sector establishments. Public sector establishments were considerably more likely than private sector establishments to have at least one employee working compressed working weeks (17 per cent and ten per cent respectively). The same was true in relation to working reduced hours for a limited period, which was used by at least one employee in 34 per cent of public sector establishments and 20 per cent of private sector establishments.

As the WLB2 study found, the proportion of women working at an establishment is an important factor in determining the existence of flexible working time arrangements (see Figure 4.4). Workplaces where at least 50 per cent of employees were women were significantly more likely to have some employees using each of the five flexible working time arrangements. There was no difference in the use of working from home by the gender composition of the workforce. Broadly speaking, the distinction between female-oriented workplaces and male-oriented workplaces was about the same in 2007 as in 2003.

Figure 4.4 Take-up of flexible working arrangements by proportion of females in total employment



Base: All workplaces with five or more employees

Sources: Second Work-Life Balance Employer Survey, 2003. Great Britain. Third Work-Life Balance Employer Survey, 2007. Great Britain.

Note: Figures are weighted, and based on responses from 1,509 managers and 1,462 managers in the WLB2 and WLB3 surveys respectively. Take-up relates to both the practice being provided and at least some employees having used the practice in the past 12 months.

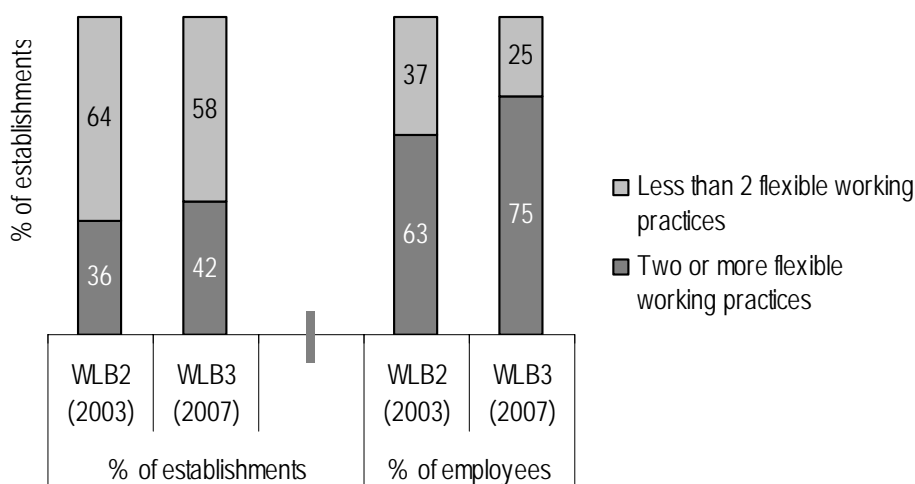
Figure 4.5 shows the proportion of workplaces where at least two of the five working time arrangements have been taken-up by employees in 2003 and 2007. The proportion of employees covered by these workplaces is also shown.

In 2007 42 per cent of workplaces had some employees using two or more of the five working time arrangements that the survey covered, an increase from 36 per cent in

2003. The proportion of employees that were covered by multiple forms of flexible working time arrangements also increased from 63 per cent in 2003 to 75 per cent in 2007.

The take-up of multiple forms of flexible working time arrangement was strongly associated with larger establishments. Two or more of the flexible working time arrangements covered were used at 79 per cent of establishments with 100 or more employees compared with 40 per cent of establishments with less than 100 employees. Public sector workplaces were more likely than those in the private sector to have some employees using two or more flexible working time arrangements (65 per cent and 38 per cent respectively).

Figure 4.5 Take-up of multiple forms of flexible working time arrangements



Base: All workplaces with five or more employees
 Sources: Second Work-Life Balance Employer Survey, 2003. Great Britain. Third Work-Life Balance Employer Survey, 2007. Great Britain.
 Note: Figures are weighted, and based on responses from 1,509 managers and 1,462 managers in the WLB2 and WLB3 surveys respectively. Take-up relates to both the practice being provided and at least some employees having used the practice in the past 12 months.

Reasons for having no flexible working arrangements available

Only four per cent of workplaces had no flexible working arrangements available. Employers at these workplaces were asked to say why this was the case. Although the base size for this question is small, it is clear that the main reason for workplaces not providing flexible working arrangements is that they consider them incompatible with the nature of their business. Over seven in ten establishments (71 per cent) who did not have any flexible working arrangements available cited this as a reason, a very similar finding to that in 2003 when 69 per cent gave this reason. Other reasons given for not providing flexible working included there being no demand from employees to work flexibly' (16 per cent) and flexible working arrangements being difficult to operate (13 per cent).

Eligibility for flexible working practices

Where flexible working arrangements were available, employers were asked whether they placed any restrictions on the types of employees who were eligible to use them. For each of the five flexible *working time* arrangements covered, over six in ten employers who provided these arrangements said that *all* employees were eligible (see Table C16 in Annex C). As was the case in 2003, eligibility restrictions were least common in relation to working reduced hours for a limited period, around eight in ten employers (83 per cent) saying that reduced working hours were available to all employees. The working time arrangement least likely to be universally available was

part-time working, with 62 per cent of establishments reporting that all employees would be eligible.

Only one in four employers (24 per cent) that allowed employees to work from home on a regular basis said that this arrangement was available for all employees. This is not surprising, given that, for many organisations, home working would be impractical for workers in certain jobs.

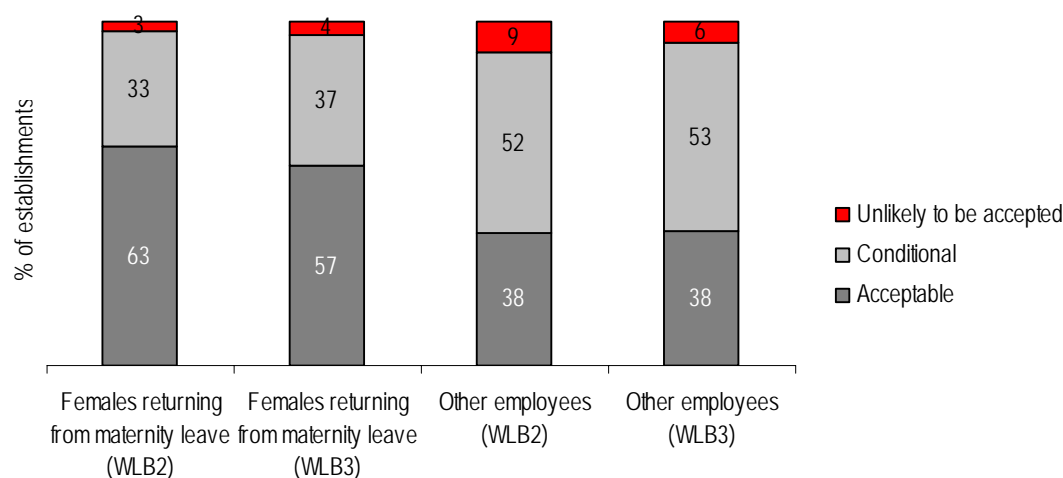
Where restrictions were in place, employers were asked to specify the types of employees that were not eligible to use each of the flexible working practices. While responses varied considerably according to the type of organisation concerned, managerial employees were the group of employees most likely to have restrictions placed on them in relation to using flexible *working time* arrangements (see Table C17 in Annex C). The only exception was for part-time working although they were the second most likely group of employees to have restrictions on this arrangement (mentioned by 24 per cent of workplaces where restrictions were in place). Full-time employees were the most likely group of employees to have restrictions placed on them for part-time working (29 per cent). In contrast, non-managers were more likely than managers to be ineligible for *home working* on a regular basis (mentioned respectively by 16 per cent and six per cent of workplaces where home working on a regular basis was restricted).

All employers were asked whether they would consider a request to change a working pattern from *any* employee. The vast majority (92 per cent) said that they would. Those who would not consider a request to change a working arrangement again tended to give very specific responses in terms of the job roles for which a request would not be considered. However, 13 per cent reported that they would not consider a request from managers and the same proportion that no groups of staff would be considered.

Requests to change from full-time to part-time working

As in 2003, the 2007 survey explored how workplaces would respond to requests from employees to switch from full-time to part-time working, first in relation to female employees returning to work after maternity leave and second in relation to all other employees. Figure 4.6 shows the extent to which employers said that such requests would be acceptable, with comparisons shown between the two surveys.

Figure 4.6 Acceptability of employees wanting to change from working full-time to part-time, 2003 to 2007



Base: All workplaces with five or more employees, and has female employees; All workplaces with five or more employees
 Sources: Second Work-Life Balance Employer Survey, 2003. Great Britain. Third Work-Life Balance Employer Survey, 2007. Great Britain.
 Note: Figures are weighted, and based on responses from 1,464 and 1,509 managers respectively in WLB2 and 1,444 and 1,462 managers respectively in WLB3

Just under six in ten employers in 2007 (57 per cent) said that it would be acceptable in all or nearly all cases for a female employee returning from maternity leave to switch from full-time to part-time working on their return to work, a slightly lower proportion than in 2003 (63 per cent). There was no significant difference between the proportion of employers who said that the decision would depend either on the employee's individual circumstances or on their level/seniority within the establishment in 2007 (37 per cent) compared to 2003 (33 per cent).

It is difficult to judge whether or not this represents a genuine change. However, it is worth noting that among workplaces in the two surveys that had had recent experience of female employees taking maternity leave, and whose responses are therefore more likely to be based on actual experience, the trend is not repeated. Over two-thirds (68 per cent) of these establishments in 2007 said that it would be acceptable in all or nearly all cases for a female employee returning from maternity leave to switch to part-time working, compared with 64 per cent of these workplaces in 2003. The two surveys used different reference periods to define recent experience of maternity leave (two years for WLB3 and one year for WLB2), which means that the two measures are not wholly comparable. However, this finding calls into question whether the apparent decline in employers' preparedness to accept a switch to part-time represents a genuine shift in attitude among employers.

Consistent with the findings from 2003, the 2007 survey showed that the larger the workplace or organisation to which the workplace belonged, the more likely it was to accept requests from women returning from maternity leave to change from full-time to part-time hours (63 per cent of establishments within an organisation with 1000 or more employees, compared with 53 per cent of those within an organisation with less than 1000 employees). Table C18 (see Annex C) shows that public sector employers were also more likely than those in the private sector to accept such requests (65 per cent compared with 56 per cent).

As in 2003, workplaces were less likely to accommodate requests from other employees to change from full-time to part-time working. In both surveys, just under four in ten (38 per cent) said that such requests would be acceptable in all or nearly all cases, the majority stating that the acceptability of a request would depend on the particular circumstances or on the individual position of the employee (53 per cent in 2007 and 52 per cent in 2003).

As in previous Work-Life Balance Surveys and as illustrated in Table C19 (see Annex C), public sector workplaces were more likely than those in the private sector to report that employee requests to change from full-time to part-time would be acceptable (48 per cent compared with 37 per cent).

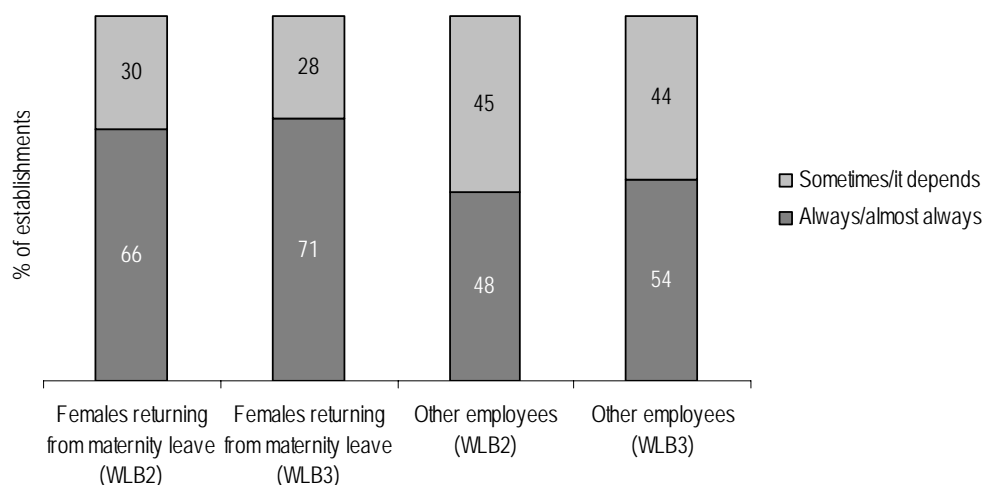
As in 2003 employers who said requests to switch from full-time to part-time working were at least sometimes acceptable were asked whether employees who made the switch were able to keep their existing job and their existing level of seniority. This was again asked separately in relation to women returning from maternity leave and other employees. Responses are summarised in Figure 4.7.

Seven in ten employers (71 per cent) said that a woman would almost always be able to keep their existing job in these circumstances. A similar proportion (66 per cent) reported that this would be the case in 2003. Other employees who switched from full-time to part-time were somewhat less likely to be able to keep their existing job and level of seniority, 54 per cent of employers in 2007, and 48 per cent in 2003, saying that they would be able to do so.

As in 2003, workplaces that routinely accepted requests from female employees to move to part-time working following a period of maternity leave were more likely than those where the switch would only be acceptable in certain cases to also state that the

employee would always or almost always be able to keep the same job and level of seniority (80 per cent and 50 per cent respectively). Similarly, employers that routinely accepted requests from other employees to switch to part-time working were more likely than those where the switch would only be acceptable in certain cases to state that the employee would always or almost always be able to keep the same job and level of seniority (73 per cent and 35 per cent respectively).

Figure 4.7 Whether employees switching from full-time to part-time would be able to keep existing job and seniority, 2003 to 2007



Base: All workplaces with five or more employees where it was acceptable in all, nearly all or some cases for mothers to return on a reduced or part-time basis; All workplaces with five or more employees where it was acceptable in all, nearly all or some cases for all other employees to return on a reduced or part-time basis

Sources: Second Work-Life Balance Employer Survey, 2003. Great Britain. Third Work-Life Balance Employer Survey, 2007. Great Britain.

Note: Figures are weighted, and based on responses from 1,284 managers and 1,102 managers respectively in WLB2 and 1,261 managers and 1,145 managers respectively in WLB3

Reducing hours of work

In addition to being asked about the acceptability of employees switching from full-time to part-time working, employers were asked how likely they would be to allow employees to reduce the number of hours they worked in the following circumstances:

- in the run up to retirement;
- to enable the parent of a child aged under six to combine employment and childcare;
- to enable the parent of a child aged between six and 16 to combine employment and childcare;
- to enable an employee to look after an elderly parent or relative.

Responses are summarised in Table 4.1, alongside comparable responses from the 2006 Survey of Employers' Policies, Practices and Preferences Relating to Age (SEAP) conducted on behalf of the Department for Work and Pensions and Department of Trade and Industry²¹. This survey asked similar questions and so provides a benchmark against which the 2007 findings can be measured. In addition, table C20 (Annex C) breaks down 2007 survey responses by various workplace characteristics.

²¹ Metcalf, H. & Meadows, P. (2006)

For each of the four scenarios over three-quarters of employers reported that they would be very or quite likely to allow employees to reduce their hours to meet their responsibilities. The policy of workplaces in relation to childcare varied according to the age of the child, with 48 per cent of employers saying that they would be 'very likely' to agree to a reduction of hours in relation to a child aged under six, falling to 38 per cent in relation to an older child. Around four in ten employers (41 per cent) said that they would be very likely to permit an employee to reduce their hours in the run up to retirement, while a somewhat lower proportion would do so to allow an employee to look after elderly parents or relatives (34 per cent). The findings were similar to those from the 2006 Survey of Employers' Policies, Practices and Preferences Relating to Age²².

Table 4.1 Likelihood of allowing employees to reduce hours of work for various reasons, 2006 to 2007

	Run up to retirement		Childcare		Childcare (child aged under 6)		Childcare (child aged between 6 and 16)		Look after elderly parents/ relatives	
	SEAP (2006) (%)	WLB3 (2007) (%)	SEAP (2006) (%)	WLB3 (2007) (%)	WLB3 (2007) (%)	SEAP (2006) (%)	WLB3 (2007) (%)			
Very likely	37	41	49	48	38	34	34			
LIKELY (very or quite)	78	79	82	82	76	74	76			
UNLIKELY (not very or not at all)	12	10	9	7	12	14	12			
Depends on the circumstances	7	8	7	10	11	8	11			
Don't know	3	3	3	1	1	3	1			

Base: All workplaces with five or more employees

Sources: Survey of Employers' Policies, Practices and Preferences Relating to Age, 2006. Great Britain. Third Work-Life Balance Employer Survey, 2007. Great Britain.

Note: Figures are weighted, and based on responses from 2,087 managers and 1,462 managers in the Survey of Employers' Policies, Practices and Preferences Relating to Age and WLB3 surveys respectively.

Level of requests to work flexibly

Having explored workplace policies and practices in relation to the provision of flexible working arrangements, this chapter now goes on to explore the recent experience that workplaces have had of actual requests from employees to work more flexibly, to examine how they have responded to these requests and to consider what factors have led employers, on occasions, to turn down requests.

Employers that reported a specific flexible working practice was available at their establishment were asked whether there had been any requests from employees over the previous 12 months to work in that way for a sustained period of time.

Overall, 40 per cent of workplaces had received a request from an employee within the previous 12 months to adopt one of the six flexible working patterns covered by the survey. A direct comparison with WLB2 is not possible in this case, since respondents to the previous survey were asked whether they had received requests to work flexibly in

²² The 2006 Survey of Employers' Policies, Practices and Preferences Relating to Age asked about the likelihood of allowing employees to reduce hours for childcare, unspecific about the age of the dependent child, whereas the Work-Life Balance Employer Survey asked about childcare for those with a dependent child aged under six and between six and sixteen. Therefore the two surveys are not strictly comparable. Nevertheless the findings are broadly similar.

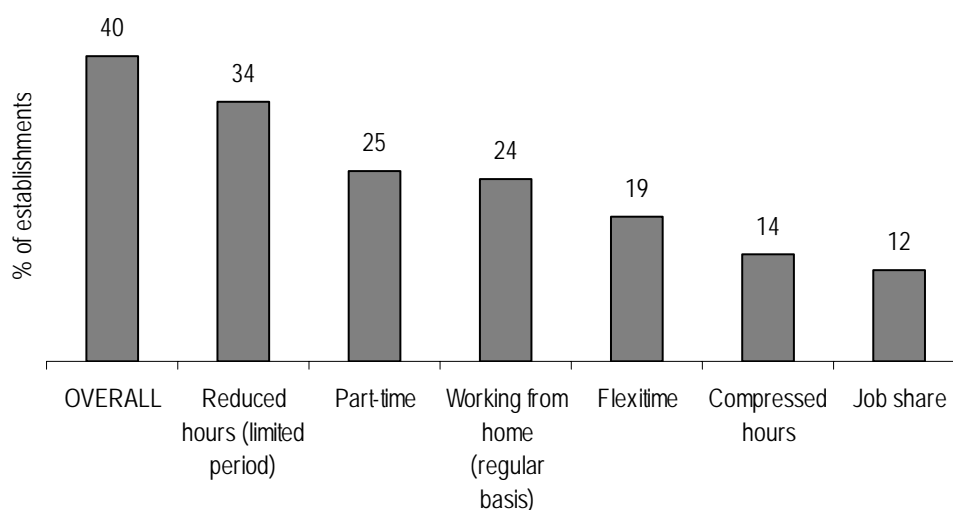
general, rather than in relation to specific working arrangements (17 per cent of workplaces in 2003 said that they had).

Table C21 (see Annex C) shows, as would be expected, the more employees an establishment had the more likely they were to have had a request to work flexibly in the past year (82 per cent of establishments with 100 or more employees compared with 33 per cent of those with between five and 24 employees). Public sector workplaces (59 per cent) were more likely than those in the private sector (37 per cent) to have received requests and requests to work flexibly were more common in workplaces with a high proportion of female employees (50 per cent of workplaces where females made up at least half of the workforce, compared with 28 per cent of workplaces where a minority of staff were female).

This finding reflects the finding in the Third Work-Life Balance *Employee* Survey that 57 per cent of those who had approached their employer in the previous two years to request a change to how they worked were female. Establishments where a member of staff had become pregnant in the previous two years were also more likely to have had a request than establishments which had not (61 per cent and 29 per cent respectively).

Of the six flexible working arrangements covered in the survey, working reduced hours for a limited period was the most likely to be requested where available, with a third (34 per cent) of workplaces where this arrangement was available receiving a request from an employee. Job sharing was the least commonly requested arrangement, with 12 per cent of establishments where it was available having had a request (see Figure 4.8).

Figure 4.8 Requests to work flexibly in the last 12 months



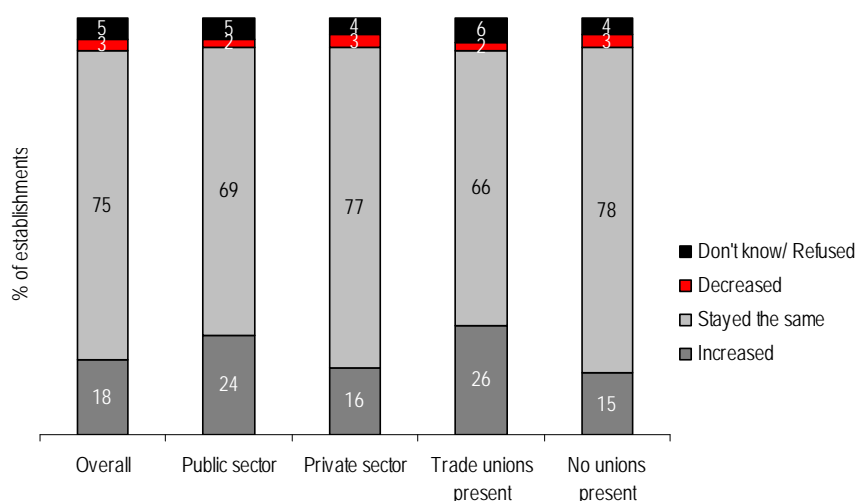
Base: All workplaces with five or more employees; All workplaces with five or more employees where the flexible working arrangement of the type mentioned is available
 Source: Third Work-Life Balance Employer Survey, 2007. Great Britain.
 Note: Figures are weighted, and based on responses from 1,462, 1,189, 1,384, 581, 923, 725 and 1,014 managers respectively

Among workplaces that had received a request from an employee to work flexibly in the previous twelve months, nine in ten (90 per cent) employers had accepted all requests with nine per cent reporting they had turned down at least one request. Looking at the types of request turned down, the most frequently mentioned were requests to work part-time (27 per cent of requests) and requests to work reduced hours for a limited period (15 per cent of requests). It should be noted that the survey did not measure the number of requests for each type of flexible working arrangement, so it is not possible to say whether requests for particular arrangements were more or less likely to be rejected than others.

As in 2003 the reasons that employers gave for turning down requests to work flexibly tended to be associated with demands on the business; the most commonly cited factors being the disruption that the change would cause and the difficulty of reorganising work among existing staff (mentioned in 43 per cent and 26 per cent respectively of requests turned down). Other factors cited included the cost to the business and the concern that to accept the request would risk damaging the quality or performance of the business (nine per cent and twelve per cent respectively of requests turned down).

Employers at workplaces where there had been requests for flexible working in the previous 12 months were asked whether the proportion of requests they were able to accept had increased, decreased or stayed the same over those 12 months. Three quarters (75 per cent) said that there had been no change over the course of the 12 months, while 18 per cent reported an increase in the proportion of requests they had accepted, compared with only three per cent reporting a decrease (see Figure 4.9).

Figure 4.9 Whether proportion of requests for flexible working arrangements that have been able to accept has changed over the last 12 months



Base: All workplaces with five or more employees where there have been requests for flexible working arrangements in the last 12 months
 Source: Third Work-Life Balance Employer Survey, 2007. Great Britain.
 Note: Figures are weighted, and based on responses from 876 managers

The tendency for workplaces to be granting more requests was more pronounced in the public sector than in the private sector (24 per cent and 16 per cent respectively) and at workplaces where unions were present than at those where there was no union presence (26 per cent and 15 per cent respectively).

All employers were asked whether in the previous year any of their employees had suggested making a claim at an employment tribunal over the right to request flexible working. Only five workplaces in the sample (less than 0.5 per cent) reported that a request to work flexibly had resulted in an employee suggesting making a claim at an employment tribunal.

Summary

Flexible working arrangements of the types covered in the survey were available in the vast majority of workplaces (95 per cent, compared with 88 per cent in 2003). In 85 per cent of workplaces at least one of the six types of flexible working arrangement was available and had been used by an employee in the 12 months prior to interview (83 per cent in 2003).

While the availability of flexible working arrangements has increased significantly for the majority of individual arrangements since 2003, take-up of the arrangements has not

increased at the same pace. The gap between availability and take-up is particularly marked in relation to job sharing, compressed hours working and working reduced hours for a limited period.

Take-up of part-time working has remained broadly stable since 2000, while take-up of job sharing and flexitime showed large increases from relatively small bases between 2000 and 2003, but now appears to have flattened out. The use by some employees of working compressed hours and working reduced hours for a limited period has shown steady and continuous growth between the three surveys, while take-up of working from home has remained stable since 2003, having declined since 2000.

In 2007, 42 per cent of workplaces had some employees using two or more of the five flexible working time arrangements that the survey covered, an increase from 36 per cent in 2003. The proportion of employees that were covered by multiple forms of flexible working time arrangements also increased from 63 per cent in 2003 to 75 per cent in 2007. Large workplaces and those in the public sector were particularly likely to have multiple forms of flexible working time arrangement in use by some employees. Only four per cent of workplaces had no flexible working arrangements available. These workplaces tended to explain that this was because flexible working was incompatible with the nature of their business.

For each of the five flexible *working time* arrangements covered, over six in ten employers that provided these arrangements said that *all* employees were eligible. Not surprisingly, home working was more likely to be restricted to certain employees. Where restrictions were in place, managerial staff were most likely to have restrictions placed on them in relation to using flexible working time arrangements, except for part-time working where they were the second most common group to have restrictions behind full-time staff; non-managerial staff were more likely to be ineligible for home working on a regular basis compared with managerial staff.

Just under six in ten employers in 2007 (57 per cent) said that it would be acceptable in all or nearly all cases for a female employee returning from maternity leave to switch from full-time to part-time working on their return to work, a slightly lower proportion than in 2003 (64 per cent). Seven in ten employers (71 per cent) said that a woman would almost always be able to keep their existing job and level of seniority in these circumstances.

Just under four in ten workplaces (38 per cent) said that such requests from other employees to switch from full-time to part-time working would be acceptable in all or nearly all cases, the same proportion as in 2003. Just over half (54 per cent) of employers said that employees would almost always be able to keep their existing job and level of seniority in these circumstances.

Most employers said that they would be likely to accept requests from staff to reduce their hours in order to meet childcare responsibilities, in the run up to retirement and in order to look after elderly parents or relatives.

Forty per cent of workplaces had received a request from an employee within the previous 12 months to adopt one of the six flexible working patterns covered by the survey. While nine in ten (90 per cent) had accepted all requests, nine per cent of these workplaces had turned down at least one request during this time. As in 2003 the reasons that employers gave for turning down requests to work flexibly tended to be associated with demands on the business, the most commonly cited factors being the disruption that the change would cause and the difficulty of reorganising work among existing staff. There was little evidence that workplaces were becoming more likely to turn down requests for flexible working and some evidence that some workplaces were becoming more likely to be able to accept requests.

5

Maternity leave and benefits

Introduction

The Third Work-Life Balance Employer Survey included a number of issues covered previously by the Maternity Rights in Britain: Survey of Employers 2002²³ (MRS 2002). The objectives of that survey included exploring employers' awareness of maternity rights and benefits; examining how maternity rights legislation operated in practice from an employer's perspective; and establishing whether employers had any difficulties with the requirements of the legislation. WLB3 was expected to build on these findings and provide comparative measures on employers' awareness and operation of maternity benefits between 2002 and 2007.

As noted earlier in the report, the legislative framework with regard to maternity leave and benefits changed for women whose babies were due on or after 1 April 2007, midway through the WLB3 survey. A number of new regulations were introduced through the Work and Families Act 2006 including extending maternity leave and pay and introducing 'keeping in touch' days for mothers. This chapter looks at employers' awareness of and attitudes towards these changes. The date on which the new legislation came into force provides a useful comparative marker as to whether there were any differences in provision before and after the legislation came into effect.

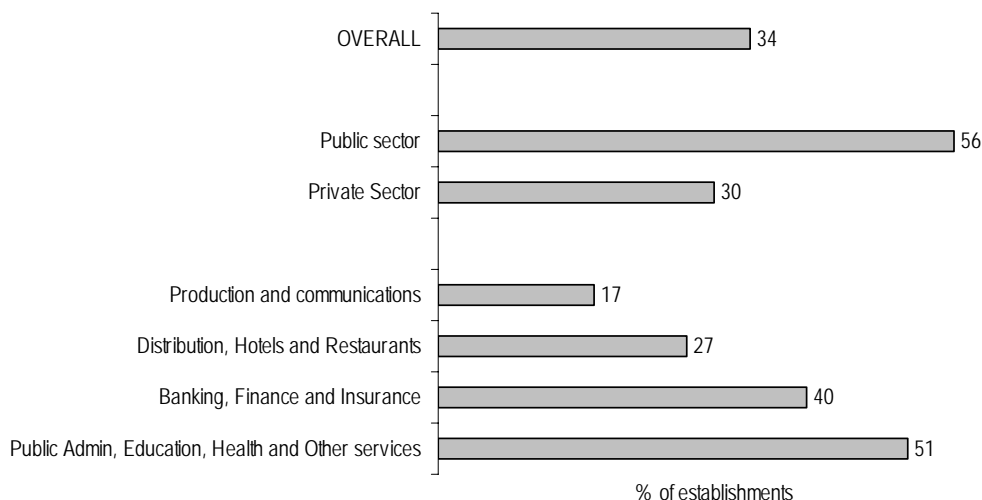
The chapter also explores the extent to which employers provide maternity leave and pay beyond the statutory minimum requirements. The chapter concludes by looking at any problems employers had experienced with maternity rights and leave in the workplace and whether they had received any formal complaints from employees in relation to maternity rights in the two years prior to taking part in WLB3.

Current levels of maternity leave

While the presence of women, and more particularly women of child-bearing age, will have some influence on the importance of maternity rights to each establishment, the number of recent pregnancies is the most direct indicator of the relevance of the legislation to an employer. Employers were asked to say whether there had been a pregnancy at the establishment in the previous two years (defined as a 'recent pregnancy'). In just over one third of workplaces (34 per cent) there had been a recent pregnancy (see Figure 5.1).

²³ Bonjour, D. et al (2004)

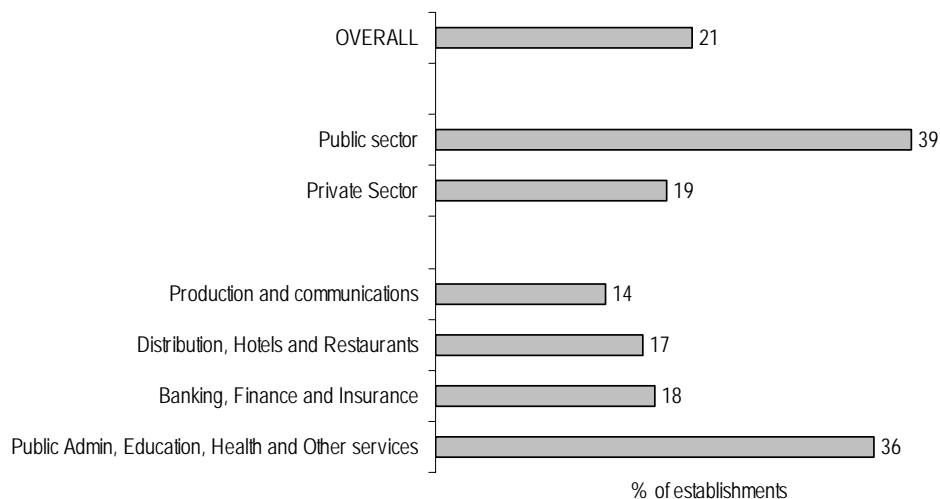
Figure 5.1 Recent pregnancies among workplaces with five or more employees, 2007



Base: All workplaces with five or more employees (WLB3)
 Sources: Third Work-Life Balance Employer Survey, 2007, Great Britain.
 Note: Figures are weighted, and based on responses from 1,462 managers

The proportion of workplaces that reported recent pregnancies was higher than reported in the Maternity Rights In Britain: Survey of Employers in 2002, although the MRS 2002 included workplaces with one to four employees, so is not directly comparable (see Figure 5.2). The MRS 2002 indicated that there were more incidences of pregnancy within the public sector than in the private sector. The same was true in the 2007 survey. Similar differences were also noted between industry sectors.

Figure 5.2 Recent pregnancies among all workplaces, 2002



Base: All workplaces (MRS)
 Sources: Maternity Rights In Britain: Survey of Employers, 2002, Great Britain.
 Note: Figures are weighted, and based on responses from 1,501 managers

In 2007, at workplaces where there had been a pregnancy in the last two years 94 per cent of employers said that female staff had taken maternity leave. Put another way, among all employers one third (32 per cent) had a female member of staff who had taken maternity leave in the last two years.

Approximately six per cent of all female staff who worked for employers that took part in the survey had taken maternity leave in the previous two years. Thus of all employees who were represented by an employer in the survey, around 2300 female staff had taken maternity leave in the previous two years. Four in five female staff (80 per cent) who had taken maternity leave had been paid Statutory Maternity Pay.

Under current legislation, all employers are entitled to recover the cost of paying SMP through HMRC. Around seven per cent of employers who had paid female staff SMP in the last two years said that they had not reclaimed the full cost from HMRC. However 26 per cent did not know whether they had. This high level of uncertainty is perhaps indicative of the fact that respondents were generally human resource specialists whereas the administration of SMP would predominantly be dealt with by payroll departments. Awareness of this entitlement also lends weight as to why not all employers are recovering the costs of paying out SMP. It was found that 73 per cent of all managers interviewed were aware that employers could get at least some of the SMP contributions reimbursed (whether they were aware of the exact detail or not).

The amount of SMP an employer can recover depends on the total gross amount of employer and employee Class 1 National Insurance (NI) contributions they have paid in the appropriate tax year:

- Employers whose Class 1 NI contributions are £45,000 or less are able to claim back all of the costs of providing SMP plus 4.5 per cent compensation. Of those employers who reported their Class 1 NI contributions were less than £45,000 per year and were aware generally that employers could reclaim at least some of the costs of SMP, 78 per cent said that they had or would claim these costs back from HMRC.
- Employers who reported their Class 1 NI contributions were greater than £45,000 per year are able to claim back 92 per cent of SMP. Amongst the employers who were aware they could reclaim the costs of SMP, a similar proportion reported that they had or would claim these costs back from HMRC (74 per cent).

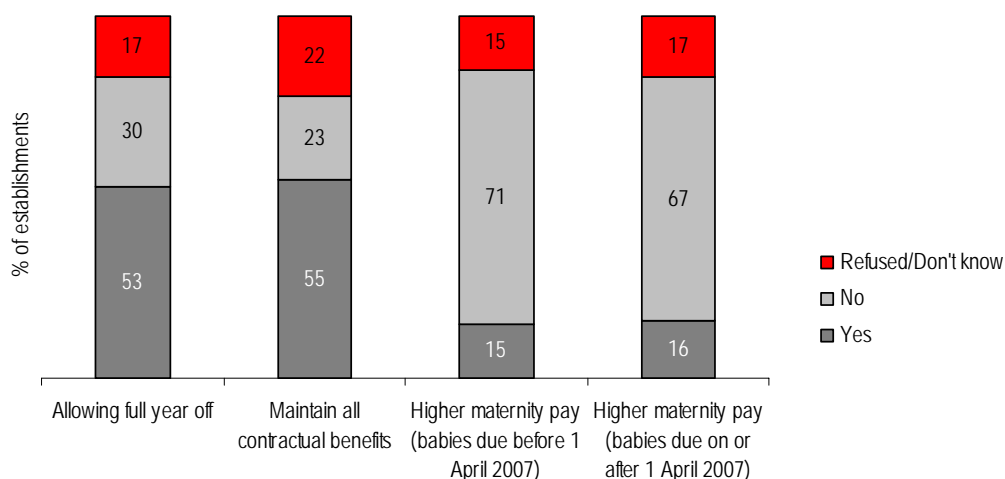
Extra-statutory provision of maternity benefits

Leave and contractual benefits

One of the changes to maternity rights legislation in April 2007 was to allow *all* mothers to have a whole year of maternity leave. Before this change, mothers who had worked for less than 26 weeks in their job were only entitled to six months' Ordinary Maternity Leave and were not entitled to take Additional Maternity Leave. All employers were asked whether they allowed *all* mothers who were due to have a baby before 1 April 2007 to have a full year off work. Just over half (53 per cent) of workplaces had already allowed all mothers to have a full year off work if their baby was due before 1 April 2007²⁴ (see Figure 5.3), although around one in six (17 per cent) respondents were unsure whether or not they provided this benefit. Given that the vast majority of female employees were already entitled to twelve months maternity leave, this finding should be treated with caution.

²⁴ Measures of extra-statutory provision of maternity benefits exclude employers that said no female employees have ever had a baby

Figure 5.3 Provision of extra-statutory maternity benefits



Base: All workplaces with five or more employees, excluding those where the respondent said it did not apply as they had no female employees who had had a baby
 Source: Third Work-Life Balance Employer Survey, 2007. Great Britain.
 Note: Figures are weighted, and based on responses from 1,230, 1,269, 1,253 and 1,332 managers respectively

Just over half of workplaces (55 per cent) said that they maintained all of an employee’s contractual benefits (other than pay) irrespective of the length of maternity leave. Establishment size was a key factor in whether workplaces maintained all of an employee’s contractual benefits (78 per cent with 100 or more employees, compared with 51 per cent of establishments with between five and 24 employees). Trade union presence was another important factor with 65 per cent of those with a union presence maintaining all benefits, compared with 52 per cent of those without.

Pay

Along with the increase to statutory maternity leave, the legislative changes also increased the duration of Statutory Maternity Pay for mothers whose baby was due on or after 1 April 2007 from 26 weeks to 39 weeks.

Employers were asked whether they paid any mothers whose baby was due before 1 April 2007 more than the statutory minimum (extra-statutory maternity pay). Only 15 per cent of employers reported that they did pay mothers more than the statutory minimum. However, because larger workplaces were disproportionately likely to do so (33 per cent with 100 or more employees, compared with 13 per cent with less than 100), this covered 41 per cent of employees.

As Table C23 (see Annex C) shows, union presence was a key factor in determining whether workplaces already provided extra-statutory maternity pay: thirty-four per cent of workplaces with a union presence provided extra-statutory pay, compared with seven per cent of those without a union presence.

Commercial considerations also appear to have been an influence with only 11 per cent of private sector establishments providing extra-statutory maternity pay prior to 1 April 2007, compared with 31 per cent of public sector establishments.

Analysis using CHAID confirms that union presence is the primary determinant²⁵ of whether workplaces already provided extra-statutory maternity pay. Further analysis indicates that, among establishments with a union presence, those within organisations with between 1,000 and 9,999 employees and operating in the public sector were particularly likely to provide extra-statutory maternity pay. Nearly six in ten workplaces (57 per cent) of this type provided maternity pay beyond the statutory requirement.

Of those establishments that did provide extra-statutory pay prior to April 2007 over three-quarters (78 per cent) did so for all mothers, with no eligibility restrictions. Where restrictions did apply, mothers were usually only eligible for this additional benefit if they had a sufficiently long service record. Just over four in ten (42 per cent) of the establishments that provided extra-statutory maternity pay provided full pay for *some* of the mother's maternity leave, with ten per cent reporting that they paid full pay for the *entire duration* of the leave.

The first six weeks of SMP is paid at 90 per cent of the woman's average weekly earnings with no upper limit. The remaining weeks it may be paid at the standard rate (£108.85 per week prior to 6 April 2007; £112.75 per week from 6 April 2007²⁶) or at a rate equal to 90 per cent of the woman's average weekly earnings if this rate is less than the standard rate of SMP. The number of weeks of SMP payable increased from 26 weeks to 39 weeks for those women with an expected week of childbirth on or after 1 April 2007.

Employers were asked whether they paid more or were going to pay more than the statutory minimum for mothers whose baby was due *on or after* 1 April 2007. It emerged that 16 per cent of workplaces were going to pay or paid more than the statutory minimum, which covered 40 per cent of employees. As with extra-statutory pay prior to April 2007, private sector establishments were less likely than those in the public sector to say they would pay more than the statutory minimum (14 per cent and 27 per cent respectively). Similarly establishments with 100 or more employees were more likely than those with less than 100 employees to pay extra (32 per cent and 15 per cent respectively). However, analysis using CHAID again identified union presence as the primary determinant²⁷ of whether workplaces would provide extra-statutory maternity pay.

Where it was available, extra-statutory maternity pay for mothers whose baby was due on or after 1 April 2007 was usually provided on an unrestricted basis (75 per cent of employers did not apply any eligibility criteria to their female employees). Where criteria

²⁵ Among the variables that were tested: these were sector (public or private); size of establishment (5-24, 25-99 or 100 employees or more); trade union presence (none or present, irrespective of recognition); Government Office Region; size of organisation; single independent establishment or part of a larger organisation; percentage of part-time employees; percentage of female employees; percentage of managers; percentage of managers that are female; number of flexible practices available; whether any pregnancies in last two years; whether any staff took maternity leave in last two years; and date of interview (pre/post 1 April 2007).

²⁶ The statutory minimum of £108.85 per week was uprated to £112.75 per week from 6 April 2007. An uprating is made at the start of each tax year.

²⁷ Among the variables that were tested: these were sector (public or private); size of establishment (5-24, 25-99 or 100 employees or more); trade union presence (none or present, irrespective of recognition); Government Office Region; size of organisation; single independent establishment or part of a larger organisation; percentage of part-time employees; percentage of female employees; percentage of managers; percentage of managers that are female; number of flexible practices available; whether any pregnancies in last two years; whether any staff took maternity leave in last two years; and date of interview (pre/post 1 April 2007).

were applied, the main criterion was that women needed to have sufficiently long service records. Around one in seven (14 per cent) employers that provided extra statutory pay after 1 April 2007 provided full pay for a mother's *entire* maternity leave.

In summary levels of provision of extra statutory pay before and after 1 April 2007 were very similar. In fact there was a strong correlation between the provision of extra statutory pay before and after 1 April 2007: around three-quarters (74 per cent) of employers who provided extra-statutory pay before 1 April 2007 continued to do so after this date.

Provision of maternity leave schemes

As in the 2003 survey, employers were asked about additional maternity schemes they provided to support employees on maternity leave and on their return to work. Employers were asked whether they provided either a keep-in-touch scheme or a re-training scheme for mothers when they returned to work. Just under half of workplaces (47 per cent) provided a re-training scheme and 44 per cent a keep-in-touch scheme. The proportion of employers providing these schemes had increased significantly since WLB2 in 2003 when just over a third provided a keep-in-touch scheme (35 per cent) and just under a quarter (24 per cent) provided a re-training scheme. Just over one-third (36 per cent) of establishments, compared with 54 per cent in 2003, provided neither scheme.

Table C24 (see Annex C) shows that the prevalence of both maternity schemes was more widespread among public sector establishments than private sector establishments (61 per cent and 41 per cent respectively for keep-in-touch schemes; and 59 per cent and 45 per cent respectively for retraining schemes). The size of the establishment and the presence of unions were also positively correlated with the prevalence of the two schemes. Keep-in-touch schemes were operated in 72 per cent of workplaces with 100 or more employees compared with 40 per cent of workplaces with between five and 24 employees. Retraining schemes were operated by 60 per cent and 45 per cent of those types of workplace respectively. Keep-in-touch schemes were operated in 63 per cent of workplaces with a recognised trade union compared with 38 per cent of workplaces with no union presence. Retraining schemes were operated by 57 per cent and 43 per cent of those types of workplace respectively. The 2003 survey found that provision of these arrangements was also more widespread among workplaces that were part of larger organisations compared with those that were single, standalone sites. This finding was mirrored in 2007 (53 per cent and 32 per cent respectively for keep-in-touch schemes; and 57 per cent and 34 per cent respectively for retraining schemes).

Unsurprisingly, if an establishment had experienced a recent pregnancy (within the previous two years) then it was more likely to operate these maternity schemes than if there had not been a recent pregnancy (58 per cent and 36 per cent respectively for keep-in-touch schemes; and 61 per cent and 40 per cent respectively for retraining).

Problems with maternity leave in the workplace

To examine further the issue of maternity rights with employers, they were asked specifically whether management at the establishment had experienced any problems with maternity rights and benefits in the previous two years. Just two per cent of employers reported having any problems. These findings are consistent with the Maternity Rights in Britain: Survey of Employers 2002 which found that less than two per cent of establishments that employed women had experienced a problem. As observed in the MRS survey, this figure rises to five per cent when the analysis is limited to just those establishments that had experienced a recent pregnancy. The two surveys are not strictly comparable however as the MRS survey covered all workplaces whereas the

Work-Life Balance employer survey covered just those with five employees or more. It is still a useful benchmark nonetheless.

Of the twenty-six establishments in the survey that had experienced a problem, the majority of these (92 per cent) were based in the private sector. Commonly cited problems included employees wanting to return to work on a flexible basis and employees using maternity rights as a way of having an extended period of paid leave. However, the base size for this question is such that the reasons given cannot be generalised to industry more widely.

Returning to work

Following a woman's period of maternity leave, maternity rights legislation requires that a mother be allowed to return to the same or a similar job for the same employer for whom she worked before. Employers were asked whether women who had come back from maternity leave in the last two years had come back to the same job or not. Excluding employers that said those women had not come back from maternity leave yet and so were unable to give an answer, over eight in ten employers (83 per cent) reported that all women returned to the same or a very similar job (see Table C25 in Annex C). This was comparable to the result obtained in the MRS 2002 when 85 per cent of establishments said that all women returned to the same or a very similar job.

If an employer had said that not all women had returned to the same job, they were asked whether they thought that those women had been unhappy about coming back to a different job and not being able to return to their previous job. Over four in five employers (82 per cent) reported that this group of women had not been unhappy, although it should be remembered that is the employer's perception, not that of their employees.

The 2007 survey aimed to further explore the reasons why maternity rights and benefits are seen as a problem by some employers. Employers that had experienced a woman taking maternity leave in the last two years were asked whether they had ever found it difficult to hold a job open for an employee on maternity leave. One in five (20 per cent) reported that they had found it difficult. Table C26 (Annex C) provides a detailed breakdown of responses to this question. Establishments were disproportionately likely to report difficulties if they were:

- in the private sector (24 per cent reporting difficulties, compared with eight per cent of public sector establishments)
- had no union presence (26 per cent, compared with 12 per cent of those with a union presence)
- part of an organisation with less than 1,000 employees (28 per cent, compared with nine per cent that were part of an organisation with over 1,000 employees)
- a single site workplace (28 per cent, compared with 16 per cent of workplaces that were part of a larger organisation).

As these findings suggest, experiencing difficulty keeping jobs open was strongly associated with operating in the private sector, having a relatively small workforce and having no union presence: 62 per cent of those workplaces that said they experienced these difficulties were small private sector workplaces with between five and 24 employees and over three quarters (79 per cent) had no union presence.

Employers that reported ever having difficulties holding a job open for an employee on maternity leave, or that women had returned to a different job and been unhappy about it, were asked to describe the extent of their difficulties.

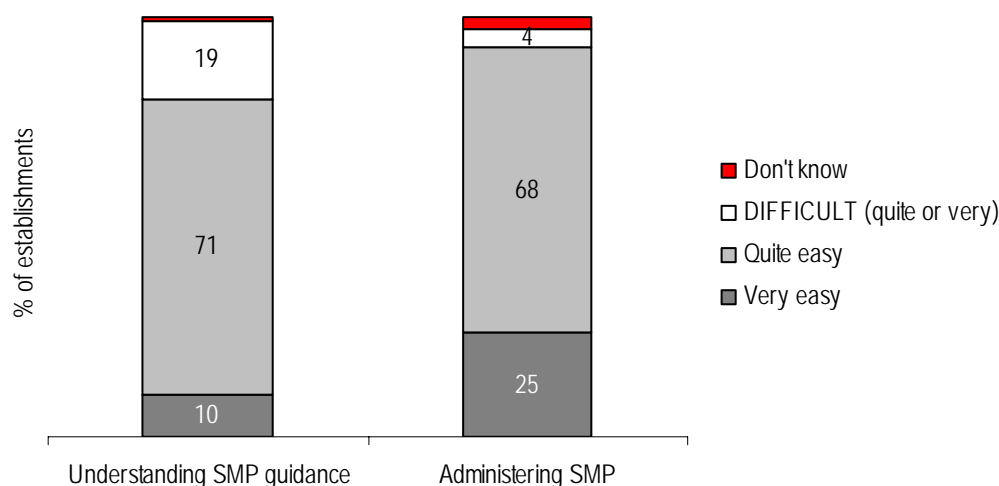
Around half (49 per cent) described their difficulties as substantial, 38 per cent described them as moderate and the remainder (12 per cent) said that the problems were minimal. Although the base size for this question is too small to allow for detailed sub-groups analysis, the results indicate that smaller establishments and those in the private sector were particularly likely to experience significant difficulties.

The most common difficulty that these workplaces experienced was with finding staff to cover the job temporarily, mentioned by two-thirds (67 per cent) of those who had experienced difficulties. Other problems cited were that it was expensive to hire temporary staff to cover maternity leave (12 per cent); that the business performance was adversely affected (nine per cent); and that the absence of experienced staff on maternity leave left a skills gap in the organisation (eight per cent).

Turning to the issue of Statutory Maternity Pay specifically, employers were asked to describe how easy or difficult they found it to administer as well as how easy or difficult they found the Government's guidance about it to understand.

Excluding those respondents who said they did not deal with SMP at their establishment, the majority of workplaces found the Government's guidance on Statutory Maternity Pay to be easy to understand (81 per cent) (see Figure 5.4 and Table C27 in Annex C).

Figure 5.4 Ease of understanding SMP guidance and administering SMP



Base: All workplaces with five or more employees, where there have been women taking maternity leave in the past two years and the respondent deals with SMP at the workplace
 Source: Third Work-Life Balance Employer Survey, 2007. Great Britain.
 Note: Figures are weighted, and based on responses from 718 and 574 managers respectively

Administering SMP was slightly easier for workplaces with 94 per cent of workplaces reporting that they found it easy to administer (see table C28 in Annex C). This does not take into account 33 per cent of employers as the respondent interviewed said they did not deal with SMP at their establishment. The administration of SMP would be expected to be conducted through payroll departments and so interviewing human resources specialists excluded many from being able to give an answer to this question.

Of the minority of employers that reported finding the Government's guidance difficult to understand, over one-third (35 per cent) highlighted the terminology used as a particular difficulty. Others stated that they rarely had to use the guidance so found it difficult to pick up when they did have to refer to it (15 per cent). There were too few responses as to why some employers found the administration of SMP difficult to draw clear conclusions and so are not presented here.

Naturally if there were more problems with maternity rights and pay, one would expect there to be more disputes between management and employees on these issues. However due to the low incidence of any reported problems, the number of disputes and formal complaints was also very low. In fact, 98 per cent of workplaces had not had any employees or their representatives raise a complaint about their compliance with maternity rights legislation.

Of the small number of workplaces that did report that there had been complaints raised, over a third (38 per cent) reported that some of the parties involved were considering making an application to an employment tribunal. However, in none of the cases was it reported that the complaint actually led to an employee making a claim to an employment tribunal.

Summary

Over a third of British workplaces have had a pregnancy within the last two years, with nearly all of these women taking maternity leave. The majority of these women were also paid Statutory Maternity Pay. Seven per cent of these employers did not claim the costs back from HMRC, although over a quarter of respondents did not know whether they had.

There was some evidence of extra-statutory maternity benefits being provided with over a half of employers allowing a full year off for mothers, even before the legislative change in April 2007 (though due to the nature of the legislative change, this finding should be treated with some caution). Provision of extra-statutory pay during maternity leave was less common with only around 16 per cent of employers saying that they would pay more than the minimum.

The provision of maternity leave schemes like retraining for returning mothers and keeping in touch schemes both increased significantly from the levels reported in 2003. Over six in ten workplaces now provided either of these schemes. Public sector establishments were particularly likely to provide these schemes.

There were very few reports of problems with maternity leave in the workplace with only two per cent of employers reporting any problems. Reports of complaints from employees to do with maternity rights legislation were also extremely low.

An issue explored was that of holding jobs open for women on maternity leave. The reasons why some employers found this to be a problem included the difficulties in finding staff to cover the job temporarily and the costs associated with having to replace an experienced member of staff with a temporary staff member. Statutory Maternity Pay was also examined with respect to the guidance given by the government and the administration of it in the workplace. Few workplaces reported any difficulties in both understanding and administering SMP.

6

Paternity leave

Introduction

There have been statutory requirements for paternity leave in place since 2003. Partners of mothers having a baby are entitled to a minimum of two weeks paternity leave paid at a statutory rate of £108.85 per week²⁸ as long as they:

- have been continuously employed by their current employer for 26 weeks or more by the 15th week before the baby is due; and
- are the father of the child and expect to have responsibility for the child; or
- are married to, or are the partner of, the child's mother, but are not the child's father, and expect to have the main responsibility along with the mother for the upbringing of the child.

As the legal right to paternity leave was introduced after the previous Work-Life Balance employer survey, it is not possible to make direct comparisons between the 2003 and 2007 surveys. Previous Work-Life Balance surveys focused on the proportions of employers that provided paternity leave and had written policies regarding paternity leave. The 2007 survey looked in more detail at the proportion of men who had taken paternity leave, employers' extra-statutory provision of paternity leave and problems providing paternity leave.

Provision of paternity leave

In total, 29 per cent of workplaces had experienced fathers taking time off around the birth of a child in the previous two years. A detailed breakdown by workplace characteristics can be found in Table C29 (see Annex C).

Among workplaces that had fathers who had taken paternity leave, the majority (56 per cent) reported that this applied to just one employee. Aggregating this to all workplaces, just 11 per cent of workplaces in the survey had had two or more employees take paternity leave in the previous two years.

Although all fathers are entitled to Statutory Paternity Pay, not all fathers choose to use their entitlement. For example, some fathers choose to take annual leave around the time of the birth often so that they receive full pay during their time off. Among the 1,462 establishments surveyed, a total of 1,158 fathers were reported to have taken time off around the birth of a child in the previous two years; of these 88 per cent had received Statutory Paternity Pay.

The evidence suggests that many employees who do not claim Statutory Pay take time off as annual leave or holiday instead. A third of workplaces (32 per cent) who had fathers who had taken paternity leave reported that fathers sometimes did this. This behaviour was more common at private sector workplaces (35 per cent) than it was at

²⁸ The statutory minimum of £108.85 per week was updated to £112.75 per week from 6 April 2007. An updating is made at the start of each tax year.

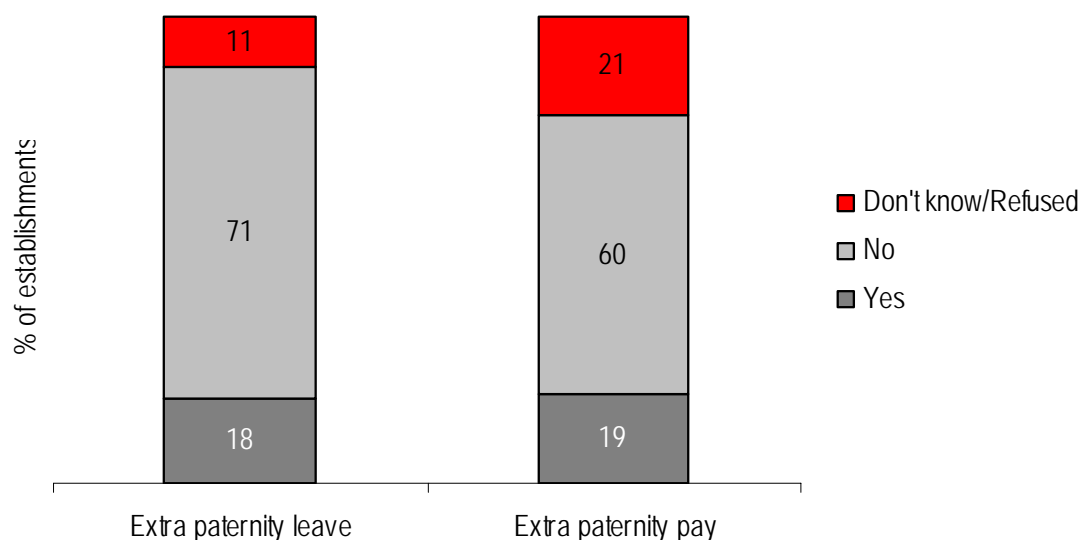
public sector workplaces (12 per cent). Similarly fathers may choose to ‘top-up’ their paternity leave by taking annual leave or holiday, allowing them to take more than the statutory two weeks leave. Almost six in ten workplaces (56 per cent) that had fathers who had taken paternity leave said that this had happened in the past. A more detailed breakdown by workplace characteristics can be found in Table C30 (see Annex C).

Current legislation specifies that the two week statutory period of paternity leave must be taken in a single block - employees are not permitted to split these two weeks into shorter periods of leave. Employers in the survey were asked whether they thought that this was too inflexible. The majority (59 per cent) of all employers felt that this regulation was *not* too inflexible, although a sizeable minority (36 per cent) thought that it was. The remaining five per cent were unsure either way.

Extra-statutory Paternity Leave

While all fathers are entitled to a minimum of two weeks Statutory Paternity Leave, some establishments choose to offer additional leave around the time of a birth (Extra-statutory Paternity Leave). Overall, 18 per cent of establishments surveyed offered extra-statutory paternity leave²⁹, which covered ten per cent of employees. This compared with 53 per cent of establishments that offered extra-statutory maternity leave (see Chapter 5). Seven in ten establishments (71 per cent) reported that no extra-statutory leave was available. Figure 6.1 summarises the provision of extra-statutory paternity benefits to fathers.

Figure 6.1 Provision of extra-statutory paternity leave and pay



Base: All workplaces with five or more employees, where male employees had had a baby; All workplaces with five or more employees
 Source: Third Work-Life Balance Employer Survey, 2007. Great Britain.
 Note: Figures are weighted and based on responses from 1,282 and 1,462 managers respectively

At nearly half (44 per cent) of the establishments that provided extra-statutory leave, the respondent said that they did not know how much additional leave fathers were entitled to. Excluding cases where the amount of additional leave was unknown, 14 per cent of establishments provided less than one weeks' additional leave, 57 per cent provided

²⁹ Measures of extra statutory provision of paternity benefits exclude employers that said no male employees had had a baby.

between one and three weeks' additional leave and 29 per cent provided three weeks or more of additional leave. The bases are too small to comment on the variation in leave arrangements by type of establishment.

As Table C31 (see Annex C) shows, there was no difference in the provision of extra-statutory leave between public and private sector establishments. Perhaps surprisingly, however, the greater the number of employees at the establishment the less likely that establishment was to provide extra-statutory leave (19 per cent of establishments with between five and 24 employees, compared with eight per cent of establishments with 100 or more employees). Findings were similar in relation to the size of the organisation to which the workplace belonged. Workplaces that were part of organisations with less than 1,000 employees were more likely than those that were part of organisations with 1,000 or more employees to provide extra-statutory leave (20 per cent and 13 per cent respectively). Single, independent workplaces were also more likely to provide extra-statutory leave than workplaces that were part of a larger organisation (24 per cent and 15 per cent respectively). Analysis using CHAID identified the size of the establishment as the primary determinant³⁰ of whether workplaces provided extra-statutory paternity leave, although, as indicated above, the general trend for larger establishments to offer better provision than smaller establishments was reversed here.

Extra-statutory Paternity Pay

As well as providing additional leave for fathers around the time of a birth, some employers choose to pay fathers more than the statutory rate of £108.85³¹ for the period they are on leave. Around one in five establishments (19 per cent), covering 41 per cent of employees, paid fathers more than the statutory rate, with 60 per cent of establishments paying only the statutory rate. A relatively large proportion of employers (20 per cent) did not know whether or not their organisation paid extra-statutory paternity pay. It is likely, therefore, that the figure of 19 per cent of establishments cited above underestimates provision, on the assumption that a proportion of the establishments where the respondent was unsure did in fact provide extra-statutory pay.

Provision of extra-statutory paternity pay varied by sector and size of establishment. Public sector establishments (26 per cent) were more likely than those in the private sector (18 per cent) to pay fathers more than the statutory rate and larger workplaces were more likely than smaller establishments to do so: thirty-nine per cent of workplaces with 100 or more employees did so, compared with 17 per cent of workplaces with between five and 24 employees. This finding contrasts with the earlier finding relating to extra-statutory paternity leave, which was more prevalent in smaller workplaces.

Analysis using CHAID indicates that size of establishment was the primary determinant³² of whether workplaces provided extra-statutory paternity pay, with sector (public or private) a secondary determinant among large establishments: fifty-eight per cent of

³⁰ Among the variables that were tested: these were sector (public or private); size of establishment (5-24, 25-99 or 100 employees or more); trade union presence (none or present, irrespective of recognition); Government Office Region; size of organisation; single independent establishment or part of a larger organisation; percentage of part-time employees; percentage of female employees; percentage of managers; percentage of managers that are female; number of flexible practices available; whether any pregnancies in last two years; whether any staff took maternity leave in last two years; and date of interview (pre/post 1 April 2007).

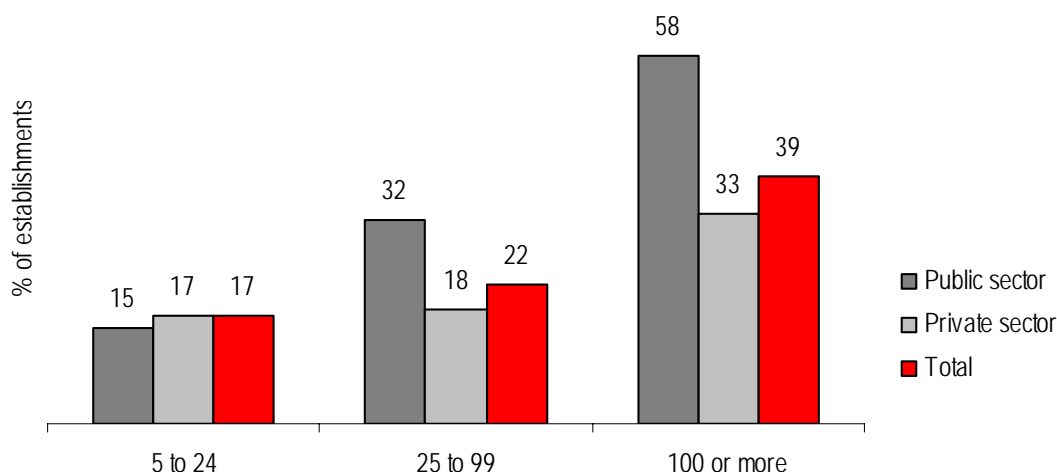
³¹ Increased to £112.75 from 6 April 2007.

³² The variables that were tested were the same ones used to test extra-statutory provision of paternity leave.

establishments with 100 or more employees in the public sector provided extra-statutory pay, compared with 33 per cent of those in the private sector.

As Figure 6.2 shows, public sector workplaces with 25 or more employees were considerably more likely than workplaces of the equivalent size in the private sector to pay fathers more than the statutory rate, although this pattern was not apparent among workplaces with less than 25 employees.

Figure 6.2 Provision of extra-statutory paternity pay by number of employees at workplace within sector



Base: All workplaces with five or more employees
 Source: Third Work-Life Balance Employer Survey, 2007. Great Britain.
 Note: Figures are weighted and based on responses from 1,462 managers

The majority of establishments that provided extra-statutory pay (60 per cent) provided full pay for the *whole* period of paternity leave, while three in ten (29 per cent) provided full pay for *some* of this period. The remainder comprised workplaces that offered another form of payment above the statutory amount (seven per cent) and a small proportion (three per cent) who were not sure of the detail of their provision. Among establishments that provided extra-statutory pay, single independent establishments were more likely to provide full pay for the whole period of leave than establishments that were part of a larger organisation (74 per cent and 50 per cent respectively).

Problems providing Paternity Leave

Few workplaces had ever experienced any problems with fathers taking paternity leave. Just six per cent of workplaces where fathers had taken time off around the birth of a child in the past two years said that there had been problems because a father had not provided enough notice. Currently fathers must inform their employer of the start date of the leave period in or before the fifteenth week before their baby is born. One in twenty employers (five per cent) said that there had been other types of problem at the establishment with fathers taking paternity leave (43 workplaces in total). The number of establishments this applied to was too small to comment on the types of problems that had been experienced.

Summary

Although employees are entitled to statutory paternity leave, around one in ten fathers are choosing not to take statutory leave around the time of a birth. A significant proportion of fathers take annual instead of, or as well as, statutory paternity leave.

Extra-statutory paternity benefits are fairly uncommon: just 18 per cent of employers offered additional leave to their employees and 19 per cent offered additional paternity pay. Most employers who offered extra-statutory leave provided between one and three weeks additional leave. Six in ten employers (60 per cent) that offered extra-statutory pay provided full pay for the whole period of paternity leave. Whilst larger workplaces were more likely to provide extra-statutory paternity pay than smaller workplaces, the reverse was true with respect to extra-statutory paternity leave.

Public sector workplaces with 25 or more employees were more likely than their private sector equivalents to provide extra-statutory pay.

7

Parental Leave and other special leave

Introduction

Chapters five and six looked specifically at leave provided around the time of the birth of a child. Some employers provide other types of parental leave for their employees. These can include granting unpaid leave to parents to look after children. Under current legislation, parents with at least one year's continuous service are entitled to thirteen weeks unpaid parental leave (or eighteen weeks for parents of a disabled child). This leave can be taken up to the child's fifth birthday or eighteenth birthday for a disabled child.

A further legislative provision is the right to time off for dependants in an emergency. This right allows employees to take a reasonable amount of time off work to deal with certain unexpected or sudden emergencies involving a dependant, and to make any necessary longer-term arrangements. A dependant is the husband, wife, child or parent of the employee, or may be someone living with the employee as part of their family or someone who reasonably relies on them to arrange care. The right does *not* include an entitlement to pay. The survey covered how likely employers were to allow this time off, as well as other reasons why employees may ask for time off at short notice not covered by legislation, including time off to deal with household emergencies such as floods and to care for sick pets. The chapter also looks at special arrangements for employees with different religious or cultural needs.

Incidence of parental leave

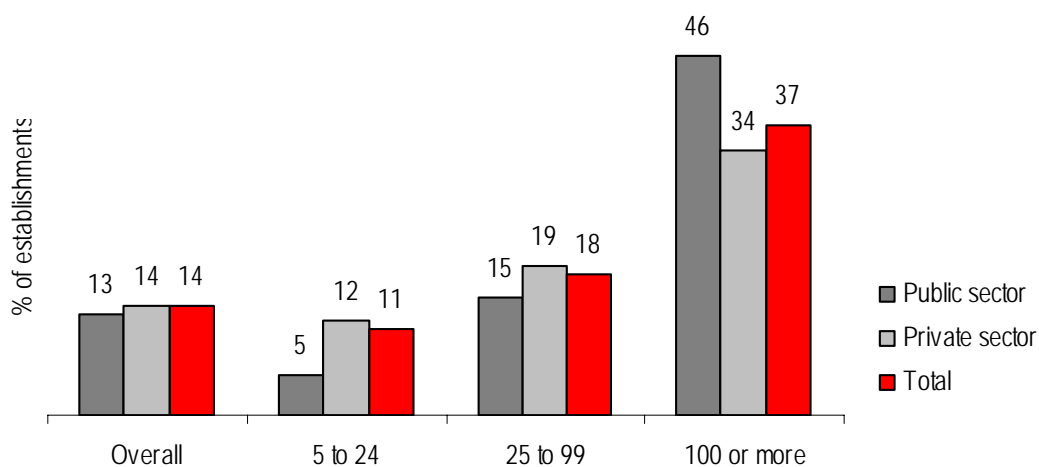
Around one in seven employers (14 per cent) had at least one employee who had taken parental leave in the 12 months prior to taking part in the survey. This was comparable to the incidence of parental leave in 2003 (also 14 per cent).

As Figure 7.1 shows, take-up of parental leave varied by the number of employees at the workplace but not by sector. As would be expected, workplaces with more employees were more likely to have at least one employee who had taken parental leave in the previous 12 months.

Take-up of parental leave also varied by the number of employees at the workplace within sector. Looking just at smaller workplaces (five to 24 employees), private sector establishments were more likely to have employees who had taken parental leave (12 per cent compared with five per cent of public sector establishments). Conversely, looking just at larger workplaces (100 or more employees) public sector establishments were more likely to have employees who had taken parental leave (46 per cent compared with 34 per cent of private sector establishments). Further detail is provided in Table C32 in Annex C. A similar relationship was observed in 2003.

The survey did not collect the number of employees at each organisation who had taken parental leave. It is not therefore possible to comment on the proportion of employees in total who had taken parental leave.

Figure 7.1 Take-up of parental leave by number of employees at workplace within sector



Base: All workplaces with five or more employees
 Source: Third Work-Life Balance Employer Survey, 2007. Great Britain.
 Note: Figures are weighted and based on responses from 1,462 managers

Provision of special leave

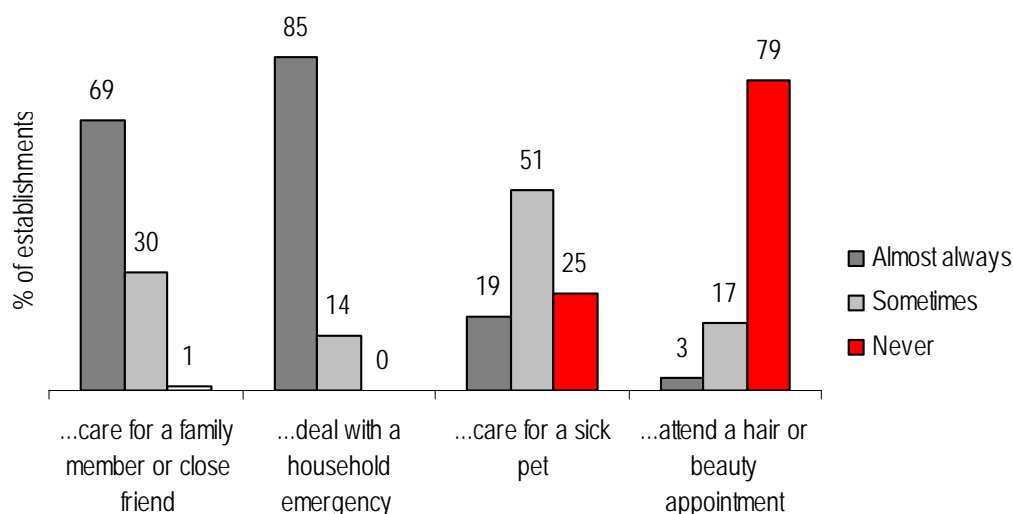
The survey asked employers how likely the establishment was to grant four different types of leave at short notice. These were: time off to care for a family member or a close friend; time off to deal with a household emergency like a flood; time off to care for a sick pet; and time off to attend a hair or beauty appointment.

Table C33 (see Annex C) shows that employers were most likely to allow time off to care for a member of family or close friend or to deal with a household emergency; 99 per cent of employers said that their establishment would allow both types of leave almost always or sometimes.

Public sector establishments were more likely than private sector establishments to allow leave at short notice to care for a family member or close friend (78 per cent and 68 per cent respectively would almost always allow this). There were no differences in response for any of the other three measures.

Not unexpectedly, employers were considerably less likely to grant leave at short notice for employees to care for a sick pet or to attend a hair or beauty appointment. A quarter (25 per cent) said that leave would never be granted to care for a sick pet. Most employers (79 per cent) said that leave at short notice would never be granted for an employer to attend a hair or beauty appointment (see Figure 7.2).

Figure 7.2 Provision of 'other' special leave



Base: All workplaces with five or more employees
 Source: Third Work-Life Balance Employer Survey, 2007. Great Britain.
 Note: Figures are weighted and based on responses from 1,462 managers

How special leave is arranged

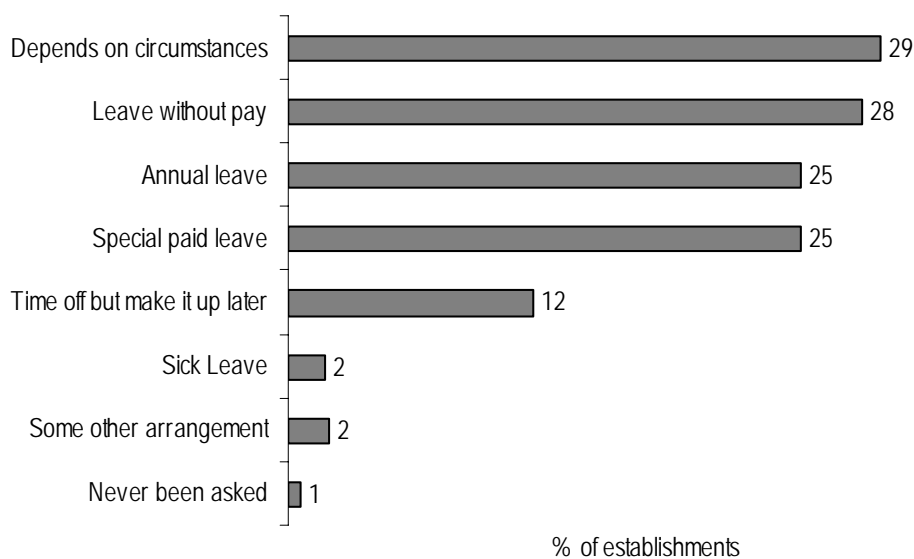
All employers were asked how time would be accounted for if an employee needed to take time off at short notice to deal with an emergency involving a family member or close friend (see Figure 7.3 and Table C34 in Annex C). Three in ten employers (29 per cent) said that this depended entirely on the circumstances and therefore could not answer. Employers who were able to answer commonly said that employees could take this time as leave without pay (28 per cent), special paid leave (25 per cent) or annual leave (25 per cent). Public sector and private sector workplaces varied considerably in this respect. Employers working for public sector organisations were more likely to say that time off to deal with an emergency would generally be taken as special paid leave (43 per cent compared with 22 per cent of private sector employers). They were less likely to say that it would be taken as leave without pay (19 per cent compared with 30 per cent) or as annual leave (17 per cent compared with 26 per cent).

The provision of special paid leave also varied by industry sector. Employers operating in Manufacturing, Wholesale and Retail, and Hotels and Restaurants were unlikely to offer paid leave to employees. Over a third of employers in these sectors said that employees had to take any time off to deal with emergencies as leave without pay (35 per cent, 39 per cent and 39 per cent respectively).

The majority (78 per cent) of workplaces that provided special paid leave for emergencies involving family members or close friends paid this fully; three per cent paid only part of the costs with the remaining 19 per cent saying that it would depend on the individual case.

Comparisons cannot be made between the current survey and the surveys conducted in 2000 and 2003, since in 2003 employers were asked specifically about special leave arrangements in relation to emergencies involving a dependant.

Figure 7.3 Arrangements for dealing with time off for emergencies involving a family member or close friend



Base: All workplaces with five or more employees
 Source: Third Work-Life Balance Employer Survey, 2007. Great Britain.
 Note: Figures are weighted and based on responses from 1,462 managers

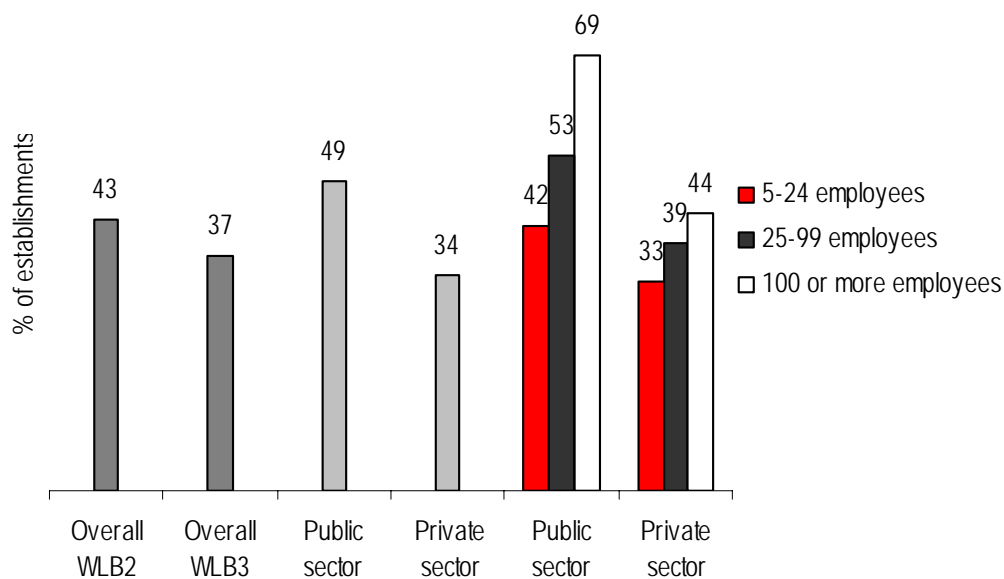
Arrangements for employees with different cultural & religious needs

More than a third (37 per cent) of workplaces had flexible working and leave arrangements that made special provisions for employees with specific cultural and religious needs (see Figure 7.4). A similar proportion (34 per cent) had no such arrangements in place, while the remaining employers indicated that provision of such arrangements would depend on circumstances (14 per cent) or were unsure whether they provided such arrangements (15 per cent). As with the provision of parental and special leave these types of arrangement were more common in public sector workplaces than they were in the private sector (49 per cent and 34 per cent respectively).

These types of arrangement were more common in areas with larger ethnic minority populations, most specifically in London (54 per cent), Yorkshire and Humberside (45 per cent), the West Midlands (44 per cent). This is unsurprising as workplaces located in these areas are likely to employ a more culturally and religiously diverse workforce than workplaces in other areas of the country. A detailed breakdown by other workplace characteristics can be found in Table C35 (see Annex C).

The proportion of workplaces offering these types of arrangement appears to have decreased slightly since 2003. In 2003, 43 per cent of workplaces offered flexible arrangements for employees with different cultural and religious needs, indicating a drop of six percentage points between 2003 and 2007. However, the relatively large proportion of employers who either said that provision was dependent on circumstances or did not know whether any provision was in place (around three in ten workplaces across these two categories or 29 per cent) suggests these estimates should be treated with caution.

Figure 7.4 Special provision for employees with different cultural / religious needs by number of employees at workplace within sector



Base: All workplaces with five or more employees
 Sources: Second Work-Life Balance Employer Survey, 2003. Great Britain. Third Work-Life Balance Employer Survey, 2007. Great Britain.
 Note: Figures are weighted and based on responses from 1,509 and 1,462 managers in the WLB2 and WLB3 surveys respectively

The most common circumstances in which provision was made to accommodate employees with specific cultural and religious needs were time off for specified religious holidays and festivals (provided at eleven per cent of all workplaces); time off for religious holidays and festivals in general (provided by six per cent); and time off to accommodate prayer (provided by three per cent). Although over a third of employers said that they provided special provisions for employees with different cultural and religious needs, around one quarter of these employers (24 per cent) were unable to specify the nature of their provisions, since they depended on individual needs and circumstances.

Summary

Take up of parental leave is less common than take-up of either maternity or paternity leave and has remained stable since 2003.

Employers tended to be flexible about offering leave at short notice for employees to deal with emergencies. Most employers said they would almost always grant leave at short notice if an employee either had to deal with a household emergency or an emergency involving a family member or close friend.

The proportion of workplaces offering leave arrangements which made special provisions for employees with different cultural and religious needs appears to have decreased slightly since 2003. However, the degree of uncertainty among some employers about provision suggests that any measure of their incidence should be treated with caution.

8

Employer support for working parents

Introduction

This chapter of the report looks at the provision of facilities or arrangements in the workplace to help working parents combine work and childcare commitments. First, all employers were asked whether their establishment provided any such facilities or arrangements:

“Does this employer provide any childcare facilities or arrangements which help working parents combine work with family commitments?”

If the employer replied ‘yes’, a second question was then asked, which sought to discover what sort of arrangements were in place to help working parents:

“What childcare facilities or arrangements are provided by this employer?”

Workplaces were asked to name the arrangements that they had in place spontaneously. The arrangements could include:

- childcare situated at the workplace (e.g. crèches, playgroups or nurseries);
- subsidised childcare places (outside the workplace);
- other types of financial help;
- help with childcare arrangements during school holidays;
- and information about local childcare.

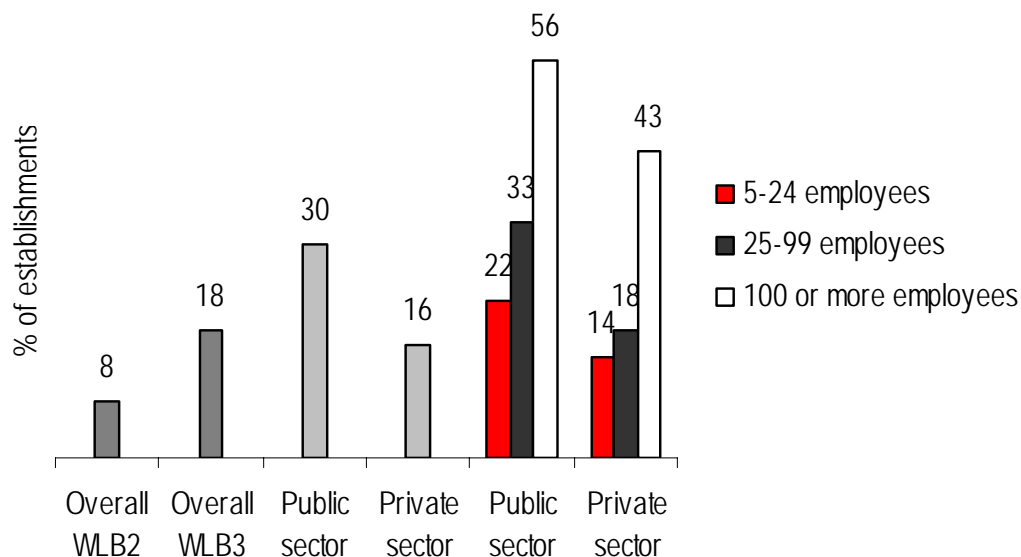
While provision remained relatively uncommon it had more than doubled since 2003 from eight per cent to 18 per cent. The proportion of employees this covered also increased from 25 per cent in 2003 to 45 per cent in 2007. As in 2003 the provision of facilities or arrangements to help working parents was more common at larger workplaces (see Table C36 in Annex C). Nearly half (47 per cent) of workplaces with 100 or more employees had some form of provision or arrangement compared with just 17 per cent of workplaces with fewer than 100 employees. As noted in 2003, this is an indication that larger workplaces are more likely to have employees who need to use these types of arrangements and are more likely to have the financial resources to set up and manage arrangements for employees.

As shown in Figure 8.1, public sector establishments were around twice as likely as private sector establishments to provide childcare or arrangements which help working parents (30 per cent and 16 per cent respectively). Public sector employers were more likely than private sector employers to provide help or support across all establishment size bands.

The provision of childcare facilities and arrangements also varied by industry type, tending to be more common in industries with a relatively large proportion of female employees. Within the private sector, childcare facilities and arrangements were most commonly provided in Financial Intermediation businesses (25 per cent) and Hotels and

Restaurants (22 per cent). In contrast just four per cent of workplaces involved in Manufacturing provided any kind of childcare facilities or arrangements for parents, while provision also appears to be relatively scarce in the Utilities; Transport, Storage and Communications; and Construction industries (two, six and ten per cent respectively), although sample sizes for these sectors are small.

Figure 8.1 Provision of childcare facilities or arrangements by number of employees at workplace within sector

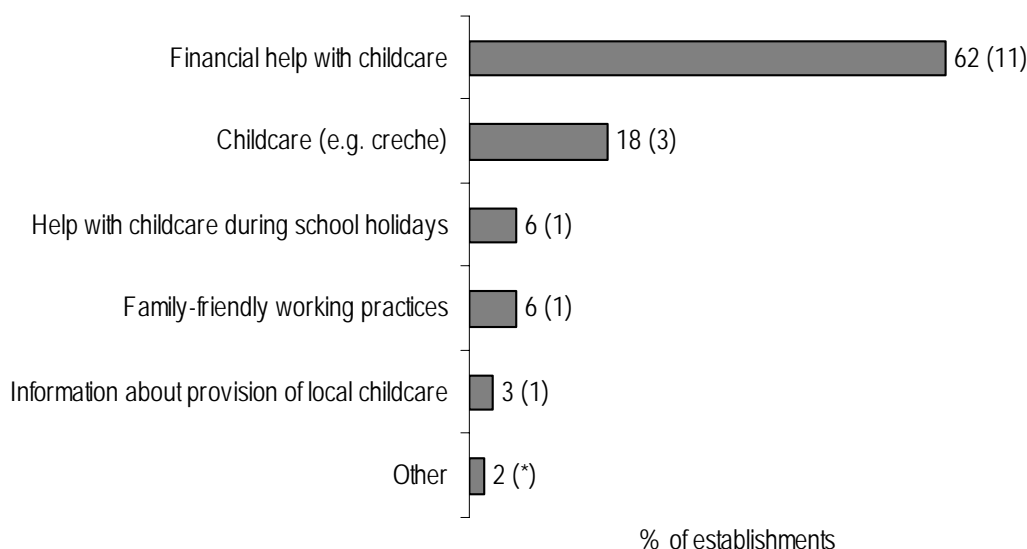


Base: All workplaces with five or more employees
 Sources: Second Work-Life Balance Employer Survey, 2003. Great Britain. Third Work-Life Balance Employer Survey, 2007. Great Britain.
 Note: Figures are weighted and based on responses from 1,508 and 1,462 managers in the WLB2 and WLB3 surveys respectively

Types of support for working parents

The types of support that workplaces can provide for parents to assist with childcare are wide ranging. Support can be very direct (for example providing childcare in the workplace) but can also include financial assistance or advice with childcare arrangements. The types of support provided by workplaces are summarised in Figure 8.2. The majority (62 per cent) of workplaces that provided support for parents provided financial help with childcare (11 per cent of workplaces in total). One in five (18 per cent) provided childcare facilities in the workplace (the equivalent of three per cent of all workplaces). Help with childcare during school holidays, family-friendly working practices and information about the provision of local childcare were relatively uncommon by comparison.

Figure 8.2 Childcare facilities or arrangements provided by employer



Base: All workplaces that provide childcare facilities or arrangements (exc. Don't know / None of these)
Source: Third Work-Life Balance Employer Survey, 2007. Great Britain.
Note: Figures are weighted and based on responses from 430 managers. Figures in brackets are based on all workplaces with five or more employees (1,462 managers).

The types of support provided by workplaces have changed significantly since 2003. In 2003, the most common type of support provided was childcare in the workplace (provided by 36 per cent of all workplaces that made any provisions). Financial help with childcare was less common in 2003 (provided by 31 per cent of workplaces). The 2007 survey found that the proportion of workplaces providing childcare in the workplace *overall* remained unchanged (three per cent of all workplaces in 2003 and 2007); however in contrast the proportion of workplaces providing financial help with childcare *overall* had increased by over five times from two per cent in 2003 to eleven per cent in 2007). In conclusion the increase in workplaces providing childcare facilities and arrangements has been driven by an increase in financial help for parents. This is almost certainly explained by the proliferation of childcare vouchers between 2003 and 2007.

The type of childcare facilities or arrangements provided varied considerably according to the type of workplace. Most significantly public sector establishments were far more likely to provide childcare in the workplace than private sector establishments (ten per cent and two per cent of all the establishments surveyed respectively). All types of childcare facilities and arrangements were more common at workplaces with a larger number of employees. To illustrate, 39 per cent of all workplaces with 100 or more employees provided financial help with childcare compared with ten per cent of workplaces with fewer than 100 employees. As already discussed this is a reflection that larger workplaces are more likely to have employees who are parents and need to use the facilities. Larger workplaces are also more likely to have the financial resources to provide this type of support.

Summary

Provision of childcare facilities and arrangements which help working parents combine work with family commitments by employers is growing, having more than doubled since 2003. The increase in provision of facilities and arrangements is being driven by an increase in employers providing financial help with childcare (which would include the provision of childcare vouchers). While the proportion of employers offering childcare in the workplace remained unchanged between 2003 and 2007, five times as many

employers were providing financial help in 2007. This increase is almost certainly explained by the proliferation of childcare vouchers between 2003 and 2007.

Provision of childcare was more common at workplaces with a larger number of employees. Nearly half of employers with 100 or more employees had some form of childcare facilities or arrangements. Childcare facilities and support were also more common at public sector workplaces than at private sector workplaces and more common among employers operating in industries with above-average proportions of female employees.

9

Attitudes towards work-life balance

Introduction

Most of the preceding chapters have looked at specific flexible working practices and / or particular statutory requirements that now apply to employees. This chapter looks more generally at employers' attitudes towards work-life balance and the impact that flexible working practices have on employees and the workplace.

The Second Work-Life Balance Employer Survey found that employers viewed work-life balance positively and thought that work-life balance practices benefited both the employee and employer. Key perceived benefits of work-life balance practices included improved employee relations, a positive impact on productivity and reduced absenteeism. This chapter focuses on changes in employers' attitudes since WLB2 in 2003.

Attitudes to work-life balance

Employers were presented with ten statements about work-life balance practices and were asked how much they agreed or disagreed with each. The level of agreement was recorded on a five-point scale ranging from strongly agree to strongly disagree. The responses to these ten statements are summarised in Table 9.1.

Table 9.1 Attitudes towards work-life balance – levels of agreement with ten statements

	Agree (%)	Neither agree nor disagree (%)	Disagree (%)
...people work best when they can balance their work and the other aspects of their lives	92	3	4
...employers should make a special effort to accommodate the particular difficulties parents of young and disabled children face in balancing work and family life	87	6	6
...people who work flexibly are just as likely to be promoted as those who don't	78	6	13
...employees should not expect to be able to change their working pattern if it would disrupt the business	73	8	18
...it is not easy trying to accommodate employees with different patterns of working	67	8	23
...everyone should be able to balance their work and home lives in the way that they want	67	9	24
...providing flexible working practices improves customer service	50	13	34
...when some employees take-up flexible working practices, it causes resentment among other employees	45	12	39
...policies that help employees balance work and other interests are often unfair to some employees	41	12	43
...it's not the employer's responsibility to help people balance their work with other aspects of their life	35	10	53

Base: All workplaces with five or more employees (exc. Don't know and Refusal responses)
Source: Third Work-Life Balance Employer Survey, 2007. Great Britain.
Note: Figures are weighted and based on responses from 1,455 managers

Eight of the ten statements shown in Figure 9.1 were used for WLB2. It is therefore possible to compare the results from 2007 and 2003 to see if there have been any changes in attitudes for these measures. Generally there had been very little change in employers' attitudes:

- 67 per cent of employers *agreed* that 'everyone should be able to balance their work and home lives in the way that they want' (no significant change from 65 per cent in 2003)
- 53 per cent *disagreed* that 'it is not the employer's responsibility to help people balance their work with other aspects of their life' (no significant change from 54 per cent in 2003)
- 92 per cent *agreed* that 'people work best when they can balance their work and the other aspects of their lives' (no significant change from 94 per cent in 2003)
- 41 per cent *agreed* that 'policies that help employees balance work and other interests are often unfair to some employees' (no significant change from 42 per cent in 2003)
- 87 per cent *agreed* that 'employers should make a special effort to accommodate the particular difficulties parents of young and disabled children face in balancing their work and family life' (no significant change from 85 per cent in 2003)

- 78 per cent *agreed* that ‘people who work flexibly are just as likely to be promoted as those who don’t’ (no significant change from 75 per cent in 2003)
- 67 per cent *agreed* that ‘it is not easy trying to accommodate employees with different patterns of working’ (no significant change from 64 per cent in 2003)
- 73 per cent *agreed* that ‘employees should not expect to be able to change their working pattern if it would disrupt the business’ (an increase from 63 per cent in 2003).

In summary, employers’ attitudes towards work-life balance have remained largely unchanged since 2003 (see Table C37 in Annex C). Most employers are reasonably positive about work-life balance generally. However, compared with 2003, more employers reported that ‘employees should not expect to be able to change their working pattern if it would disrupt the business’.

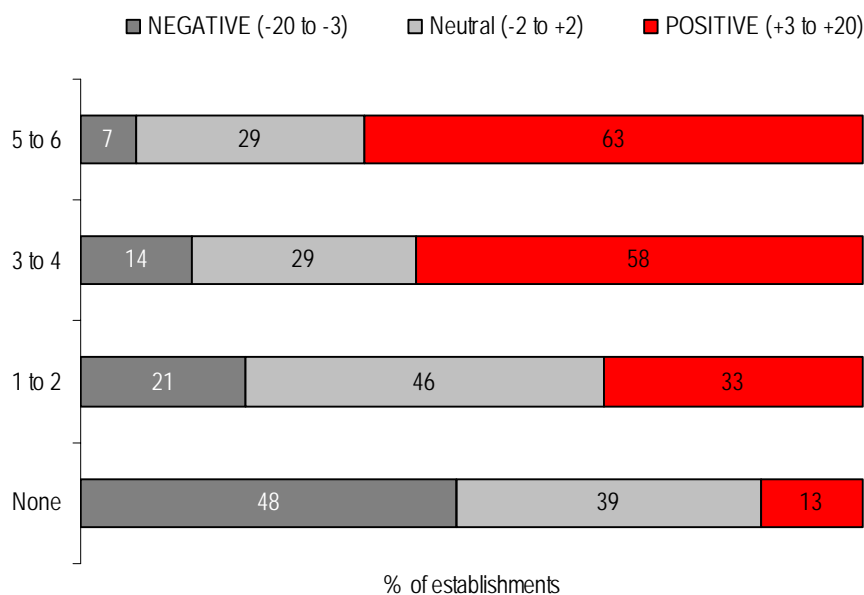
To create an overall measure of employers’ attitudes towards work-life balance a combined measure was created from the ten attitude statements. Each of the statements was assigned a score between ‘-2’ (indicating a strongly negative response) and ‘+2’ (indicating a strongly positive response). Adding these scores from the ten statements each respondent can be assigned an overall score between ‘-20’ (the most negative response possible across all ten statements) and ‘+20’ (the most positive response possible across all ten statements). Table C38 (see Annex C) provides a detailed breakdown across a wide range of workplace characteristics of the mean scores for all ten statements.

Workplaces have been categorised as ‘negative’ for scores between -20 and -3; neutral between -2 and +2 and; positive between +3 and +20. Overall, 52 per cent of all workplaces were categorised as positive; 33 per cent as neutral; and 15 per cent as negative.

Overall attitudes towards work-life balance were strongly associated with the number of existing flexible working practices which were available at the workplace. Employers at workplaces with a high number of flexible working practices tended to be more positive about work-life balance than those with few policies or none at all. This relationship is summarised in Figure 9.1. Over six in ten employers with five or six flexible working practices available were positive about work-life balance overall (63 per cent); this compared with just 13 per cent of employers who operated no flexible working practices.

The association may indicate that employers with positive attitudes towards work-life balance seek to implement more flexible working practices. Conversely, it may indicate that by implementing flexible working practices, employers become aware of their benefits and therefore more positive about work-life balance. Either way the association is a positive one, suggesting a link between the implementation of work-life balance and positive attitudes towards it.

Figure 9.1 Overall attitude towards work-life balance by number of flexible working practices available at the workplace



Base: All workplaces with five or more employees (exc. Don't know and Refusal responses)
 Source: Third Work-Life Balance Employer Survey, 2007. Great Britain.
 Note: Figures are weighted and based on responses from 1,455 managers. Don't know and Refused responses are assigned a score of 0.

Public sector employers tended to be more positive about work-life balance overall than private sector employers. Using the overall measure, 61 per cent of employers at public sector organisations answered positively compared with 50 per cent of employers at private sector organisations. In contrast, ten per cent of employers at public sector organisations answered negatively overall compared with 15 per cent of employers at private sector organisations.

The size of the organisation and number of employees at the workplace also appeared to be related to employers' attitudes towards work-life balance overall. Workplaces which were part of organisations with 1,000 or more employees were much more positive than workplaces within organisations with fewer than 1,000 employees (66 per cent and 45 per cent respectively using the overall measure). Similarly workplaces with 100 or more employees were more positive than those with less than 100 employees (58 per cent and 52 per cent respectively).

Employers who rated the relationship between management and employees generally at the establishment as 'very good' were more likely than those who reported just a 'good' relationship to have a positive outlook about work-life balance overall (58 per cent and 47 per cent respectively).

Analysis using CHAID indicates that the number of available flexible working practices at the workplace is the primary determinant³³ of overall attitude towards work-life balance.

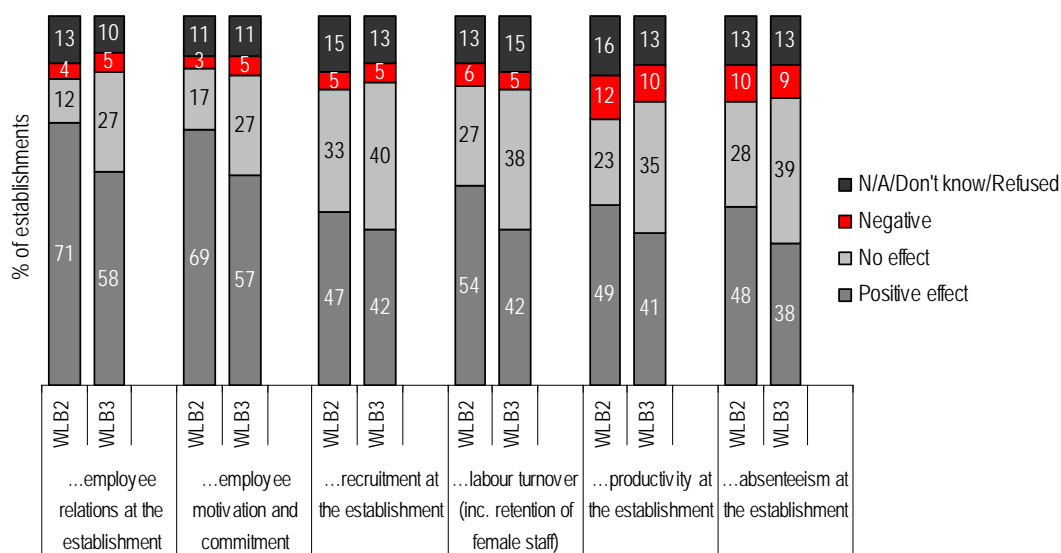
³³ Among the variables that were tested: these were sector (public or private); size of establishment (5-24, 25-99 or 100 employees or more); trade union presence (none or present, irrespective of recognition); Government Office Region; size of organisation; single independent establishment or part of a larger organisation; percentage of part-time employees; percentage of female employees; percentage of managers; percentage of managers that are female; number of flexible practices available; whether any pregnancies in last two years; whether any staff took

Further analysis indicates that, among establishments that had only one or two arrangements available, the size of the organisation was the next most important determinant of attitude: workplaces in this group that belonged to organisations with 100 or more employees were much more likely than those belonging to smaller organisations to have an overall positive attitude towards work-life balance (47 per cent and 23 per cent respectively).

Perceived effects of work-life balance

As well as asking employers about their general attitudes towards flexible working and leave arrangements, the survey also asked what *effect* these practices had on employees and human resources management at their establishment. For each of six criteria, employers were asked whether they thought that flexible working and leave arrangements had a positive effect, negative effect or no effect. Responses are summarised in Figure 9.2.

Figure 9.2 Perceived effects of flexible working and leave arrangements



Base: All workplaces with five or more employees
 Source: Second Work-Life Balance Employer Survey, 2003. Great Britain. Third Work-Life Balance Employer Survey, 2007. Great Britain.
 Note: Figures are weighted and based on responses from 1,505 and 1,456 managers respectively, except Employee Motivation and Commitment in WL B2: 1,504

For the most part, employers thought that flexible working and leave arrangements had a positive effect or no effect on employees and human resources management at the establishment. At least around four in ten employers thought that flexible working and leave arrangements had a *positive* effect on each of the six criteria. Relatively small proportions perceived these practices to have a *negative* effect.

Employers were most likely to say that the provision of work-life balance practices had a positive effect on employee relations (58 per cent) and employee motivation and commitment at the establishment (57 per cent). However, the proportion of employers who thought that these practices had a positive effect has declined since 2003: employee relations (58 per cent compared with 71 per cent); employee motivation and

maternity leave in last two years; date of interview (pre/post 1 April 2007); and employer rating of relationship between management and employees.

commitment (57 per cent compared with 69 per cent in 2003); recruitment (42 per cent compared with 47 per cent); labour turnover (42 per cent compared with 54 per cent); productivity (41 per cent compared with 49 per cent) and; absenteeism (38 per cent compared with 48 per cent). In each case, however, there has been a shift towards workplaces perceiving the impact of flexible working and leave arrangements to be neutral, rather than to be negative.

There may be a number of reasons for these shifts in perception, and these may vary according to the aspect of employee relations or human resources management under consideration. The survey does not provide any evidence on what these reasons might be. While on the one hand they might suggest a declining level of support for flexible working practices (for example because employers have experienced problems associated with them), on the other it is perhaps more likely that, as work-life balance practices become more embedded in organisations, they are increasingly seen as the norm. From the employee perspective, then, the availability of flexible working arrangements is increasingly likely to be seen as the norm, while from the employer perspective, these practices become an integral part of the way in which the organisation is run.

As observed in 2003 there was a strong link between employers' responses and the number of flexible working practices the establishment had available (see Table C39 in Annex C). Three-quarters (73 per cent) of employers that had five or more flexible working practices available said that these had positive effects on both employee relations (compared with 49 per cent of those with four or less) and employee motivation and commitment at the establishment (compared with 49 per cent of those with four or less). There were similar links between the number of flexible working practices available and the effect that these practices were perceived to have on staff turnover, absenteeism, productivity and recruitment.

This link may arise because employers offering a high number of flexible working practices have seen their positive impacts first-hand. An alternative explanation is that employers with positive attitudes towards flexible working practices in the first place are more likely to implement flexible working practices. Either way, the link suggests a degree of positive reinforcement between operating flexible working and positive attitudes towards them.

These findings mirror findings from the Third Work-Life Balance *Employee Survey*. The employee survey found that nearly all employees (89 per cent) who had taken up one or more flexible working arrangements reported some form of positive consequence. Similarly, employees with colleagues who had taken up flexible working arrangements reported positive (rather than negative) consequences associated with this.

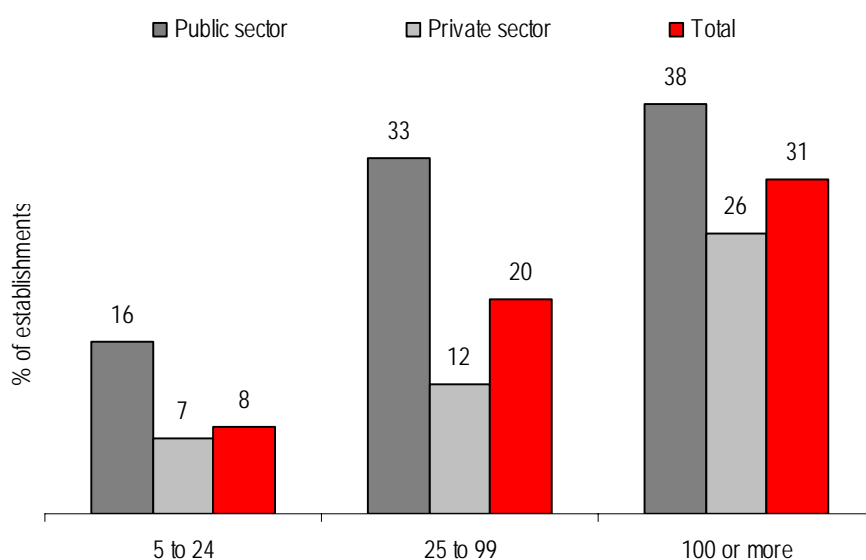
The Employment Act 2002

A number of legal requirements came into force in 2003 as part of the 2002 Employment Act, which were of relevance to the Third Work-Life Balance Employer Survey. These included an extension to maternity leave; the introduction of paternity and adoption leave as statutory provisions; and the introduction of employees' rights to request flexible working. The current survey was used to gauge employers' perceptions of the impact of this legislation now that the changes had been in force for some time. Respondents who had worked at the establishment for four years or more in the same or a similar role (65 per cent of all respondents, n = 952) were asked to assess the general and financial impacts on their workplace.

Opinion on the overall impact of the new entitlements was divided. Around one in eight respondents (12 per cent) said that the changes had been 'very' or 'quite' beneficial to their workplace, around one in five (18 per cent) that they had been 'not very' or 'not at all' beneficial and two-thirds (67 per cent) that they had made no difference.

Workplaces with a larger number of employees seem to have benefited more from the new entitlements or at least to view their impacts in a more positive light. Three in ten respondents (31 per cent), who worked for establishments with 100 or more employees said that the changes had been beneficial (see Figure 9.3). This compared with 11 per cent of respondents working for establishments with less than 100 employees. There are several reasons why this might be the case. Workplaces with more staff may be better equipped to deal with requests for flexible working since changes to working patterns can be more readily accommodated by reallocating work. Workplaces with more staff are also more likely to have staff that would benefit from the changes introduced in 2003; for example, there are likely to be more parents working at these establishments.

Figure 9.3 Perceived beneficial effect of new entitlements in 2003 by number of employees at workplace within sector



Base: All workplaces with five or more employees (exc. respondents who had not been in an HR role for four years or more)
 Source: Third Work-Life Balance Employer Survey, 2007. Great Britain.
 Note: Figures are weighted and based on responses from 948 managers

As Table C40 (see Annex C) shows, public sector workplaces were also more likely than private sector workplaces to perceive benefit from the changes (26 per cent and nine per cent respectively). Workplaces with a trade union presence also viewed the impacts of the changes in a more positive light compared with workplaces with no union presence (24 per cent and seven per cent respectively).

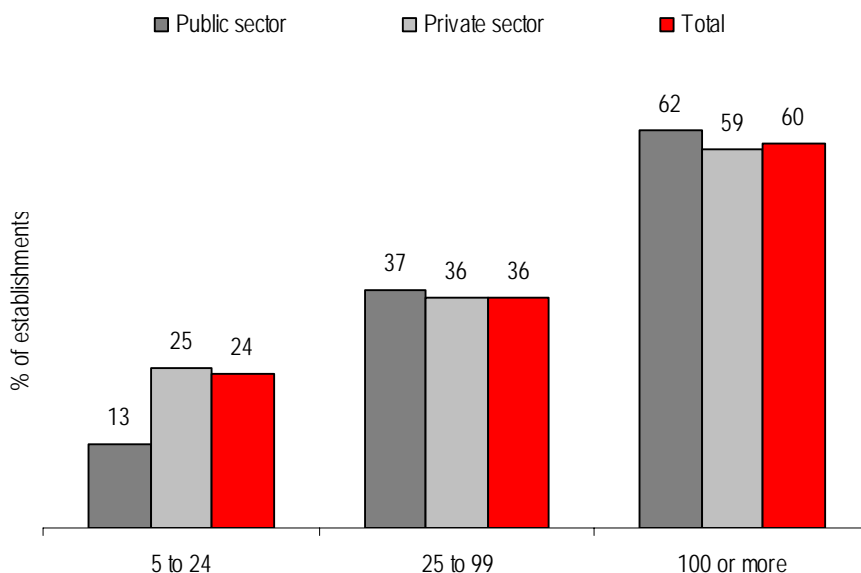
Around two-thirds (65 per cent) of employers thought that the changes in entitlement had made no difference to total operating costs at their workplace (Table C41 in Annex C). However, at around three in ten workplaces (28 per cent) the changes were thought to have increased total costs a lot or a little (seven per cent thought a lot). The remaining employers thought that the changes had either decreased their total operating costs (less than one per cent) or were unsure what impact the changes had had (six per cent).

Unsurprisingly, workplaces with a larger number of employees were more likely to have experienced an increase in costs as a result of the new entitlements for employees: six in ten workplaces (60 per cent) with 100 or more employees had experienced an increase compared with 26 per cent of workplaces with fewer than 100 employees (see Figure 9.4).

Further analysis suggests that increases in operating costs as a result of the changes to employees' entitlements were largely associated with changes to maternity leave and pay. Over four in ten workplaces (43 per cent) with employees who had taken maternity

leave in the previous 12 months had experienced an increase in total costs compared with 21 per cent of workplaces where no employees had taken maternity leave. There was no association between the number of available flexible working practices and an increase in operating costs, supporting the conclusion that increases in costs were driven largely by changes to maternity leave.

Figure 9.4 Perceived increase in operating costs of new entitlements in 2003 by number of employees at workplace within sector



Base: All workplaces with five or more employees (exc. respondents who had not been in an HR role for four years or more)
 Source: Third Work-Life Balance Employer Survey, 2007, Great Britain.
 Note: Figures are weighted and based on responses from 949 managers

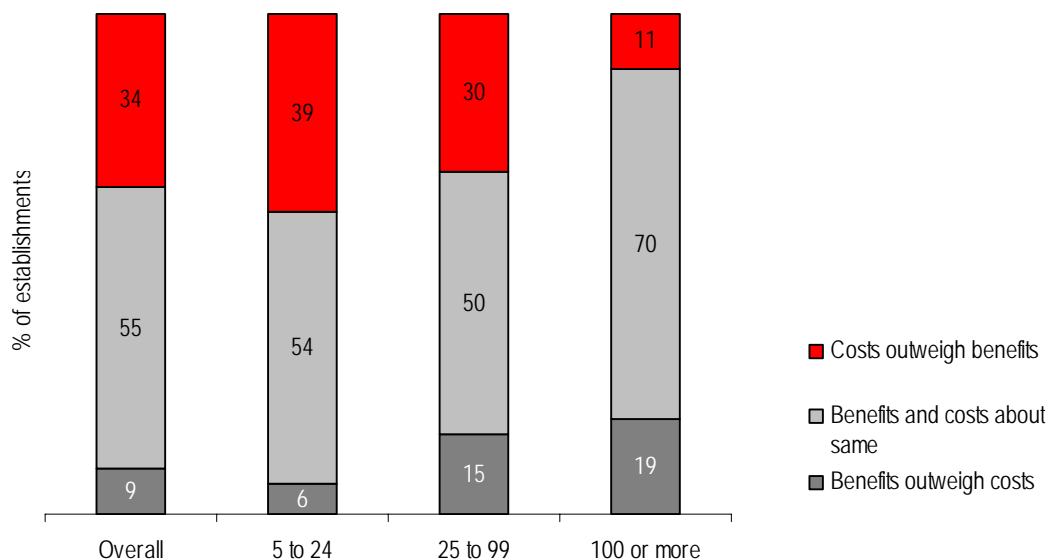
Employers were also asked to say whether the benefits of the changes to employees' entitlements had outweighed the costs at their workplace or vice versa. Table C42 (see Annex C) provides a breakdown by various workplace characteristics. Focusing on workplaces where the changes were said to have increased total costs³⁴, two thirds (64 per cent) of employers thought either that the benefits outweighed the costs (nine per cent), or that the benefits and costs were about the same (55 per cent).

At a third of workplaces (34 per cent) where the changes had increased total costs, the costs were said to have outweighed the benefits. Employers at workplaces with a small number of employees were more likely than those at larger workplaces to say that the costs of the changes had outweighed their benefits (Figure 9.5). At four in ten workplaces (39 per cent) with between five and 24 employees the costs associated with the changes in legislation were thought to outweigh their benefits. This compared with 30 per cent of workplaces with 25-99 employees and just 11 per cent of workplaces with 100 or more employees. This suggests that while larger workplaces were more likely to experience increases in costs, they were also more likely to see benefits as a result of the changes. The difference in response may also reflect the ability of larger workplaces to absorb increases in operating costs and accommodate flexible working practices as a result of having a larger workforce. Smaller workplaces in contrast may have struggled to absorb increases in operating costs and, with fewer staff to cover periods of absence, it may have been harder to accommodate increases in maternity and paternity leave.

³⁴ Base: All workplaces where Employment Act 2002 was said to have increased total costs (354)

The bases were too small to comment on any difference in response between private and public sector workplaces.

Figure 9.5 Balance between costs and benefits of the 2003 legislation by number of employees at workplace



Base: All workplaces with five or more employees where Employment Act 2002 was thought to have increased total costs
 Source: Third Work-Life Balance Employer Survey, 2007, Great Britain.
 Note: Figures are weighted and based on responses from 354 managers

Summary

Employers' attitudes to work life balance were positive overall with most employers acknowledging the importance of employees being able to balance work and life outside work. Similarly, employers tended to think that flexible working and leave arrangements benefited both the employer and employee. However, there had been little or no change in this respect between WLB2 and WLB3: employers were equally positive about work-life balance in 2003 as they were in 2007.

Employers' attitudes towards work-life balance were strongly associated with the number of flexible working practices that were in operation at their workplace. Employers operating a greater number of flexible working practices tended to be more positive about work-life balance. The cause of this link is unclear but the association is positive suggesting that implementation of flexible working and positive attitudes towards work-life balance are strongly connected.

Employers tended to think that regulations stemming from the Employment Act 2002 had made no difference overall to their workplace. Two-thirds of employers also felt that the regulations had made no difference to their operating costs. The effects of these regulations were more apparent among employers with larger number of employees. Employers with 100 or more employees were more likely than average to say the regulations had increased their costs *but* also that the overall effect of the regulations had been beneficial. This reflects the more diverse needs of a larger workforce and the capacity of larger employers to absorb additional costs and accommodate flexible working.

10

Implementing flexible working and leave

Introduction

This final chapter focuses on the general approach workplaces take when implementing flexible working and work-life balance arrangements. The chapter looks at the use of formal written policies and procedures in the workplace, how line managers are involved in implementing these policies and how policies are communicated between management and employees. Unlike previous chapters the final chapter does not deal with specific types of flexible working but looks at the more general culture of flexible working and work-life balance.

Policies for flexible working and work-life balance

Half (49 per cent) of all the workplaces surveyed that had at least one flexible working arrangement available had a written policy which provided for flexible working³⁵. There was no significant change from 2003 when 52 per cent had a written policy. Few workplaces (four per cent) had no flexible working practices available and therefore had no written policies or set procedures. Where the specific flexible working arrangement was available and there was no written policy covering it, employers were asked whether managers dealt with requests for flexible working on an ad-hoc basis or followed a set procedure. The majority of these employers said that requests were usually dealt with on an ad-hoc basis, the proportion who stated that an ad-hoc approach was adopted ranging from 78 per cent of establishments where job sharing was available to 88 per cent of establishments where working reduced hours for a limited period was available. In 2003, discounting those establishments covered by a written policy for flexible working, over nine in ten establishments dealt with requests on an ad-hoc basis. Although not directly comparable with the 2003 survey, because minor amendments were made to the way in which the questions were asked, it still appears to be the case that where flexible working arrangements are not formalised in a written policy, decisions are generally taken on an ad-hoc basis.

Around four in five (81 per cent) of those who said that there was a written policy which provided for flexible working reported that this had been set by their head office, while nine per cent said that the policy had been set by managers at their workplace. The remaining ten per cent said that the policy had been set somewhere else (perhaps by an external organisation or by a parent company) or did not know where the policy had been set.

³⁵ Flexible working included: working part-time, job sharing, working flexitime, working a compressed working week, working reduced hours for a limited period and working from home

Managerial discretion

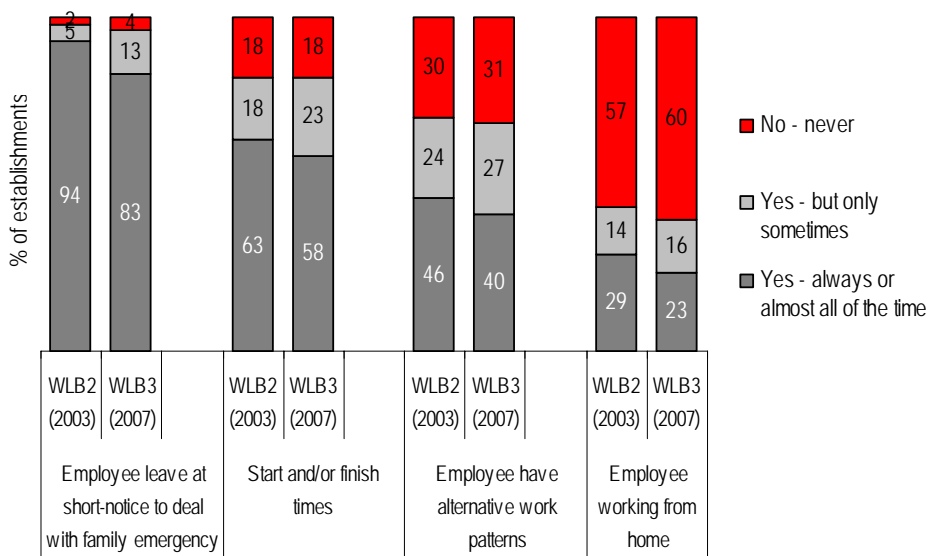
Although many workplaces had a written policy or set procedure for implementing work-life balance, line managers and supervisors may have to exercise some level of judgement when implementing the types of flexible working covered in the survey. Employers were first asked, where it was applicable, whether line managers and supervisors generally had to follow a set procedure or whether they were allowed to apply their own judgment. This is a more general level of discretion and indicates discretion on most or all of the flexible working arrangements available at the workplace where the manager works. Employers were then asked about whether managers had authority to make decisions about flexible working on a day-to-day basis. Therefore managers were asked about four specific issues and whether line managers or supervisors would have the authority to make decisions on them.

As in 2003, there was a roughly equal split between workplaces where managers generally had discretion over decisions and those where they were required to follow a set procedure. Just under one half (47 per cent) had to follow a set procedure with a similar proportion saying that managers and supervisors could apply their own judgement (51 per cent). Table C43 (see Annex C) shows that, in general, larger workplaces (with more than 100 employees) and those in the public sector were the most likely to have to follow a set procedure (63 per cent of both types of establishment). Managers within workplaces that had a written policy for flexible working also had less discretion than those without policies (38 per cent and 64 per cent respectively are allowed to apply their own judgement).

In considering day-to-day managerial discretion, employers reported that managers were most commonly given discretion in relation to decisions about employees taking leave at short notice to deal with a family emergency and those concerning start and finish times (Figure 10.1). Ninety-six and 81 per cent of employers respectively said that managers and supervisors at least sometimes made decisions on these matters. Managerial discretion was less commonly allowed for decisions about more formal changes to working. Managers and supervisors were involved in decisions about alternative work patterns at 67 per cent of workplaces and in decisions about working from home at 39 per cent of workplaces.

The extent to which decisions in relation to flexible working arrangements are left to the manager's discretion appears to have decreased since 2003. For each of the four arrangements covered, employers were less likely than in 2003 to say that managers always or almost always had discretion over decisions, and more likely to say that managers sometimes have discretion. The extent to which managers are *never* allowed to make decisions on flexible working has not changed since significantly since 2003.

Figure 10.1 Frequency with which line managers and supervisors make decisions on flexible working



Base: All workplaces with five or more employees, with line managers/supervisors and where the issue was applicable
 Source: Second Work-Life Balance Employer Survey, 2003. Great Britain. Third Work-Life Balance Employer Survey, 2007. Great Britain.
 Note: Figures are weighted, and based on responses from 1,345, 1,317, 1,288, and 895 managers respectively in WLB2 and 1,409, 1,377, 1,366 and 1,081 managers respectively in WLB3

Consultation with employees

The survey asked employers whether senior managers would consult employees about the introduction of flexible working practices. This is intended as a measure of how seriously employers take work-life balance and how much they value employees' opinions on related matters.

As Table C48 (see Annex C) shows, just under eight in ten employers (78 per cent) said that senior managers would consult employees or their representatives about the introduction of flexible working practices, a slightly lower proportion than in 2003 (85 per cent). While this might seem a surprising finding in the context of increasing provision of flexible working arrangements between the two surveys, one possible explanation for the apparent slight decline in consultation is that, as flexible working practices increasingly become established in workplaces, the need for consultation prior to their set up diminishes. However, since employers in workplaces that said they would not consult were not asked why this was, it is not possible to say for sure why the proportion of workplaces consulting employees should have declined in this way.

As well as being asked about consultation in relation to flexible working and leave arrangements, workplaces were also asked how they approached consultation more generally. One in five workplaces (21 per cent), covering 54 per cent of employees, had consultative committees³⁶ at their workplace. Table C49 (see Annex C) shows that public sector establishments were more likely than those in the private sector to have a consultative committee (43 per cent and 17 per cent respectively) and larger workplaces more likely to have them than smaller ones (58 per cent of establishments with 100 or

³⁶ The question put to employers was 'Are there any committees of managers and employees at this workplace, primarily concerned with consultation, rather than negotiation? These committees may be called joint consultative committees, works councils or representative forums.'

more employees compared with 16 per cent of establishments with between five and 24 employees).

Employers almost invariably said that these committees met at least twice a year (96 per cent). Topics discussed included health and safety (96 per cent); future plans (92 per cent); training (92 per cent); employment issues (88 per cent); equal opportunities (87 per cent); and work organisation (85 per cent). Pay issues, for example, wage or salary reviews, bonuses or job evaluations, were discussed in 76 per cent of workplaces and were more likely to be discussed in public sector workplaces than in private sector establishments (87 per cent and 71 per cent respectively) and in workplaces with a trade union presence than in those without one (84 per cent and 66 per cent respectively).

Among workplaces with 25 employees or more interviewed in 2007, 36 per cent had a consultative committee, 96 per cent of which met at least twice in the previous year. This covered 61 per cent of employees in workplaces with 25 employees or more. This compares with 43 per cent recorded in the Workplace Employment Relations Survey (WERS) 2004³⁷. This is a surprisingly large increase and so before this can be confirmed, it would be prudent to wait for further survey evidence to substantiate this result e.g. analysing data from the next WERS expected to be in 2010.

Informing employees about flexible working

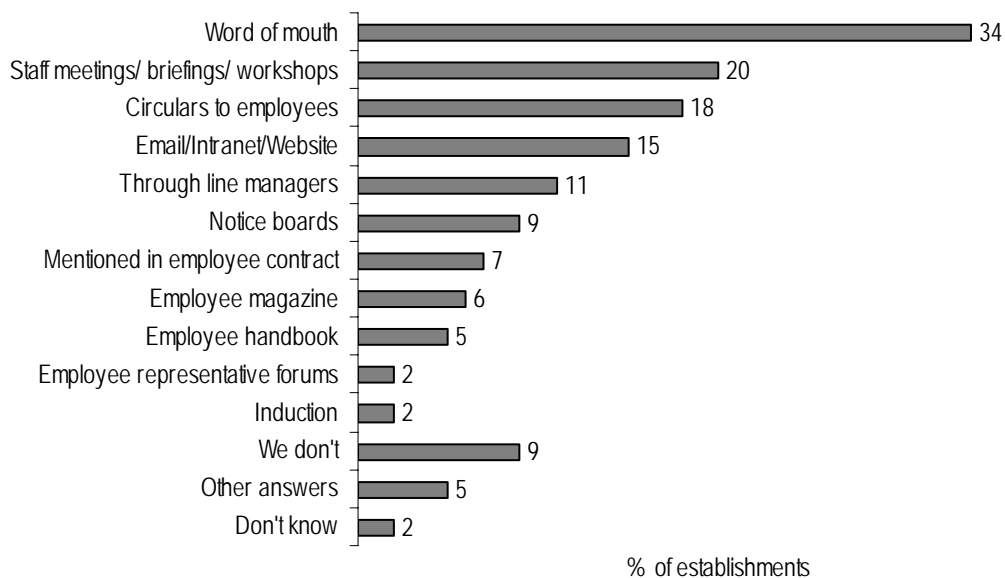
All employers were asked how their workplace informed employees about available working patterns, leave arrangements or facilities to help them balance their work and life outside work. Figure 10.2 summarises the most common channels used by employers to inform their employees.

Workplaces used a wide range of written and verbal channels to inform their employees about work-life balance arrangements. Among the more formal channels used, the most commonly mentioned were staff meetings, briefings or workshops (20 per cent); circulars (18 per cent); email, the intranet or their website (15 per cent); line managers (eleven per cent); and notice boards (nine per cent). As was the case in 2003, many employers said employees found out about flexible working practices through word-of-mouth (34 per cent of establishments) and 21 per cent of employers indicated that their workplace relied *solely* on word-of-mouth communication. One in eleven employers (nine per cent) said that the establishment did not inform employees at all, with a further two per cent unsure how information about flexible working practices was communicated to employees.

As Table C50 (see Annex C) shows small workplaces (with between five and nine employees) were more likely than larger establishments to cite word of mouth as a method of communication (40 per cent and 29 per cent respectively).

³⁷ Kersley B. et al (2006)

Figure 10.2 Methods used to inform employees about available working patterns, leave arrangements or facilities related to work-life balance



Base: All workplaces with five or more employees
 Source: Third Work-Life Balance Employer Survey, 2007. Great Britain.
 Note: Figures are weighted and based on responses from 1,450 managers

Promoting flexible working and leave arrangements

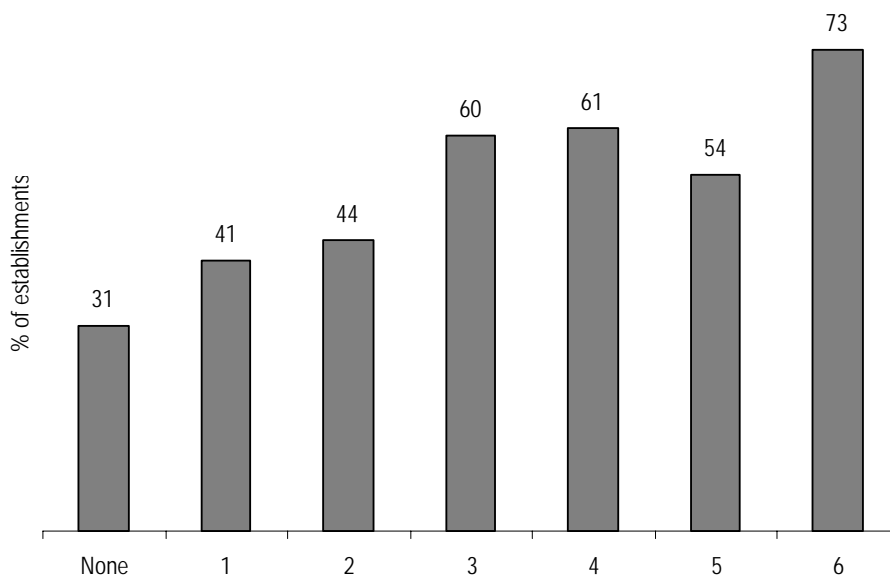
Another measure of how seriously work-life balance is taken at a workplace is the extent to which managers promote flexible working to employees. All employers were asked *'Would you say that managers at this establishment actively promote flexible working and the leave arrangements available to employees at this establishment?'* More than two in five employers (45 per cent) said that managers did actively promote flexible working, an increase of seven percentage points since 2003 (38 per cent).

As observed in 2003, managers at public sector establishments were more likely to actively promote flexible working than those working in the private sector (54 and 43 per cent respectively). However, whilst in 2003 managers at larger workplaces were more likely than those in smaller establishments to promote flexible working practices, there was little difference by size of establishment in WLB3 (see Table C52 in Annex C). This change in pattern is explained by promotion of work-life balance declining in very large workplaces (those with 250 employees or more) from 56 per cent in 2003 to 49 per cent in 2007 and increasing in smaller workplaces (with less than 250 employees), from 37 per cent to 44 per cent.

Managers at workplaces whose workforce consisted of at least 50 per cent women were more likely to actively promote flexible working than those at workplaces whose workforce was more than 50 per cent male (50 and 38 per cent respectively).

As was also the case in 2003, the likelihood of managers actively promoting flexible working tended to increase the greater the number of flexible working practices that were being taken-up at the establishment (Figure 10.3).

Figure 10.3 Managers actively promoting flexible working and leave arrangements to employees, by number of flexible working practices taken-up



Base: All workplaces with five or more employees
Source: Third Work-Life Balance Employer Survey, 2007. Great Britain.
Note: Figures are weighted and based on responses from 1,454 managers. Take-up relates to both the practice being provided and at least some employees having used the practice in the past 12 months.

Summary

Compared with 2003, employers appear to have a more active role in promoting flexible working and leave to employees. Public sector employers remain more involved in promoting flexible working and leave arrangements than private sector employers.

Workplaces used a wide range of written and verbal channels to inform their employees about work-life balance arrangements. As was the case in 2003, many employers said employees found out about flexible working practices through word-of-mouth (34 per cent of establishments) and one in five workplaces relied *solely* on word-of-mouth communication.

Almost half of employers (45 per cent) said that managers did actively promote flexible working, an increase of seven percentage points since 2003 (38 per cent). However this masks a decline in the proportion of large workplaces (250 employees or more) that actively promote flexible working, from 56 per cent in 2003 to 49 per cent; and an increase amongst smaller workplaces (with less than 250 employees) promoting flexible working, from 37 per cent to 44 per cent.

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Annex A: PSA targets

The Public Service Agreement (PSA) framework is central to the Government's strategy for delivering high quality public services. The former DTI was responsible for the delivery of 10 PSA targets agreed as part of the 2004 Spending Review, although responsibility for some of these targets moved to other Departments. The Third Work-Life Balance Employer Survey helps to inform progress with respect to two of these targets. These are set out below.

PSA 9 – Gender Equality (now responsibility of Government Equalities Office)

This target is that:

“By 2008, working with other departments, bring about measurable improvements in gender equality across a range of indicators, as part of the Government’s objectives on equality and social inclusion.”

Two survey provides data for two sub-targets in this PSA:

PSA 9 - Sub-target 1(ii)

The first sub-target is that by 2008 there is a statistically significant increase in the percentage of employers who provide two or more flexible working time arrangements to their employees.

In 2007, 42 per cent of workplaces provided two or more of the five working time arrangements that the survey covered, a significant increase from 36 per cent in 2003³⁸. The proportion of employees that were covered by multiple forms of flexible working time arrangements also increased from 63 per cent in 2003 to 75 per cent in 2007. Thus the PSA sub-target has been met.

Former PSA 9 – Sub-target 2

The second sub-target that by 2007 there is an increase from eight per cent to 16 per cent in the number of employers that provide childcare facilities or that provide arrangements to help working parents combine work with family commitments.

While provision remained relatively uncommon in 2007 it more than doubled since the time of WLB2 (in 2003) from eight per cent to 18 per cent. This is a significant increase. The proportion of employees this covered also increased from 25 per cent in 2003 to 45 per cent in 2007. Thus the survey indicates that this PSA sub-target has been met.

³⁸ Although the baseline measurement, based on WLB2, was reported in 2003 as 44 per cent, it is not possible to make a comparison with the 2007 survey since the WLB3 survey covered fewer flexible working time arrangements than were covered in WLB2. In order to compare ‘like with like’, the comparable baseline measure would be 36 per cent, taking into account only those flexible working time arrangements covered in both the 2003 and 2007 surveys.

PSA 10 – Maximising Potential in the Workplace

This target was part of the DTI Public Service Agreement targets 2005 – 2008 and specifically stated:

“By 2008, promote ethnic diversity, cooperative employment relations and greater choice and commitment in the workplace, while maintaining a flexible labour market.”

As with other PSA targets, within this main target there were sub-targets which form part of the success criteria for the main target.

PSA 10 Sub-target (d)

That there is a statistically significant increase in the number of employees that have information and consultation procedures. Specifically, the success criteria is an increase in the percentage of employees in workplaces with 25 or more employees who have a formal joint consultation committee that meets at least twice a year.

The baseline measure was recorded in the Workplace Employment Relations Survey 2004 (WERS 2004) as 43 per cent. The target for a statistically significant increase would be 48 per cent. The Third Work-Life Balance Employer Survey would provide an interim assessment of progress although a final assessment would be made using data from the next WERS expected to be in 2010.

Among workplaces with 25 employees or more interviewed in 2007, 36 per cent had a consultative committee, 96 per cent of which met at least twice in the previous year. This covered 61 per cent of employees in workplaces with 25 employees or more, substantially higher than the PSA target of 48 per cent. This is a surprisingly large increase so before this can be confirmed, it would be prudent to wait for further survey evidence to substantiate this result e.g. the next WERS expected to be in 2010.

Annex B: Chi-Squared Automatic Interaction Detector (CHAID)

CHAID (Chi-Squared Automatic Interaction Detector) is a technique that can be used to find predicting factors of a dependent variable and highlight interactions. It separates the data into statistically different groups, based on the probability of having a particular characteristic. CHAID can be used to work out what variables have the biggest impact and where they need to be split in order to create groups that optimise prediction or classification of the dependent variable. The groups created are statistically different to each other in terms of their effect on the dependent variable.

CHAID works by using Chi-squared to test lots of combinations of cross-tabulations and determines where and how many splits are needed to create groups that are significantly different to each other. It merges categories that are not statistically different and separates variables into the appropriate categories.

The CHAID method has certain advantages as a way of looking for patterns in complicated datasets. First, the level of measurement for the dependent variable and predictor variables can be nominal (categorical), ordinal (ordered categories ranked from small to large), or interval (a "scale"). Second, not all predictor variables need be measured at the same level (nominal, ordinal, interval). Third, missing values in predictor variables can be treated as a "floating category" so that partial data can be used whenever possible within the tree. Fourth, if an appropriately conservative set of statistical criteria are used, the resulting models will primarily emphasise strong results without over-capitalising on chance. On the other hand, it must be remembered that with CHAID modelling there is always a potential for too much to be seen in the data even when very conservative statistical criteria are used. Nonetheless, in those cases in which there is not a strong theory in an area that would clearly indicate which variables are, and are not, probably predictors of some dependent measure, CHAID will be very useful in identifying major data trends.

Conducting the CHAID analysis

To explore the relationships that may exist between certain key variables within the survey and employers' characteristics, CHAID modelling was used. The choice of this technique was based on the requirements of the data. Independent variables which were thought to affect the outcome of the dependent variable were entered into the CHAID models.

Annex C: Supplementary tables

Table C1: Summary of fieldwork response

	Number of cases	(%)	(%)
Total sampled from IDBR	5018		
Not issued to Telephone Unit (unknown eligibility)			
No telephone number after look-up	343	6.8	
Out of scope			
Less than 5 employees	269	5.4	
Number unobtainable	546	10.9	
Closed down	119	2.4	
Respondent died (no referral available)	1	*	
In-scope of fieldwork	3740	74.5	100.0
Non-contact			
After 20+ calls	154		4.1
Unknown at number	51		1.4
Establishment moved	69		1.8
Other non-contact - unresolved cases before end of fieldwork	216		5.8
Refusal			
Personal refusal	675		18.0
Deferral - may complete at a later date (with specified respondent)	212		5.7
Proxy/switchboard refusal	19		0.5
Against company policy	131		3.5
Already opted out/client pulled sample	58		1.6
Other non-productive			
Contact away throughout survey period	519		13.9
Partial interview, not usable	114		3.0
Respondent refused multiple interview	31		0.8
Respondent Incapable of interview (no referral available)	5		*
Gatekeeper doesn't know most appropriate person	10		*
Other reason	14		*
Interviews			
Total full interviews	1451		38.8
Partial productive interviews	11		*

Source: Third Work-Life Balance Employer Survey, 2007. Great Britain

Table C2: Distribution of days usually worked, by workplace characteristics

	Monday - Friday (%)	Five and a half days a week (%)	Six days a week (%)	Seven days a week (%)	Some other arrangement (%)	<i>Row percentages</i>	
						Weighted count	Unweighted count
Size of establishment							
5-9 employees	42	9	18	28	2	637	209
10-24 employees	48	5	10	36	2	473	388
25-49 employees	52	3	9	35	1	187	238
50-99 employees	46	3	6	45	*	92	171
100-249 employees	46	2	8	40	3	48	177
250-499 employees	53	-	9	38	*	9	92
500 or more employees	44	-	1	54	*	17	187
Size of organisation							
Less than 100	55	6	11	25	2	807	575
100 to less than 1,000	53	5	10	30	1	172	298
1,000 to less than 10,000	25	8	16	49	3	244	283
10,000 or more	26	4	23	47	-	128	186
Ownership							
Private sector	43	7	14	34	2	1,244	1,085
Public sector	61	3	8	25	4	209	365
Single or multi							
Single independent establishment	52	8	9	28	3	605	517
Part of a larger organisation	41	5	16	37	1	857	945
Union recognition							
No unions present	43	8	14	33	2	1,049	722
Unions present, no recognition	44	2	17	38	-	75	121
Recognised unions	56	3	8	33	1	257	544
Size of establishment/ownership							
Private sector, 5-24 employees	44	8	15	31	2	997	513
Private sector, 25-99 employees	41	4	10	44	1	194	275
Private sector, 100 or more employees	43	2	6	47	3	53	297
Public sector, 5-24 employees	53	5	11	24	7	107	81
Public sector, 25-99 employees	72	1	3	25	-	82	130
Public sector, 100 or more employees	59	-	8	33	*	20	154
Whether any pregnancies in last two years							
Yes	53	1	12	33	2	498	846
No	42	9	14	33	2	944	595
All workplaces	46	6	13	33	2	1,462	1,462

Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,462 managers

Table C2 cont: Distribution of days usually worked, by workplace characteristics

	Monday - Friday	Five and a half days a week	Six days a week	Seven days a week	Some other arrangement	<i>Row percentages</i>	
						Weighted count	Unweighted count
						(%)	(%)
Standard Industrial Classification							
Agriculture, Fishing and Mining	[43]	[9]	[8]	[33]	[3]	22	44
Manufacturing	71	8	9	9	2	137	184
Electricity, Gas, Water Supply	[34]	[-]	[*]	[66]	[*]	5	32
Construction	67	20	2	9	2	76	75
Wholesale and Retail Trade	16	12	23	46	3	338	148
Hotels and Restaurants	9	*	3	85	3	138	85
Transport, Storage and Communication	35	10	31	24	-	66	64
Financial Intermediation	[79]	[8]	[11]	[3]	[-]	52	41
Real Estate, Renting and Business Acts.	67	2	18	11	2	252	217
Public Administration and Defence	55	-	3	42	*	39	109
Education	93	-	1	6	-	88	138
Health and Social Work	53	2	2	41	3	148	223
Other Community	28	6	14	51	1	103	102
Government Office Region							
North East	56	9	13	22	-	48	69
North West	52	4	9	36	-	163	164
Yorkshire and Humber	44	12	11	31	3	112	117
East Midlands	36	9	17	35	4	90	95
West Midlands	54	6	8	29	2	115	126
South West	51	2	7	34	5	164	145
Eastern	27	12	25	35	1	139	119
London	41	5	8	45	1	198	196
South East	51	2	17	27	3	212	208
Wales	48	14	18	20	1	93	85
Scotland	44	7	13	37	-	127	138
Percentage of female employees							
None	[35]	[12]	[8]	[46]	[-]	53	29
Less than 10 per cent	37	15	25	23	*	66	125
10-24 per cent	45	23	8	22	1	275	229
25-49 per cent	47	*	8	40	5	257	284
50 per cent or more	47	2	16	34	2	812	793
Number of flexible working arrangements available							
None	[59]	[10]	[10]	[17]	[3]	64	39
1-2	40	9	19	29	2	349	244
3-4	45	5	12	37	2	557	525
5-6	48	5	11	34	2	479	651
All workplaces	46	6	13	33	2	1,462	1,462

Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,462 managers

Table C3: Hours of working, by workplace characteristics

	Standard office hours (%)	Mornings (%)	Afternoons (%)	Evenings (%)	Night times (%)	Weekends (%)	<i>Per cent of workplaces</i>	
							Weighted count	Unweighted count
Size of establishment								
5-9 employees	63	41	35	19	13	43	637	209
10-24 employees	64	57	49	30	17	46	473	388
25-49 employees	77	60	46	29	22	39	187	238
50-99 employees	85	62	51	44	33	57	92	171
100-249 employees	89	67	63	47	34	57	48	177
250-499 employees	93	93	81	68	43	67	9	92
500 or more employees	97	88	81	62	61	72	17	187
Size of organisation								
Less than 100	74	48	38	21	16	38	807	575
100 to less than 1,000	73	50	47	26	19	49	172	298
1,000 to less than 10,000	58	55	49	31	20	57	244	283
10,000 or more	54	60	58	44	24	58	128	186
Ownership								
Private sector	68	49	41	25	18	46	1,244	1,085
Public sector	67	63	56	38	17	40	209	365
Single or multi								
Single independent establishment	74	46	36	23	18	39	605	517
Part of a larger organisation	64	55	49	30	19	50	857	945
Union recognition								
No unions present	68	49	41	24	17	47	1,049	722
Unions present, no recognition	73	56	42	35	29	51	75	121
Recognised unions	71	61	52	35	20	40	257	544
Size of establishment/ownership								
Private sector, 5-24 employees	65	47	39	22	15	45	997	513
Private sector, 25-99 employees	81	56	44	35	30	50	194	275
Private sector, 100 or more employees	94	75	69	52	42	59	53	297
Public sector, 5-24 employees	56	53	54	39	15	40	107	81
Public sector, 25-99 employees	76	73	55	33	16	33	82	130
Public sector, 100 or more employees	86	74	70	54	37	67	20	154
Whether any pregnancies in last two years								
Yes	76	59	48	31	23	43	498	846
No	64	48	42	26	16	47	944	595
All workplaces	68	51	44	27	18	45	1,462	1,462

Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,462 managers

Table C3 cont: Hours of working, by workplace characteristics

	Standard office hours (%)	Mornings (%)	Afternoons (%)	Evenings (%)	Night times (%)	Weekends (%)	<i>Per cent of workplaces</i>	
							Weighted count	Unweighted count
Standard Industrial Classification								
Agriculture, Fishing and Mining	[68]	[50]	[41]	[25]	[16]	[54]	22	44
Manufacturing	87	34	23	14	12	28	137	184
Electricity, Gas, Water Supply	[96]	[35]	[17]	[33]	[91]	[75]	5	32
Construction	71	35	23	9	9	23	76	75
Wholesale and Retail Trade	55	60	51	20	7	58	338	148
Hotels and Restaurants	25	67	67	73	55	83	138	85
Transport, Storage and Communication	80	35	36	11	12	49	66	64
Financial Intermediation	[94]	[38]	[21]	[6]	[5]	[11]	52	41
Real Estate, Renting and Business Acts.	90	40	31	17	12	33	252	217
Public Administration and Defence	92	47	46	34	29	49	39	109
Education	74	65	48	20	10	15	88	138
Health and Social Work	65	68	62	44	32	42	148	223
Other Community	55	49	51	43	26	62	103	102
Government Office Region								
North East	77	44	51	28	21	48	48	69
North West	70	60	43	29	22	43	163	164
Yorkshire and Humber	74	45	41	26	19	37	112	117
East Midlands	50	57	54	42	21	58	90	95
West Midlands	83	47	36	21	17	45	115	126
South West	62	46	43	24	17	38	164	145
Eastern	59	49	44	25	16	53	139	119
London	59	47	41	37	25	51	198	196
South East	74	47	42	18	12	38	212	208
Wales	78	51	29	25	17	46	93	85
Scotland	69	71	61	27	14	49	127	138
Percentage of female employees								
None	[24]	[30]	[26]	[19]	[16]	[32]	53	29
Less than 10 per cent	74	40	36	17	22	43	66	125
10-24 per cent	74	39	28	12	15	43	275	229
25-49 per cent	71	54	47	33	27	50	257	284
50 per cent or more	68	57	50	31	16	46	812	793
Number of flexible working arrangements available								
None	[75]	[23]	[20]	[7]	[5]	[29]	64	39
1-2	61	48	40	24	15	47	349	244
3-4	63	56	45	29	18	48	557	525
5-6	78	54	48	30	23	43	479	651
All workplaces	68	51	44	27	18	45	1,462	1,462

Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,462 managers

Table C4: Incidence of shift working, by workplace characteristics

	Yes (%)	No (%)	Don't know (%)	<i>Row percentages</i>	
				Weighted count	Unweighted count
Size of establishment					
5-9 employees	18	82	-	637	209
10-24 employees	27	71	1	473	388
25-49 employees	35	64	*	187	238
50-99 employees	48	51	*	92	171
100-249 employees	41	59	-	48	177
250-499 employees	60	40	-	9	92
500 or more employees	72	28	*	17	187
Size of organisation					
Less than 100	19	81	*	807	575
100 to less than 1,000	29	69	2	172	298
1,000 to less than 10,000	36	64	*	244	283
10,000 or more	43	56	1	128	186
Ownership					
Private sector	25	75	*	1,244	1,085
Public sector	38	61	1	209	365
Single or multi					
Single independent establishment	20	79	*	605	517
Part of a larger organisation	31	68	1	857	945
Union recognition					
No unions present	25	74	*	1,049	722
Unions present, no recognition	33	67	-	75	121
Recognised unions	34	65	*	257	544
Size of establishment/ownership					
Private sector, 5-24 employees	20	79	1	997	513
Private sector, 25-99 employees	41	59	-	194	275
Private sector, 100 or more employees	51	49	-	53	297
Public sector, 5-24 employees	38	61	1	107	81
Public sector, 25-99 employees	36	62	1	82	130
Public sector, 100 or more employees	48	52	*	20	154
Whether any pregnancies in last two years					
Yes	33	67	*	498	846
No	23	77	1	944	595
All workplaces	27	73	1	1,462	1,462
Base: All workplaces with 5 or more employees					
Notes: Figures are weighted, and based on responses from 1,462 managers					

Table C4 cont: Incidence of shift working, by workplace characteristics

	Yes (%)	No (%)	Don't know (%)	Row percentages	
				Weighted count	Unweighted count
Standard Industrial Classification					
Agriculture, Fishing and Mining	[3]	[97]	[-]	22	44
Manufacturing	25	75	-	137	184
Electricity, Gas, Water Supply	[76]	[24]	[-]	5	32
Construction	4	96	-	76	75
Wholesale and Retail Trade	21	78	1	338	148
Hotels and Restaurants	74	25	1	138	85
Transport, Storage and Communication	18	82	-	66	64
Financial Intermediation	[8]	[89]	[3]	52	41
Real Estate, Renting and Business Acts.	8	92	-	252	217
Public Administration and Defence	33	67	*	39	109
Education	18	82	-	88	138
Health and Social Work	52	47	*	148	223
Other Community	33	65	1	103	102
Government Office Region					
North East	42	58	-	48	69
North West	28	72	*	163	164
Yorkshire and Humber	22	76	2	112	117
East Midlands	22	78	-	90	95
West Midlands	23	77	-	115	126
South West	27	73	-	164	145
Eastern	31	69	*	139	119
London	34	64	1	198	196
South East	18	81	1	212	208
Wales	19	81	-	93	85
Scotland	34	66	1	127	138
Percentage of female employees					
None	[16]	[84]	[-]	53	29
Less than 10 per cent	33	67	-	66	125
10-24 per cent	15	85	-	275	229
25-49 per cent	32	67	1	257	284
50 per cent or more	29	70	1	812	793
Number of flexible working arrangements available					
None	[8]	[92]	[-]	64	39
1-2	21	78	1	349	244
3-4	30	70	-	557	525
5-6	30	69	1	479	651
All workplaces	27	73	1	1,462	1,462
Base: All workplaces with 5 or more employees					
Notes: Figures are weighted, and based on responses from 1,462 managers					

Table C5: Treatment of overtime hours, by workplace characteristics

	Managerial employees			Non-managerial employees			<i>Row percentages</i>	
	Paid (%)	Unpaid (%)	Time off in-lieu (%)	Paid (%)	Unpaid (%)	Time off in-lieu (%)	Weighted count	Unweighted count
Size of establishment								
5-9 employees	18	42	27	61	7	18	637	209
10-24 employees	13	44	28	60	10	15	473	388
25-49 employees	10	44	27	65	6	14	187	238
50-99 employees	8	47	31	68	8	11	92	171
100-249 employees	5	50	30	55	6	20	48	177
250-499 employees	1	52	39	48	7	19	9	92
500 or more employees	2	60	26	53	2	23	17	187
Size of organisation								
Less than 100	19	41	25	62	8	15	807	575
100 to less than 1,000	9	51	29	63	6	20	172	298
1,000 to less than 10,000	8	44	34	58	8	21	244	283
10,000 or more	10	49	31	65	9	15	128	186
Ownership								
Private sector	15	42	28	63	7	15	1,244	1,085
Public sector	6	53	28	47	11	22	209	365
Single or multi								
Single independent establishment	19	41	24	62	8	14	605	517
Part of a larger organisation	10	46	31	60	8	18	857	945
Union recognition								
No unions present	15	45	25	63	8	15	1,049	722
Unions present, no recognition	10	26	50	60	2	21	75	121
Recognised unions	10	47	30	55	10	20	257	544
Size of establishment/ownership								
Private sector, 5-24 employees	17	42	27	62	8	16	997	513
Private sector, 25-99 employees	11	41	32	72	5	11	194	275
Private sector, 100 or more employees	4	57	28	58	7	13	53	297
Public sector, 5-24 employees	7	54	32	47	12	21	107	81
Public sector, 25-99 employees	6	55	20	50	11	20	82	130
Public sector, 100 or more employees	5	40	37	40	*	41	20	154
Whether any pregnancies in last two years								
Yes	10	45	32	52	9	23	498	846
No	16	44	25	66	7	13	944	595
All workplaces	14	44	28	61	8	16	1,462	1,462

Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,462 managers

Table C5 cont: Treatment of overtime hours, by workplace characteristics

							<i>Row percentages</i>	
	Managerial employees			Non-managerial employees			Weighted count	Unweighted count
	Paid (%)	Unpaid (%)	Time off in-lieu (%)	Paid (%)	Unpaid (%)	Time off in-lieu (%)		
Standard Industrial Classification								
Agriculture, Fishing and Mining	[15]	[35]	[31]	[87]	[-]	[6]	22	44
Manufacturing	16	59	17	75	4	10	137	184
Electricity, Gas, Water Supply	[*]	[76]	[21]	[83]	[1]	[4]	5	32
Construction	20	55	15	73	10	3	76	75
Wholesale and Retail Trade	12	42	32	73	7	11	338	148
Hotels and Restaurants	16	36	26	75	3	2	138	85
Transport, Storage and Communication	14	48	24	51	5	25	66	64
Financial Intermediation	[13]	[48]	[19]	[49]	[11]	[15]	52	41
Real Estate, Renting and Business Acts.	11	51	24	47	14	26	252	217
Public Administration and Defence	12	21	44	40	1	27	39	109
Education	7	69	11	41	22	18	88	138
Health and Social Work	18	23	44	52	2	28	148	223
Other Community	19	27	40	55	6	23	103	102
Government Office Region								
North East	18	44	25	49	12	28	48	69
North West	11	47	31	72	3	9	163	164
Yorkshire and Humber	21	43	29	69	5	21	112	117
East Midlands	9	38	32	70	1	17	90	95
West Midlands	17	44	26	55	10	24	115	126
South West	17	51	25	63	11	15	164	145
Eastern	10	44	28	60	11	6	139	119
London	11	48	25	56	7	24	198	196
South East	17	37	29	61	9	13	212	208
Wales	19	48	21	50	10	21	93	85
Scotland	7	39	35	60	8	12	127	138
Percentage of female employees								
None	[20]	[45]	[19]	[85]	[11]	[2]	53	29
Less than 10 per cent	14	48	30	71	12	8	66	125
10-24 per cent	12	56	15	65	8	14	275	229
25-49 per cent	9	43	33	60	9	13	257	284
50 per cent or more	16	40	31	58	7	20	812	793
Number of flexible working arrangements available								
None	[28]	[40]	[18]	[72]	[10]	[9]	64	39
1-2	19	44	20	64	9	10	349	244
3-4	11	45	29	64	6	16	557	525
5-6	12	42	34	54	8	21	479	651
All workplaces	14	44	28	61	8	16	1,462	1,462

Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,462 managers

Table C6: Staff workload compared with three years ago, by workplace characteristics

	Managerial employees				Non-managerial employees				<i>Row percentages</i>	
	Same (%)	More (%)	Less (%)	Don't know (%)	Same (%)	More (%)	Less (%)	Don't know (%)	Weighted count	Unweighted count
Size of establishment										
5-9 employees	32	59	6	3	57	35	8	1	440	156
10-24 employees	31	63	2	3	55	35	9	1	317	258
25-49 employees	25	73	2	1	48	48	3	1	135	169
50-99 employees	24	72	4	*	48	46	5	1	58	107
100-249 employees	25	72	1	2	54	32	10	3	28	113
250-499 employees	26	72	1	*	59	38	3	*	6	58
500 or more employees	26	70	3	1	51	49	-	*	8	96
Size of organisation										
Less than 100	33	61	5	2	59	31	9	1	621	423
100 to less than 1,000	21	72	4	3	44	52	2	2	100	184
1,000 to less than 10,000	32	58	4	5	55	39	6	*	119	156
10,000 or more	26	73	*	1	42	55	1	1	79	112
Ownership										
Private sector	32	62	4	2	57	34	8	1	845	705
Public sector	20	76	3	1	38	59	3	1	147	247
Single or multi										
Single independent establishment	35	60	3	2	61	30	8	1	473	376
Part of a larger organisation	26	67	5	2	48	45	6	*	519	581
Union recognition										
No unions present	33	61	3	2	60	32	7	1	708	483
Unions present, no recognition	23	58	19	-	36	43	21	-	56	79
Recognised unions	20	76	3	1	39	55	5	1	190	360
Size of establishment/ownership										
Private sector, 5-24 employees	32	60	5	3	57	33	9	1	683	357
Private sector, 25-99 employees	30	67	2	1	57	38	4	1	133	182
Private sector, 100 or more employees	28	69	2	2	55	36	6	3	29	166
Public sector, 5-24 employees	27	68	3	1	44	55	-	1	74	56
Public sector, 25-99 employees	11	85	2	1	28	68	4	*	60	93
Public sector, 100 or more employees	19	78	2	1	51	38	11	*	13	98
Whether any pregnancies in last two years										
Yes	27	68	2	3	52	43	3	1	305	520
No	31	62	5	2	55	35	9	1	680	427
All workplaces	30	64	4	2	54	38	7	1	992	957

Base: All workplaces with 5 or more employees, where respondent has been in job for three or more years

Notes: Figures are weighted, and based on responses from 957 managers

Table C6 cont: Staff workload compared with three years ago, by workplace characteristics

	Managerial employees				Non-managerial employees				Row percentages	
	Same (%)	More (%)	Less (%)	Don't know (%)	Same (%)	More (%)	Less (%)	Don't know (%)	Weighted count	Unweighted count
Standard Industrial Classification										
Agriculture, Fishing and Mining	[23]	[75]	[-]	[2]	[69]	[26]	[2]	[1]	22	39
Manufacturing	25	64	9	*	56	28	16	*	115	121
Electricity, Gas, Water Supply	[30]	[46]	[-]	[23]	[82]	[10]	[-]	[8]	4	13
Construction	28	70	-	2	65	29	6	-	68	56
Wholesale and Retail Trade	29	60	5	6	52	41	7	-	263	94
Hotels and Restaurants	[48]	[46]	[6]	[*]	[63]	[27]	[10]	[-]	103	49
Transport, Storage and Communication	[26]	[72]	[-]	[3]	[56]	[35]	[6]	[3]	51	41
Financial Intermediation	[36]	[64]	[-]	[-]	[78]	[18]	[5]	[-]	41	24
Real Estate, Renting and Business Acts.	41	53	5	2	67	26	3	3	197	130
Public Administration and Defence	34	63	1	3	36	49	12	3	32	73
Education	12	86	2	*	29	67	5	*	79	104
Health and Social Work	19	76	2	4	37	57	5	1	122	143
Other Community	31	65	4	*	50	42	8	*	91	70
Government Office Region										
North East	19	68	13	*	41	56	3	*	39	50
North West	36	56	7	1	47	40	10	4	135	104
Yorkshire and Humber	33	64	2	1	52	41	6	1	95	77
East Midlands	18	71	12	-	50	34	16	-	67	61
West Midlands	30	67	1	1	51	36	11	1	95	83
South West	28	68	3	*	52	43	5	-	140	98
Eastern	31	62	-	7	61	36	3	*	98	72
London	35	59	4	3	48	39	12	2	151	115
South East	36	60	4	-	64	30	6	-	181	133
Wales	15	73	5	7	51	43	6	*	89	65
Scotland	31	63	-	5	68	29	1	1	97	99
Percentage of female employees										
None	[21]	[78]	[-]	[*]	[44]	[49]	[6]	[-]	48	22
Less than 10 per cent	34	58	5	3	63	30	5	*	56	84
10-24 per cent	37	56	4	4	69	24	6	1	230	146
25-49 per cent	29	60	10	*	52	39	9	*	201	179
50 per cent or more	28	67	3	2	50	41	7	1	653	525
Number of flexible working arrangements available										
None	[36]	[61]	[2]	[1]	[63]	[27]	[10]	[-]	57	30
1-2	33	55	7	4	53	33	13	*	315	180
3-4	26	70	3	1	55	38	6	1	438	355
5-6	33	63	2	2	55	41	3	1	371	390
All workplaces	30	64	4	2	54	38	7	1	992	957

Base: All workplaces with 5 or more employees, where respondent has been in job for three or more years

Notes: Figures are weighted, and based on responses from 957 managers

Table C7: Proportion of workplaces where employees of the type mentioned have opted-out from Working Time Regulations, by workplace characteristics

	Managerial employees (%)	Non-managerial employees (%)	<i>Per cent of workplaces</i>	
			Weighted count	Unweighted count
Size of establishment				
5-9 employees	3	4	637	209
10-24 employees	7	4	473	388
25-49 employees	8	6	187	238
50-99 employees	6	12	92	171
100-249 employees	14	14	48	177
250-499 employees	15	4	9	92
500 or more employees	4	11	17	187
Size of organisation				
Less than 100	4	4	807	575
100 to less than 1,000	11	9	172	298
1,000 to less than 10,000	7	8	244	283
10,000 or more	4	6	128	186
Ownership				
Private sector	6	6	1,244	1,085
Public sector	1	2	209	365
Single or multi				
Single independent establishment	5	4	605	517
Part of a larger organisation	6	6	857	945
Union recognition				
No unions present	6	5	1,049	722
Unions present, no recognition	9	6	75	121
Recognised unions	4	5	257	544
Size of establishment/ownership				
Private sector, 5-24 employees	5	4	997	513
Private sector, 25-99 employees	9	11	194	275
Private sector, 100 or more employees	16	16	53	297
Public sector, 5-24 employees	-	1	107	81
Public sector, 25-99 employees	2	3	82	130
Public sector, 100 or more employees	3	2	20	154
Whether any pregnancies in last two years				
Yes	4	3	498	846
No	6	6	944	595
All workplaces	6	5	1,462	1,462
Base: All workplaces with 5 or more employees				
Notes: Figures are weighted, and based on responses from 1,462 managers				

Table C7 cont: Proportion of workplaces where employees of the type mentioned have opted-out from Working Time Regulations, by workplace characteristics

	Managerial employees (%)	Non-managerial employees (%)	<i>Per cent of workplaces</i>	
			Weighted count	Unweighted count
Standard Industrial Classification				
Agriculture, Fishing and Mining	[14]	[30]	22	44
Manufacturing	11	6	137	184
Electricity, Gas, Water Supply	[4]	[1]	5	32
Construction	7	6	76	75
Wholesale and Retail Trade	3	4	338	148
Hotels and Restaurants	17	13	138	85
Transport, Storage and Communication	3	6	66	64
Financial Intermediation	[*]	[-]	52	41
Real Estate, Renting and Business Acts.	5	4	252	217
Public Administration and Defence	1	1	39	109
Education	1	1	88	138
Health and Social Work	2	7	148	223
Other Community	2	*	103	102
Government Office Region				
North East	10	6	48	69
North West	8	3	163	164
Yorkshire and Humber	3	6	112	117
East Midlands	7	4	90	95
West Midlands	4	6	115	126
South West	4	3	164	145
Eastern	2	3	139	119
London	9	9	198	196
South East	4	6	212	208
Wales	2	5	93	85
Scotland	8	4	127	138
Percentage of female employees				
None	[13]	[17]	53	29
Less than 10 per cent	7	15	66	125
10-24 per cent	7	6	275	229
25-49 per cent	8	6	257	284
50 per cent or more	4	3	812	793
Number of flexible working arrangements available				
None	[2]	[3]	64	39
1-2	8	7	349	244
3-4	4	5	557	525
5-6	7	5	479	651
All workplaces	6	5	1,462	1,462

Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,462 managers

Table C8: Number of main changes to maternity rights legislation spontaneously aware of, by workplace characteristics

	None	One	Two	Three	Four	Row percentages	
						Weighted count	Unweighted count
	(%)	(%)	(%)	(%)	(%)		
Size of establishment							
5-9 employees	59	26	10	5	*	637	209
10-24 employees	49	31	16	4	*	473	388
25-49 employees	45	38	14	3	-	187	238
50-99 employees	34	33	28	4	1	92	171
100-249 employees	24	36	26	12	2	48	177
250-499 employees	15	22	45	17	*	9	92
500 or more employees	13	26	37	19	5	17	187
Size of organisation							
Less than 100	56	30	12	2	*	807	575
100 to less than 1,000	40	25	23	12	1	172	298
1,000 to less than 10,000	41	34	16	8	1	244	283
10,000 or more	40	26	23	10	1	128	186
Ownership							
Private sector	51	30	14	5	*	1,244	1,085
Public sector	50	26	20	4	1	209	365
Single or multi							
Single independent establishment	60	27	11	2	*	605	517
Part of a larger organisation	43	32	17	7	*	857	945
Union recognition							
No unions present	54	29	12	5	*	1,049	722
Unions present, no recognition	35	43	18	3	-	75	121
Recognised unions	42	31	23	3	1	257	544
Size of establishment/ownership							
Private sector, 5-24 employees	54	29	12	5	*	997	513
Private sector, 25-99 employees	42	38	16	4	*	194	275
Private sector, 100 or more employees	19	34	33	11	3	53	297
Public sector, 5-24 employees	63	21	13	2	1	107	81
Public sector, 25-99 employees	39	32	27	2	1	82	130
Public sector, 100 or more employees	22	26	27	24	1	20	154
Whether any pregnancies in last two years							
Yes	35	36	21	7	1	498	846
No	59	26	11	4	*	944	595
All workplaces	50	30	15	5	*	1,462	1,462

Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,462 managers

Table C8 cont: Number of main changes to maternity rights legislation spontaneously aware of, by workplace characteristics

	None	One	Two	Three	Four	<i>Row percentages</i>	
						Weighted count	Unweighted count
	(%)	(%)	(%)	(%)	(%)		
Standard Industrial Classification							
Agriculture, Fishing and Mining	[50]	[34]	[10]	[6]	[-]	22	44
Manufacturing	59	29	11	*	*	137	184
Electricity, Gas, Water Supply	[8]	[86]	[3]	[3]	[-]	5	32
Construction	64	28	6	2	-	76	75
Wholesale and Retail Trade	46	31	13	10	*	338	148
Hotels and Restaurants	70	19	9	1	-	138	85
Transport, Storage and Communication	64	20	15	1	1	66	64
Financial Intermediation	[33]	[28]	[37]	[2]	[-]	52	41
Real Estate, Renting and Business Acts.	45	35	16	5	*	252	217
Public Administration and Defence	35	36	23	6	1	39	109
Education	54	23	19	3	1	88	138
Health and Social Work	39	37	19	4	1	148	223
Other Community	54	28	13	5	*	103	102
Government Office Region							
North East	45	37	14	4	-	48	69
North West	48	30	16	5	1	163	164
Yorkshire and Humber	46	34	14	5	*	112	117
East Midlands	57	27	11	5	*	90	95
West Midlands	50	35	11	3	1	115	126
South West	52	30	14	1	2	164	145
Eastern	53	28	13	6	*	139	119
London	52	32	13	3	*	198	196
South East	47	30	17	6	*	212	208
Wales	59	17	16	8	*	93	85
Scotland	47	27	20	6	*	127	138
Percentage of female employees							
None	[60]	[24]	[16]	[*]	[-]	53	29
Less than 10 per cent	64	23	10	2	1	66	125
10-24 per cent	63	24	10	2	*	275	229
25-49 per cent	52	30	15	3	*	257	284
50 per cent or more	44	33	16	6	*	812	793
Number of flexible working arrangements available							
None	[75]	[25]	[-]	[-]	[-]	64	39
1-2	62	25	10	3	-	349	244
3-4	47	32	16	4	1	557	525
5-6	42	32	18	8	*	479	651
All workplaces	50	30	15	5	*	1,462	1,462

Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,462 managers

Table C9: Awareness of at least one of the main changes to maternity rights legislation, by workplace characteristics

	Spontaneous awareness (%)	Prompted awareness (%)	<i>Per cent of workplaces</i>	
			Weighted count	Unweighted count
Size of establishment				
5-9 employees	41	73	637	209
10-24 employees	51	78	473	388
25-49 employees	55	83	187	238
50-99 employees	66	91	92	171
100-249 employees	76	98	48	177
250-499 employees	85	100	9	92
500 or more employees	87	99	17	187
Size of organisation				
Less than 100	44	72	807	575
100 to less than 1,000	60	90	172	298
1,000 to less than 10,000	59	81	244	283
10,000 or more	60	89	128	186
Ownership				
Private sector	49	78	1,244	1,085
Public sector	50	80	209	365
Single or multi				
Single independent establishment	40	71	605	517
Part of a larger organisation	57	84	857	945
Union recognition				
No unions present	46	75	1,049	722
Unions present, no recognition	65	90	75	121
Recognised unions	58	87	257	544
Size of establishment/ownership				
Private sector, 5-24 employees	46	76	997	513
Private sector, 25-99 employees	58	83	194	275
Private sector, 100 or more employees	81	99	53	297
Public sector, 5-24 employees	37	69	107	81
Public sector, 25-99 employees	61	90	82	130
Public sector, 100 or more employees	78	98	20	154
Whether any pregnancies in last two years				
Yes	65	92	498	846
No	41	71	944	595
All workplaces	50	78	1,462	1,462

Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,462 managers

Table C9 cont: Awareness of at least one of the main changes to maternity rights legislation, by workplace characteristics

	Spontaneous awareness (%)	Prompted awareness (%)	<i>Per cent of workplaces</i>	
			Weighted count	Unweighted count
Standard Industrial Classification				
Agriculture, Fishing and Mining	[50]	[59]	22	44
Manufacturing	41	72	137	184
Electricity, Gas, Water Supply	[92]	[100]	5	32
Construction	36	53	76	75
Wholesale and Retail Trade	54	80	338	148
Hotels and Restaurants	30	72	138	85
Transport, Storage and Communication	36	69	66	64
Financial Intermediation	[67]	[88]	52	41
Real Estate, Renting and Business Acts.	55	80	252	217
Public Administration and Defence	65	81	39	109
Education	46	85	88	138
Health and Social Work	61	93	148	223
Other Community	46	85	103	102
Government Office Region				
North East	54	75	48	69
North West	52	86	163	164
Yorkshire and Humber	54	76	112	117
East Midlands	43	80	90	95
West Midlands	50	80	115	126
South West	48	71	164	145
Eastern	47	81	139	119
London	48	80	198	196
South East	53	78	212	208
Wales	41	73	93	85
Scotland	53	79	127	138
Percentage of female employees				
None	[40]	[56]	53	29
Less than 10 per cent	36	54	66	125
10-24 per cent	37	70	275	229
25-49 per cent	48	78	257	284
50 per cent or more	56	85	812	793
Number of flexible working arrangements available				
None	[25]	[44]	64	39
1-2	38	66	349	244
3-4	53	85	557	525
5-6	58	85	479	651
All workplaces	50	78	1,462	1,462

Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,462 managers

Table C10: Number of main changes to maternity rights legislation aware of with prompting, by workplace characteristics

	None	One	Two	Three	Four	Row percentages	
						Weighted count	Unweighted count
	(%)	(%)	(%)	(%)	(%)		
Size of establishment							
5-9 employees	27	18	17	11	28	637	209
10-24 employees	22	22	17	15	25	473	388
25-49 employees	17	24	18	18	22	187	238
50-99 employees	9	15	23	14	39	92	171
100-249 employees	2	6	12	17	63	48	177
250-499 employees	-	1	7	13	79	9	92
500 or more employees	1	1	2	18	78	17	187
Size of organisation							
Less than 100	28	21	18	12	20	807	575
100 to less than 1,000	10	11	13	12	54	172	298
1,000 to less than 10,000	19	11	12	13	45	244	283
10,000 or more	11	19	19	22	29	128	186
Ownership							
Private sector	22	19	16	13	29	1,244	1,085
Public sector	20	19	21	14	27	209	365
Single or multi							
Single independent establishment	29	23	19	11	17	605	517
Part of a larger organisation	16	16	16	15	37	857	945
Union recognition							
No unions present	25	19	17	12	26	1,049	722
Unions present, no recognition	10	16	16	30	27	75	121
Recognised unions	13	17	19	15	36	257	544
Size of establishment/ownership							
Private sector, 5-24 employees	24	19	17	13	27	997	513
Private sector, 25-99 employees	17	21	18	17	28	194	275
Private sector, 100 or more employees	1	3	5	16	74	53	297
Public sector, 5-24 employees	31	19	20	10	21	107	81
Public sector, 25-99 employees	10	22	22	17	29	82	130
Public sector, 100 or more employees	2	6	20	20	53	20	154
Whether any pregnancies in last two years							
Yes	8	18	19	17	38	498	846
No	29	20	16	12	23	944	595
All workplaces	22	19	17	13	29	1,462	1,462

Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,462 managers

Table C10 cont: Number of main changes to maternity rights legislation aware of with prompting, by workplace characteristics

	None	One	Two	Three	Four	<i>Row percentages</i>	
						Weighted count	Unweighted count
	(%)	(%)	(%)	(%)	(%)		
Standard Industrial Classification							
Agriculture, Fishing and Mining	[41]	[19]	[10]	[12]	[18]	22	44
Manufacturing	28	27	13	9	22	137	184
Electricity, Gas, Water Supply	[-]	[59]	[1]	[10]	[30]	5	32
Construction	47	15	4	14	20	76	75
Wholesale and Retail Trade	20	15	17	13	35	338	148
Hotels and Restaurants	28	26	16	10	20	138	85
Transport, Storage and Communication	31	14	16	17	21	66	64
Financial Intermediation	[12]	[19]	[10]	[19]	[40]	52	41
Real Estate, Renting and Business Acts.	20	16	22	14	27	252	217
Public Administration and Defence	19	3	14	17	47	39	109
Education	15	21	26	12	25	88	138
Health and Social Work	8	22	21	16	33	148	223
Other Community	15	21	17	14	33	103	102
Government Office Region							
North East	25	13	14	19	29	48	69
North West	14	19	20	20	26	163	164
Yorkshire and Humber	24	20	9	15	32	112	117
East Midlands	20	20	11	5	44	90	95
West Midlands	20	20	27	12	22	115	126
South West	29	21	14	12	24	164	145
Eastern	19	26	13	7	35	139	119
London	20	13	16	10	40	198	196
South East	22	20	24	14	20	212	208
Wales	27	12	26	14	21	93	85
Scotland	21	20	10	22	27	127	138
Percentage of female employees							
None	[44]	[7]	[12]	[6]	[30]	53	29
Less than 10 per cent	46	8	16	11	18	66	125
10-24 per cent	30	20	17	13	20	275	229
25-49 per cent	22	28	13	11	27	257	284
50 per cent or more	15	17	19	15	33	812	793
Number of flexible working arrangements available							
None	[56]	[8]	[27]	[2]	[7]	64	39
1-2	34	22	15	13	16	349	244
3-4	15	21	21	13	31	557	525
5-6	15	18	13	16	38	479	651
All workplaces	22	19	17	13	29	1,462	1,462

Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,462 managers

Table C11: Prompted awareness of right to request flexible working for those with caring responsibilities for adults, by workplace characteristics

	Yes (%)	No (%)	Don't know (%)	<i>Row percentages</i>	
				Weighted count	Unweighted count
Size of establishment					
5-9 employees	58	42	-	637	209
10-24 employees	56	43	1	473	388
25-49 employees	65	34	1	187	238
50-99 employees	71	29	-	92	171
100-249 employees	86	14	-	48	177
250-499 employees	91	9	-	9	92
500 or more employees	98	2	-	17	187
Size of organisation					
Less than 100	54	46	*	807	575
100 to less than 1,000	81	19	-	172	298
1,000 to less than 10,000	71	28	1	244	283
10,000 or more	64	36	-	128	186
Ownership					
Private sector	60	40	*	1,244	1,085
Public sector	68	32	-	209	365
Single or multi					
Single independent establishment	52	48	*	605	517
Part of a larger organisation	67	33	*	857	945
Union recognition					
No unions present	57	43	*	1,049	722
Unions present, no recognition	73	27	-	75	121
Recognised unions	71	29	-	257	544
Size of establishment/ownership					
Private sector, 5-24 employees	56	43	-	997	513
Private sector, 25-99 employees	67	32	1	194	275
Private sector, 100 or more employees	92	8	-	53	297
Public sector, 5-24 employees	62	38	-	107	81
Public sector, 25-99 employees	70	30	-	82	130
Public sector, 100 or more employees	88	12	-	20	154
Whether any pregnancies in last two years					
Yes	67	33	*	498	846
No	57	43	*	944	595
All workplaces	27	73	1	1,462	1,462

Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,462 managers

Table C11 cont: Prompted awareness of right to request flexible working for those with caring responsibilities for adults, by workplace characteristics

	Yes (%)	No (%)	Don't know (%)	<i>Row percentages</i>	
				Weighted count	Unweighted count
Standard Industrial Classification					
Agriculture, Fishing and Mining	[42]	[58]	[-]	22	44
Manufacturing	50	50	-	137	184
Electricity, Gas, Water Supply	[41]	[59]	[-]	5	32
Construction	50	48	1	76	75
Wholesale and Retail Trade	64	36	-	338	148
Hotels and Restaurants	47	53	-	138	85
Transport, Storage and Communication	63	36	2	66	64
Financial Intermediation	[55]	[45]	[-]	52	41
Real Estate, Renting and Business Acts.	61	39	1	252	217
Public Administration and Defence	69	31	-	39	109
Education	67	33	-	88	138
Health and Social Work	79	21	-	148	223
Other Community	61	39	-	103	102
Government Office Region					
North East	66	34	-	48	69
North West	66	33	1	163	164
Yorkshire and Humber	75	25	-	112	117
East Midlands	64	36	-	90	95
West Midlands	64	35	1	115	126
South West	50	50	-	164	145
Eastern	63	37	-	139	119
London	58	42	-	198	196
South East	59	41	-	212	208
Wales	49	51	-	93	85
Scotland	62	37	1	127	138
Percentage of female employees					
None	[55]	[45]	[-]	53	29
Less than 10 per cent	59	39	2	66	125
10-24 per cent	50	50	*	275	229
25-49 per cent	56	43	1	257	284
50 per cent or more	66	34	-	812	793
Number of flexible working arrangements available					
None	[31]	[68]	[2]	64	39
1-2	51	48	1	349	244
3-4	64	36	-	557	525
5-6	69	31	-	479	651
All workplaces	61	39	*	1,462	1,462

Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,462 managers

Table C12: Availability of flexible working arrangements, by workplace characteristics

	Working part time	Job sharing	Working flexitime	Working a compressed working week	Working reduced hours for limited period	Working from home on a regular basis	None of these	Not stated	<i>Per cent of workplaces</i>	
	(%)	(%)	(%)	(%)	(%)	(%)	(%)	(%)	Weighted count	Unweighted count
Size of establishment										
5-9 employees	88	51	49	36	71	17	7	2	637	209
10-24 employees	93	62	57	44	73	27	3	-	473	388
25-49 employees	96	71	56	42	77	33	3	-	187	238
50-99 employees	94	63	67	50	81	38	1	-	92	171
100-249 employees	97	76	66	56	90	54	*	-	48	177
250-499 employees	100	84	74	70	100	58	-	-	9	92
500 or more employees	99	94	87	75	95	82	*	-	17	187
Size of organisation										
Less than 100	88	51	55	35	68	29	7	*	807	575
100 to less than 1,000	93	64	61	38	82	30	*	4	172	298
1,000 to less than 10,000	94	66	49	53	79	20	3	2	244	283
10,000 or more	97	81	60	54	87	18	3	-	128	186
Ownership										
Private sector	91	56	56	40	73	25	5	1	1,244	1,085
Public sector	96	78	51	47	77	32	3	-	209	365
Single or multi										
Single independent establishment	87	50	57	33	65	30	7	*	605	517
Part of a larger organisation	95	66	54	47	80	23	2	1	857	945
Union recognition										
No unions present	90	55	53	37	71	24	5	1	1,049	722
Unions present, no recognition	100	64	61	47	84	40	-	-	75	121
Recognised unions	93	77	62	53	81	33	4	-	257	544
Size of establishment/ownership										
Private sector, 5-24 employees	90	54	54	38	71	21	5	1	997	513
Private sector, 25-99 employees	95	62	63	45	78	35	3	-	194	275
Private sector, 100 or more employees	97	78	68	59	90	62	*	-	53	297
Public sector, 5-24 employees	94	69	45	45	72	24	5	-	107	81
Public sector, 25-99 employees	97	86	51	43	78	34	1	-	82	130
Public sector, 100 or more employees	100	94	82	73	100	63	-	-	20	154
Whether any pregnancies in last two years										
Yes	97	76	63	52	82	37	1	1	498	846
No	89	50	51	35	69	20	6	1	944	595
All workplaces	92	59	55	41	74	26	4	1	1,462	1,462

Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,462 managers

Availability relates to the practice being provided irrespective of whether some employees have used the practice in the past 12 months

Table C12 cont: Availability of flexible working arrangements, by workplace characteristics

	Working part time	Job sharing	Working flexitime	Working a compressed working week	Working reduced hours for limited period	Working from home on a regular basis	None of these	Not stated	<i>Per cent of workplaces</i>	
	(%)	(%)	(%)	(%)	(%)	(%)	(%)	(%)	Weighted count	Unweighted count
Standard Industrial Classification										
Agriculture, Fishing and Mining	[76]	[37]	[49]	[51]	[65]	[21]	[16]	[-]	22	44
Manufacturing	89	50	53	35	65	39	8	-	137	184
Electricity, Gas, Water Supply	[90]	[86]	[38]	[64]	[87]	[82]	[-]	[-]	5	32
Construction	71	38	56	32	55	24	16	-	76	75
Wholesale and Retail Trade	92	53	43	41	80	9	3	2	338	148
Hotels and Restaurants	100	64	65	46	79	9	-	-	138	85
Transport, Storage and Communication	78	49	45	17	51	20	8	8	66	64
Financial Intermediation	[98]	[69]	[53]	[49]	[68]	[31]	[-]	[-]	52	41
Real Estate, Renting and Business Acts.	89	55	65	39	74	42	6	*	252	217
Public Administration and Defence	84	77	67	69	83	54	15	-	39	109
Education	100	91	40	37	79	41	-	-	88	138
Health and Social Work	98	75	65	58	87	25	1	-	148	223
Other Community	98	66	60	33	65	29	-	-	103	102
Government Office Region										
North East	93	55	54	38	70	21	-	-	48	69
North West	92	61	56	45	82	37	4	-	163	164
Yorkshire and Humber	92	66	55	45	73	24	6	-	112	117
East Midlands	94	61	58	46	77	27	3	-	90	95
West Midlands	94	61	63	36	73	30	4	-	115	126
South West	92	57	46	35	74	17	3	3	164	145
Eastern	89	61	56	32	75	18	5	4	139	119
London	86	57	55	48	70	30	7	-	198	196
South East	90	61	62	45	77	33	5	*	212	208
Wales	90	46	44	27	70	16	8	-	93	85
Scotland	99	65	51	46	67	20	1	-	127	138
Percentage of female employees										
None	[69]	[33]	[37]	[30]	[56]	[8]	[19]	[-]	53	29
Less than 10 per cent	84	42	61	38	61	26	14	-	66	125
10-24 per cent	79	39	46	31	61	25	10	4	275	229
25-49 per cent	94	60	67	43	70	31	1	-	257	284
50 per cent or more	97	69	55	45	82	26	2	*	812	793
Number of flexible working arrangements available										
None	[-]	[-]	[-]	[-]	[-]	[-]	[100]	[-]	64	39
1-2	89	10	18	2	32	4	-	-	349	244
3-4	99	68	49	28	88	19	-	-	557	525
5-6	100	95	97	92	100	54	-	-	479	651
All workplaces	92	59	55	41	74	26	4	1	1,462	1,462

Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,462 managers

Availability relates to the practice being provided irrespective of whether some employees have used the practice in the past 12 months

Table C13: Number of flexible working arrangements available, by workplace characteristics

	None	One	Two	Three	Four	Five	Six	Not stated	Row percentages	
									Weighted count	Unweighted count
	(%)	(%)	(%)	(%)	(%)	(%)	(%)	(%)		
Size of establishment										
5-9 employees	7	12	16	19	17	18	8	2	637	209
10-24 employees	3	11	13	18	19	23	12	-	473	388
25-49 employees	3	8	9	22	24	20	14	-	187	238
50-99 employees	1	8	10	15	28	21	17	-	92	171
100-249 employees	*	5	6	21	12	25	32	-	48	177
250-499 employees	-	*	1	16	15	32	36	-	9	92
500 or more employees	*	*	1	7	8	25	59	-	17	187
Size of organisation										
Less than 100	7	13	14	20	17	19	11	*	807	575
100 to less than 1,000	*	8	13	16	26	18	16	4	172	298
1,000 to less than 10,000	3	9	12	19	16	23	15	2	244	283
10,000 or more	3	3	11	20	19	31	13	-	128	186
Ownership										
Private sector	5	11	14	18	19	21	12	1	1,244	1,085
Public sector	3	7	10	21	21	20	18	-	209	365
Single or multi										
Single independent establishment	7	15	15	17	15	18	13	*	605	517
Part of a larger organisation	2	8	12	20	22	22	12	1	857	945
Union recognition										
No unions present	5	12	15	20	18	20	10	1	1,049	722
Unions present, no recognition	-	9	12	19	14	25	21	-	75	121
Recognised unions	4	5	7	17	24	21	21	-	257	544
Size of establishment/ownership										
Private sector, 5-24 employees	5	12	15	18	18	20	9	1	997	513
Private sector, 25-99 employees	3	10	9	18	24	21	16	-	194	275
Private sector, 100 or more employees	*	4	6	18	10	27	35	-	53	297
Public sector, 5-24 employees	5	11	12	21	17	19	15	-	107	81
Public sector, 25-99 employees	1	4	10	23	28	20	14	-	82	130
Public sector, 100 or more employees	-	-	*	10	16	25	49	-	20	154
Whether any pregnancies in last two years										
Yes	1	6	8	18	21	23	22	1	498	846
No	6	14	16	19	18	19	7	1	944	595
All workplaces	4	11	13	19	19	20	12	1	1,462	1,462

Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,462 managers

Availability relates to the practice being provided irrespective of whether some employees have used the practice in the past 12 months

Table C13 cont: Number of flexible working arrangements available, by workplace characteristics

	None	One	Two	Three	Four	Five	Six	Not stated	Row percentages	
									Weighted count	Unweighted count
	(%)	(%)	(%)	(%)	(%)	(%)	(%)	(%)		
Standard Industrial Classification										
Agriculture, Fishing and Mining	[16]	[19]	[2]	[17]	[13]	[24]	[9]	[-]	22	44
Manufacturing	8	11	16	19	12	19	14	-	137	184
Electricity, Gas, Water Supply	[-]	[10]	[4]	[2]	[3]	[78]	[4]	[-]	5	32
Construction	16	23	10	10	10	22	9	-	76	75
Wholesale and Retail Trade	3	11	17	23	22	21	3	2	338	148
Hotels and Restaurants	-	11	14	18	20	31	6	-	138	85
Transport, Storage and Communication	8	11	16	29	18	5	6	8	66	64
Financial Intermediation	[-]	[13]	[18]	[22]	[3]	[23]	[21]	[-]	52	41
Real Estate, Renting and Business Acts.	6	9	13	14	21	18	19	*	252	217
Public Administration and Defence	15	-	3	7	11	24	40	-	39	109
Education	-	5	12	23	28	13	19	-	88	138
Health and Social Work	1	5	9	17	26	26	17	-	148	223
Other Community	-	18	9	23	20	15	15	-	103	102
Government Office Region										
North East	-	19	13	25	16	16	11	-	48	69
North West	4	6	13	21	19	20	18	-	163	164
Yorkshire and Humber	6	17	7	13	19	22	17	-	112	117
East Midlands	3	7	22	9	22	28	10	-	90	95
West Midlands	4	4	16	31	16	12	17	-	115	126
South West	3	13	13	19	23	20	6	3	164	145
Eastern	5	4	15	21	26	18	6	4	139	119
London	7	13	13	11	23	18	15	-	198	196
South East	5	8	12	18	16	26	14	*	212	208
Wales	8	15	18	20	17	14	7	-	93	85
Scotland	1	20	6	25	12	26	11	-	127	138
Percentage of female employees										
None	[19]	[27]	[17]	[9]	[3]	[17]	[8]	[-]	53	29
Less than 10 per cent	14	14	10	16	12	25	9	-	66	125
10-24 per cent	10	17	16	14	13	18	8	4	275	229
25-49 per cent	1	13	12	16	21	21	15	-	257	284
50 per cent or more	2	6	13	22	22	21	14	*	812	793
Number of flexible working arrangements available										
None	[100]	[-]	[-]	[-]	[-]	[-]	[-]	[-]	64	39
1-2	-	45	55	-	-	-	-	-	349	244
3-4	-	-	-	50	50	-	-	-	557	525
5-6	-	-	-	-	-	62	38	-	479	651
All workplaces	4	11	13	19	19	20	12	1	1,462	1,462

Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,462 managers

Availability relates to the practice being provided irrespective of whether some employees have used the practice in the past 12 months

Table C14: Take-up of flexible working arrangements, by workplace characteristics

	Working part time	Job sharing	Working flexitime	Working a compressed working week	Working reduced hours for limited period	Working from home on a regular basis	None of these	Not stated	<i>Per cent of workplaces</i>	
	(%)	(%)	(%)	(%)	(%)	(%)	(%)	(%)	Weighted count	Unweighted count
Size of establishment										
5-9 employees	68	7	17	6	13	9	25	-	637	209
10-24 employees	85	14	27	11	21	16	10	*	473	388
25-49 employees	87	25	29	14	33	20	7	*	187	238
50-99 employees	87	26	37	17	37	21	7	-	92	171
100-249 employees	92	37	46	22	60	37	1	-	48	177
250-499 employees	98	43	54	39	85	52	*	-	9	92
500 or more employees	100	61	78	59	77	77	*	-	17	187
Size of organisation										
Less than 100	76	12	24	9	19	18	16	*	807	575
100 to less than 1,000	82	13	29	11	27	19	12	-	172	298
1,000 to less than 10,000	76	16	24	15	23	10	20	*	244	283
10,000 or more	87	18	28	12	34	8	10	-	128	186
Ownership										
Private sector	77	11	24	10	20	15	17	*	1,244	1,085
Public sector	89	36	31	17	34	17	7	*	209	365
Single or multi										
Single independent establishment	78	13	25	8	18	19	16	*	605	517
Part of a larger organisation	79	16	25	13	26	13	15	*	857	945
Union recognition										
No unions present	76	11	22	9	20	15	17	*	1,049	722
Unions present, no recognition	88	16	31	18	32	24	7	-	75	121
Recognised unions	85	30	36	15	32	16	12	*	257	544
Size of establishment/ownership										
Private sector, 5-24 employees	74	9	21	8	16	12	19	*	997	513
Private sector, 25-99 employees	86	17	32	15	32	21	9	-	194	275
Private sector, 100 or more employees	93	31	47	30	59	49	*	-	53	297
Public sector, 5-24 employees	87	21	24	14	20	10	12	-	107	81
Public sector, 25-99 employees	90	46	30	17	39	18	3	1	82	130
Public sector, 100 or more employees	98	77	76	38	88	47	1	-	20	154
Whether any pregnancies in last two years										
Yes	89	25	37	16	34	22	5	*	498	846
No	74	9	18	8	16	12	20	*	944	595
All workplaces	79	15	25	11	22	15	15	*	1,462	1,462

Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,462 managers

Take-up relates to both the practice being provided and at least some employees having used the practice in the past 12 months

Table C14 cont: Take-up of flexible working arrangements, by workplace characteristics

	Working part time	Job sharing	Working flexitime	Working a compressed working week	Working reduced hours for limited period	Working from home on a regular basis	None of these	Not stated	<i>Per cent of workplaces</i>	
	(%)	(%)	(%)	(%)	(%)	(%)	(%)	(%)	Weighted count	Unweighted count
Standard Industrial Classification										
Agriculture, Fishing and Mining	[64]	[3]	[22]	[8]	[17]	[13]	[32]	[-]	22	44
Manufacturing	67	9	20	6	23	24	20	-	137	184
Electricity, Gas, Water Supply	[29]	[19]	[33]	[60]	[22]	[78]	[2]	[-]	5	32
Construction	50	4	18	7	7	13	43	-	76	75
Wholesale and Retail Trade	76	8	12	10	16	6	21	-	338	148
Hotels and Restaurants	94	22	30	13	31	5	3	-	138	85
Transport, Storage and Communication	64	6	27	5	15	16	22	2	66	64
Financial Intermediation	[91]	[19]	[27]	[5]	[12]	[12]	[3]	[-]	52	41
Real Estate, Renting and Business Acts.	75	12	30	7	21	23	17	-	252	217
Public Administration and Defence	80	39	56	33	47	33	15	2	39	109
Education	95	49	16	10	35	24	1	-	88	138
Health and Social Work	91	18	34	21	33	14	6	-	148	223
Other Community	91	13	40	11	24	17	5	-	103	102
Government Office Region										
North East	89	15	18	10	35	14	7	-	48	69
North West	86	17	28	6	28	25	8	-	163	164
Yorkshire and Humber	84	17	20	15	23	12	12	-	112	117
East Midlands	84	13	26	18	32	19	5	-	90	95
West Midlands	81	20	37	12	22	18	15	-	115	126
South West	75	19	17	8	23	11	21	1	164	145
Eastern	76	10	26	11	12	7	22	-	139	119
London	67	10	24	10	20	18	22	*	198	196
South East	75	14	26	13	25	19	14	-	212	208
Wales	81	15	16	9	15	10	16	-	93	85
Scotland	87	15	30	9	20	11	13	-	127	138
Percentage of female employees										
None	[29]	[7]	[3]	[3]	[2]	[2]	[64]	[-]	53	29
Less than 10 per cent	65	8	22	5	11	15	30	-	66	125
10-24 per cent	56	5	17	4	11	14	36	*	275	229
25-49 per cent	82	13	26	12	19	22	8	-	257	284
50 per cent or more	90	20	29	14	30	15	6	*	812	793
Number of flexible working arrangements available										
None	[-]	[-]	[-]	[-]	[-]	[-]	[100]	[-]	64	39
1-2	79	7	11	*	9	3	14	*	349	244
3-4	88	17	20	10	24	12	7	*	557	525
5-6	81	20	44	21	34	31	11	-	479	651
All workplaces	79	15	25	11	22	15	15	*	1,462	1,462

Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,462 managers

Take-up relates to both the practice being provided and at least some employees having used the practice in the past 12 months

Table C15: Number of flexible working arrangements taken-up, by workplace characteristics

	None	One	Two	Three	Four	Five	Six	Not stated	Row percentages	
									Weighted count	Unweighted count
	(%)	(%)	(%)	(%)	(%)	(%)	(%)	(%)		
Size of establishment										
5-9 employees	25	46	17	10	2	*	-	-	637	209
10-24 employees	10	40	26	15	6	3	-	*	473	388
25-49 employees	7	30	33	13	12	5	1	*	187	238
50-99 employees	7	22	32	21	13	2	2	-	92	171
100-249 employees	1	24	16	24	15	13	6	-	48	177
250-499 employees	*	7	15	25	17	22	13	-	9	92
500 or more employees	*	5	4	7	30	24	30	-	17	187
Size of organisation										
Less than 100	16	39	24	12	6	2	*	*	807	575
100 to less than 1,000	12	42	18	15	8	4	1	-	172	298
1,000 to less than 10,000	20	38	20	11	4	5	2	*	244	283
10,000 or more	10	37	26	15	7	2	3	-	128	186
Ownership										
Private sector	17	42	21	12	5	3	*	*	1,244	1,085
Public sector	7	24	31	21	10	4	3	*	209	365
Single or multi										
Single independent establishment	16	37	26	11	6	3	*	*	605	517
Part of a larger organisation	15	40	21	14	6	3	1	*	857	945
Union recognition										
No unions present	17	42	21	13	5	2	*	*	1,049	722
Unions present, no recognition	7	37	23	16	5	10	2	-	75	121
Recognised unions	12	25	29	16	10	4	4	*	257	544
Size of establishment/ownership										
Private sector, 5-24 employees	19	45	20	11	4	2	-	*	997	513
Private sector, 25-99 employees	9	31	29	14	12	4	1	-	194	275
Private sector, 100 or more employees	*	24	15	18	18	15	9	-	53	297
Public sector, 5-24 employees	12	32	30	20	5	*	-	-	107	81
Public sector, 25-99 employees	3	18	39	20	14	3	2	1	82	130
Public sector, 100 or more employees	1	-	6	26	22	22	23	-	20	154
Whether any pregnancies in last two years										
Yes	5	31	27	19	11	5	2	*	498	846
No	20	44	21	10	4	1	*	*	944	595
All workplaces	15	39	23	13	6	3	1	*	1,462	1,462

Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,462 managers

Take-up relates to both the practice being provided and at least some employees having used the practice in the past 12 months

Table C15 cont: Number of flexible working arrangements taken-up, by workplace characteristics

	None	One	Two	Three	Four	Five	Six	Not stated	Row percentages	
									Weighted count	Unweighted count
	(%)	(%)	(%)	(%)	(%)	(%)	(%)	(%)		
Standard Industrial Classification										
Agriculture, Fishing and Mining	[32]	[36]	[19]	[6]	[3]	[5]	[-]	[-]	22	44
Manufacturing	20	40	23	10	4	4	*	-	137	184
Electricity, Gas, Water Supply	[2]	[11]	[65]	[2]	[1]	[18]	[*]	[-]	5	32
Construction	43	30	14	11	*	1	*	-	76	75
Wholesale and Retail Trade	21	50	15	11	3	1	*	-	338	148
Hotels and Restaurants	3	42	24	21	7	2	1	-	138	85
Transport, Storage and Communication	22	36	31	5	3	*	1	2	66	64
Financial Intermediation	[3]	[53]	[27]	[11]	[2]	[3]	[*]	[-]	52	41
Real Estate, Renting and Business Acts.	17	37	22	13	6	4	*	-	252	217
Public Administration and Defence	15	10	17	19	13	10	14	2	39	109
Education	1	23	43	17	13	2	1	-	88	138
Health and Social Work	6	35	27	14	11	5	1	-	148	223
Other Community	5	38	28	14	11	3	*	-	103	102
Government Office Region										
North East	7	40	33	13	4	3	1	-	48	69
North West	8	33	34	16	6	2	2	-	163	164
Yorkshire and Humber	12	46	19	15	4	4	1	-	112	117
East Midlands	5	35	38	13	6	2	1	-	90	95
West Midlands	15	24	35	12	7	6	*	-	115	126
South West	21	38	16	15	7	2	*	1	164	145
Eastern	22	42	20	8	5	3	*	-	139	119
London	22	40	17	12	4	3	1	*	198	196
South East	14	42	17	13	10	3	1	-	212	208
Wales	16	48	20	10	3	*	2	-	93	85
Scotland	13	42	20	14	9	1	1	-	127	138
Percentage of female employees										
None	[64]	[31]	[4]	[-]	[-]	[2]	[-]	[-]	53	29
Less than 10 per cent	30	32	23	11	1	2	-	-	66	125
10-24 per cent	36	39	13	7	3	1	*	*	275	229
25-49 per cent	8	46	23	14	6	2	1	-	257	284
50 per cent or more	6	38	28	16	8	4	1	*	812	793
Number of flexible working arrangements available										
None	[100]	[-]	[-]	[-]	[-]	[-]	[-]	[-]	64	39
1-2	14	62	24	-	-	-	-	*	349	244
3-4	7	43	27	18	5	-	-	*	557	525
5-6	11	25	21	19	12	8	3	-	479	651
All workplaces	15	39	23	13	6	3	1	*	1,462	1,462

Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,462 managers

Take-up relates to both the practice being provided and at least some employees having used the practice in the past 12 months

Table C16: Universal eligibility for flexible working arrangements, by workplace characteristics

	<i>Per cent of workplaces</i>					
	Part-time (%)	Job share (%)	Flexitime (%)	Compressed working weeks (%)	Reduced hours for limited period (%)	Working from home on a regular basis (%)
Size of establishment						
5-9 employees	63	80	74	77	87	[31]
10-24 employees	60	61	61	64	79	23
25-49 employees	62	72	66	65	85	18
50-99 employees	55	61	53	57	81	18
100-249 employees	60	61	50	55	80	24
250-499 employees	79	56	50	59	72	17
500 or more employees	80	71	53	56	78	21
Size of organisation						
Less than 100	53	65	65	69	81	24
100 to less than 1,000	67	63	57	57	86	23
1,000 to less than 10,000	69	80	75	72	82	22
10,000 or more	83	77	67	63	86	27
Ownership						
Private sector	60	69	66	68	83	24
Public sector	70	77	59	70	85	24
Single or multi						
Single independent establishment	53	66	63	66	84	24
Part of a larger organisation	67	72	67	69	83	24
Union recognition						
No unions present	59	67	66	71	83	23
Unions present, no recognition	60	87	64	61	86	26
Recognised unions	72	73	61	62	82	26
Size of establishment/ownership						
Private sector, 5-24 employees	61	71	68	71	83	26
Private sector, 25-99 employees	53	63	64	59	84	19
Private sector, 100 or more employees	60	56	47	54	74	23
Public sector, 5-24 employees	64	75	[62]	[76]	89	[36]
Public sector, 25-99 employees	75	78	54	66	80	[15]
Public sector, 100 or more employees	85	79	66	62	88	20
Whether any pregnancies in last two years						
Yes	67	70	63	68	82	27
No	57	69	67	68	83	20
All workplaces	62	70	65	68	83	24
Weighted base	1,338	869	802	603	1,080	380
Unweighted base	1,384	1,014	923	725	1,189	581

Base: All workplaces with 5 or more employees where flexible working practice is available to employees at establishment whether employees utilise them or not

Notes: Figures are weighted, and based on responses from 1,384, 1,014, 923, 725, 1,189 and 581 managers respectively where the flexible working arrangement of the type mentioned was available

Table C16 cont: Universal eligibility for flexible working arrangements, by workplace characteristics

	Part-time	Job share	Flexitime	Compressed working weeks	Reduced hours for limited period	Working from home on a regular basis
	(%)	(%)	(%)	(%)	(%)	(%)
Standard Industrial Classification						
Agriculture, Fishing and Mining	[51]	[65]	[81]	[64]	[78]	[20]
Manufacturing	35	58	62	73	80	8
Electricity, Gas, Water Supply	[94]	[98]	[95]	[7]	[97]	[4]
Construction	54	[55]	[54]	[57]	79	[22]
Wholesale and Retail Trade	60	73	73	79	81	[11]
Hotels and Restaurants	72	77	62	[74]	85	[38]
Transport, Storage and Communication	62	[83]	[85]	[53]	[91]	[38]
Financial Intermediation	[69]	[74]	[77]	[69]	[78]	[21]
Real Estate, Renting and Business Acts.	61	67	64	66	85	31
Public Administration and Defence	81	81	65	81	77	34
Education	66	76	45	57	79	29
Health and Social Work	81	75	61	65	92	27
Other Community	48	47	66	[37]	77	[19]
Government Office Region						
North East	68	[74]	[65]	[61]	82	[16]
North West	60	71	64	74	91	31
Yorkshire and Humber	80	77	67	59	87	[18]
East Midlands	52	56	67	[49]	84	[8]
West Midlands	60	76	59	62	81	23
South West	55	72	67	76	81	[34]
Eastern	58	59	55	57	76	[19]
London	70	74	73	76	84	35
South East	65	73	68	69	90	19
Wales	43	68	[63]	[63]	61	[15]
Scotland	61	66	66	75	83	[19]
Percentage of female employees						
None	[76]	[84]	[100]	[87]	[100]	[65]
Less than 10 per cent	37	64	42	50	68	2
10-24 per cent	49	70	68	72	77	17
25-49 per cent	58	69	58	67	86	28
50 per cent or more	67	70	68	68	84	26
Number of flexible working arrangements available						
None	[-]	[-]	[-]	[-]	[-]	[-]
1-2	42	[66]	[51]	[72]	79	[-]
3-4	62	63	58	66	81	17
5-6	73	76	72	69	86	28
All workplaces	62	70	65	68	83	24
Weighted base	1,338	869	802	603	1,080	380
Unweighted base	1,384	1,014	923	725	1,189	581

Base: All workplaces with 5 or more employees where flexible working practice is available to employees at establishment whether employees utilise them or not

Notes: Figures are weighted, and based on responses from 1,384, 1,014, 923, 725, 1,189 and 581 managers respectively where the flexible working arrangement of the type mentioned was available

Table C17: Employees who were not eligible to use flexible working arrangements

	Part-time (%)	Job share (%)	Flexitime (%)	Compressed working weeks (%)	<i>Per cent of workplaces</i>	
					Reduced hours for limited period (%)	Working from home on a regular basis (%)
Employees restricted from using practice						
Specific jobs/ roles	34	40	47	41	32	60
Part-time employees	1	4	3	4	1	6
Full-time employees	29	8	9	7	6	5
Managerial employees	24	21	17	17	22	6
Non-managerial employees	3	7	12	10	7	16
Employees with the establishment for a short period	1	*	1	2	*	1
Employees not on a permanent contract	2	-	1	2	*	2
Any male employees	*	-	-	-	-	*
Those not legally entitled to make a request	2	1	1	4	2	2
Employees who do not have dependent children	1	*	*	*	2	*
Employees who do not have dependent children aged 0-5	1	-	*	-	*	*
Shift workers	*	*	1	1	1	1
Nobody	1	3	5	2	6	3
Depends on job circumstances	4	9	4	9	16	4
Other answers	7	4	6	4	8	11
No answer/Not stated	*	1	*	-	*	*
Don't know	4	7	3	8	3	2
Weighted base	477	214	247	156	135	271
Unweighted base	451	265	357	232	170	424

Base: All workplaces with 5 or more employees where not all employees were eligible to utilise the flexible working practice of the type mentioned

Notes: Figures are weighted, and based on responses from 451, 265, 357, 232, 170 and 424 managers respectively that restricted the eligibility to use the

flexible working arrangement of the type mentioned. The columns show all the types of employees that were restricted, therefore percentages add up to more than 100.

Table C18: Whether females returning from maternity leave could change from full-time to part-time working, by workplace characteristics

	Acceptable (%)	Unlikely to be accepted (%)	Conditional (%)	No female employees (%)	Don't know (%)	Refused (%)	Row percentages	
							Weighted count	Unweighted count
Size of establishment								
5-9 employees	50	6	37	5	2	*	637	209
10-24 employees	59	3	35	*	2	*	473	388
25-49 employees	62	*	36	1	1	-	187	238
50-99 employees	61	1	34	1	3	-	92	171
100-249 employees	58	1	39	-	3	-	48	177
250-499 employees	57	-	43	-	-	-	9	92
500 or more employees	71	*	29	-	-	-	17	187
Size of organisation								
Less than 100	52	7	38	1	2	*	807	575
100 to less than 1,000	53	*	42	4	2	-	172	298
1,000 to less than 10,000	63	*	30	6	1	-	244	283
10,000 or more	56	1	41	1	1	-	128	186
Ownership								
Private sector	54	4	37	3	2	*	1,244	1,085
Public sector	65	2	31	*	2	-	209	365
Single or multi								
Single independent establishment	53	7	35	2	2	*	605	517
Part of a larger organisation	58	1	37	2	2	-	857	945
Union recognition								
No unions present	54	4	38	2	2	*	1,049	722
Unions present, no recognition	67	4	28	-	1	-	75	121
Recognised unions	62	2	31	5	1	-	257	544
Size of establishment/ownership								
Private sector, 5-24 employees	53	5	37	3	2	*	997	513
Private sector, 25-99 employees	60	*	37	1	2	-	194	275
Private sector, 100 or more employees	56	1	41	-	2	-	53	297
Public sector, 5-24 employees	62	3	32	-	3	-	107	81
Public sector, 25-99 employees	67	1	30	1	*	-	82	130
Public sector, 100 or more employees	70	-	29	-	*	-	20	154
Whether any pregnancies in last two years								
Yes	67	1	32	-	1	-	498	846
No	50	5	38	3	2	*	944	595
All workplaces	56	4	36	2	2	*	1,462	1,462

Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,462 managers

Table C18 cont: Whether females returning from maternity leave could change from full-time to part-time working, by workplace characteristics

	Acceptable (%)	Unlikely to be accepted (%)	Conditional (%)	No female employees (%)	Don't know (%)	Refused (%)	Row percentages	
							Weighted count	Unweighted count
Standard Industrial Classification								
Agriculture, Fishing and Mining	[39]	[8]	[24]	[23]	[2]	[4]	22	44
Manufacturing	46	7	41	3	4	-	137	184
Electricity, Gas, Water Supply	[83]	[-]	[17]	[-]	[-]	[-]	5	32
Construction	37	5	48	6	4	-	76	75
Wholesale and Retail Trade	50	5	40	4	1	-	338	148
Hotels and Restaurants	72	4	24	-	-	-	138	85
Transport, Storage and Communication	58	5	30	4	2	2	66	64
Financial Intermediation	[49]	[3]	[46]	[-]	[2]	[-]	52	41
Real Estate, Renting and Business Acts.	51	3	43	1	2	-	252	217
Public Administration and Defence	61	8	32	-	-	-	39	109
Education	62	-	36	-	2	-	88	138
Health and Social Work	74	-	24	-	2	-	148	223
Other Community	64	-	29	1	6	-	103	102
Government Office Region								
North East	59	-	36	6	-	-	48	69
North West	62	4	33	1	1	-	163	164
Yorkshire and Humber	56	6	36	1	1	-	112	117
East Midlands	47	9	42	-	1	-	90	95
West Midlands	61	2	35	*	1	1	115	126
South West	60	5	31	-	4	-	164	145
Eastern	48	1	40	5	6	-	139	119
London	53	3	35	8	1	-	198	196
South East	54	6	36	2	2	-	212	208
Wales	49	4	47	-	*	1	93	85
Scotland	64	*	35	1	*	-	127	138
Percentage of female employees								
None	[24]	[-]	[12]	[62]	[-]	[2]	53	29
Less than 10 per cent	63	7	30	-	-	-	66	125
10-24 per cent	39	10	46	-	5	*	275	229
25-49 per cent	64	3	31	-	2	-	257	284
50 per cent or more	60	2	36	-	1	-	812	793
Number of flexible working arrangements available								
None	[34]	[20]	[34]	[9]	[2]	[1]	64	39
1-2	43	7	42	4	3	*	349	244
3-4	56	2	40	1	2	-	557	525
5-6	67	1	29	2	1	-	479	651
All workplaces	56	4	36	2	2	*	1,462	1,462

Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,462 managers

Table C19: Whether an employee could change from full-time to part-time working (other than when returning from maternity leave), by workplace characteristics

	Acceptable (%)	Unlikely to be accepted (%)	Conditional (%)	Don't know (%)	Row percentages	
					Weighted count	Unweighted count
Size of establishment						
5-9 employees	33	7	57	3	637	209
10-24 employees	44	6	47	3	473	388
25-49 employees	43	6	50	1	187	238
50-99 employees	37	7	55	1	92	171
100-249 employees	36	3	58	3	48	177
250-499 employees	29	1	70	-	9	92
500 or more employees	43	1	56	-	17	187
Size of organisation						
Less than 100	35	8	54	3	807	575
100 to less than 1,000	29	2	67	2	172	298
1,000 to less than 10,000	45	3	49	2	244	283
10,000 or more	45	1	51	3	128	186
Ownership						
Private sector	37	7	54	2	1,244	1,085
Public sector	48	3	46	3	209	365
Single or multi						
Single independent establishment	35	8	54	3	605	517
Part of a larger organisation	40	5	53	2	857	945
Union recognition						
No unions present	37	6	54	3	1,049	722
Unions present, no recognition	45	10	44	2	75	121
Recognised unions	42	5	52	1	257	544
Size of establishment/ownership						
Private sector, 5-24 employees	36	7	54	3	997	513
Private sector, 25-99 employees	40	6	52	1	194	275
Private sector, 100 or more employees	30	4	64	2	53	297
Public sector, 5-24 employees	52	1	42	6	107	81
Public sector, 25-99 employees	42	7	51	-	82	130
Public sector, 100 or more employees	54	-	46	-	20	154
Whether any pregnancies in last two years						
Yes	44	6	49	1	498	846
No	35	7	55	3	944	595
All workplaces	38	6	53	2	1,462	1,462

Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,462 managers

Table C19 cont: Whether an employee could change from full-time to part-time working (other than when returning from maternity leave), by workplace characteristics

	Acceptable (%)	Unlikely to be accepted (%)	Conditional (%)	Don't know (%)	Row percentages	
					Weighted count	Unweighted count
Standard Industrial Classification						
Agriculture, Fishing and Mining	[29]	[21]	[44]	[6]	22	44
Manufacturing	25	12	61	2	137	184
Electricity, Gas, Water Supply	[62]	[-]	[38]	[-]	5	32
Construction	33	14	52	2	76	75
Wholesale and Retail Trade	32	6	61	1	338	148
Hotels and Restaurants	71	1	26	1	138	85
Transport, Storage and Communication	47	7	44	2	66	64
Financial Intermediation	[23]	[3]	[66]	[7]	52	41
Real Estate, Renting and Business Acts.	28	7	63	2	252	217
Public Administration and Defence	46	5	48	-	39	109
Education	40	4	54	1	88	138
Health and Social Work	57	2	37	4	148	223
Other Community	32	4	55	9	103	102
Government Office Region						
North East	37	11	52	-	48	69
North West	43	3	52	2	163	164
Yorkshire and Humber	35	1	59	6	112	117
East Midlands	40	11	48	1	90	95
West Midlands	36	7	58	-	115	126
South West	36	2	59	3	164	145
Eastern	34	12	51	3	139	119
London	47	4	46	2	198	196
South East	38	11	47	4	212	208
Wales	38	9	51	3	93	85
Scotland	30	3	65	1	127	138
Percentage of female employees						
None	[24]	[15]	[59]	[2]	53	29
Less than 10 per cent	25	10	62	4	66	125
10-24 per cent	21	9	66	3	275	229
25-49 per cent	46	5	46	4	257	284
50 per cent or more	43	5	50	2	812	793
Number of flexible working arrangements available						
None	[28]	[18]	[48]	[6]	64	39
1-2	29	10	56	5	349	244
3-4	42	6	51	1	557	525
5-6	43	3	53	1	479	651
All workplaces	38	6	53	2	1,462	1,462

Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,462 managers

Table C20: Acceptability of allowing employees to reduce hours of work, by workplace characteristics

	In the run up to retirement					To care for elderly relatives					Row percentages	
	Likely (%)	Unlikely (%)	Depends (%)	Don't know (%)	Refused (%)	Likely (%)	Unlikely (%)	Depends (%)	Don't know (%)	Refused (%)	Weighted count	Unweighted count
Size of establishment												
5-9 employees	78	11	9	3	-	74	14	11	1	-	637	209
10-24 employees	79	11	6	4	-	81	8	9	2	-	473	388
25-49 employees	79	11	8	2	-	75	11	12	2	1	187	238
50-99 employees	84	7	8	1	-	76	12	11	1	-	92	171
100-249 employees	83	7	9	-	-	71	14	14	1	*	48	177
250-499 employees	89	5	5	-	-	85	8	7	-	-	9	92
500 or more employees	87	6	6	-	*	87	1	12	*	-	17	187
Size of organisation												
Less than 100	78	13	6	4	-	72	16	10	1	*	807	575
100 to less than 1,000	85	6	7	1	-	78	11	9	2	*	172	298
1,000 to less than 10,000	73	9	16	2	-	79	4	17	1	-	244	283
10,000 or more	88	9	4	*	*	88	3	6	2	-	128	186
Ownership												
Private sector	80	10	8	3	-	76	11	11	1	*	1,244	1,085
Public sector	78	14	6	2	*	76	13	9	1	-	209	365
Single or multi												
Single independent establishment	79	12	6	4	-	73	16	10	1	*	605	517
Part of a larger organisation	80	9	9	2	*	79	9	11	1	-	857	945
Union recognition												
No unions present	80	10	8	2	-	78	12	9	1	*	1,049	722
Unions present, no recognition	94	4	3	-	-	85	9	6	-	-	75	121
Recognised unions	76	15	6	3	*	74	13	11	1	-	257	544
Size of establishment/ownership												
Private sector, 5-24 employees	79	10	8	3	-	76	12	11	1	-	997	513
Private sector, 25-99 employees	83	7	8	2	-	77	10	11	1	1	194	275
Private sector, 100 or more employees	82	8	10	-	-	74	13	13	1	*	53	297
Public sector, 5-24 employees	77	16	5	3	-	79	14	5	2	-	107	81
Public sector, 25-99 employees	75	15	8	2	-	71	14	14	*	-	82	130
Public sector, 100 or more employees	93	4	3	-	*	83	5	12	*	-	20	154
Whether any pregnancies in last two years												
Yes	83	7	7	3	*	82	7	10	1	*	498	846
No	78	12	8	2	-	74	14	11	1	*	944	595
All workplaces	79	10	8	3	*	76	12	11	1	*	1,462	1,462

Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,462 managers

Table C20 cont: Acceptability of allowing employees to reduce hours of work, by workplace characteristics

	In the run up to retirement					To care for elderly relatives					Row percentages	
	Likely (%)	Unlikely (%)	Depends (%)	Don't know (%)	Refused (%)	Likely (%)	Unlikely (%)	Depends (%)	Don't know (%)	Refused (%)	Weighted count	Unweighted count
Standard Industrial Classification												
Agriculture, Fishing and Mining	[81]	[12]	[1]	[6]	[-]	[57]	[32]	[6]	[4]	[-]	22	44
Manufacturing	84	11	5	-	-	62	23	13	1	-	137	184
Electricity, Gas, Water Supply	[86]	[*]	[13]	[1]	[-]	[83]	[*]	[16]	[-]	[-]	5	32
Construction	81	14	4	2	-	68	22	10	-	-	76	75
Wholesale and Retail Trade	80	8	11	1	-	77	12	10	1	-	338	148
Hotels and Restaurants	90	7	1	2	-	94	*	3	2	1	138	85
Transport, Storage and Communication	76	11	12	1	-	71	15	14	-	-	66	64
Financial Intermediation	[65]	15	[16]	[3]	[-]	[74]	[6]	[20]	[-]	[-]	52	41
Real Estate, Renting and Business Acts.	73	12	9	5	-	75	10	14	1	-	252	217
Public Administration and Defence	70	20	9	*	*	84	4	12	*	-	39	109
Education	69	18	8	4	-	61	21	17	*	-	88	138
Health and Social Work	88	4	6	3	-	87	3	7	3	-	148	223
Other Community	76	10	5	8	-	83	9	6	2	-	103	102
Government Office Region												
North East	81	12	6	-	-	73	17	9	*	-	48	69
North West	86	9	4	*	*	79	13	8	*	-	163	164
Yorkshire and Humber	84	9	2	4	-	79	15	4	2	-	112	117
East Midlands	88	9	3	-	-	76	15	7	1	-	90	95
West Midlands	78	13	4	4	-	74	10	15	1	-	115	126
South West	81	12	5	2	-	81	12	6	*	1	164	145
Eastern	69	13	9	8	-	73	9	15	3	-	139	119
London	80	8	9	3	-	83	6	10	1	-	198	196
South East	79	9	9	3	-	78	12	8	2	-	212	208
Wales	64	14	21	2	-	50	16	31	3	-	93	85
Scotland	77	9	13	1	-	79	10	11	*	-	127	138
Percentage of female employees												
None	[74]	[21]	[1]	[3]	[-]	[61]	[24]	[13]	[2]	[-]	53	29
Less than 10 per cent	76	11	9	4	-	62	18	16	4	-	66	125
10-24 per cent	75	14	9	3	-	67	20	11	2	-	275	229
25-49 per cent	77	12	7	4	-	83	8	7	1	*	257	284
50 per cent or more	82	8	8	2	*	80	8	11	1	-	812	793
Number of flexible working arrangements available												
None	[59]	[27]	[12]	[2]	[-]	[46]	[26]	[21]	[6]	[-]	64	39
1-2	66	18	11	5	-	65	20	13	2	*	349	244
3-4	81	9	7	3	-	76	11	11	1	-	557	525
5-6	89	4	6	1	*	88	5	7	*	-	479	651
All workplaces	79	10	8	3	*	76	12	11	1	*	1,462	1,462

Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,462 managers

Table C20 cont: Acceptability of allowing employees to reduce hours of work, by workplace characteristics

	For childcare (dependent child aged under 6)					For childcare (dependent child aged 6-16)					Row percentages	
	Likely (%)	Unlikely (%)	Depends (%)	Don't know (%)	Refused (%)	Likely (%)	Unlikely (%)	Depends (%)	Don't know (%)	Refused (%)	Weighted count	Unweighted count
Size of establishment												
5-9 employees	80	8	10	2	-	74	12	12	2	-	637	209
10-24 employees	83	7	10	1	-	77	13	9	1	-	473	388
25-49 employees	82	8	10	*	-	77	12	11	*	-	187	238
50-99 employees	84	4	12	*	-	76	9	15	*	-	92	171
100-249 employees	85	5	10	1	-	76	12	13	*	-	48	177
250-499 employees	96	1	4	-	-	94	3	3	-	-	9	92
500 or more employees	89	2	9	*	*	82	7	10	*	*	17	187
Size of organisation												
Less than 100	78	11	10	1	-	74	16	9	1	-	807	575
100 to less than 1,000	89	2	8	1	-	77	10	13	1	-	172	298
1,000 to less than 10,000	82	3	14	1	-	78	6	15	1	-	244	283
10,000 or more	91	3	5	*	*	86	7	6	*	*	128	186
Ownership												
Private sector	82	6	11	1	-	76	12	12	1	-	1,244	1,085
Public sector	81	12	7	*	*	77	14	8	*	*	209	365
Single or multi												
Single independent establishment	76	12	11	2	-	74	15	10	1	-	605	517
Part of a larger organisation	86	4	10	1	*	77	10	12	1	*	857	945
Union recognition												
No unions present	83	7	9	1	-	77	12	10	1	-	1,049	722
Unions present, no recognition	87	9	4	-	-	81	12	4	3	-	75	121
Recognised unions	80	10	10	*	*	74	14	12	*	*	257	544
Size of establishment/ownership												
Private sector, 5-24 employees	81	7	11	2	-	75	12	12	1	-	997	513
Private sector, 25-99 employees	83	6	11	-	-	79	10	11	*	-	194	275
Private sector, 100 or more employees	86	5	8	1	-	77	11	12	*	-	53	297
Public sector, 5-24 employees	80	17	3	-	-	80	17	3	-	-	107	81
Public sector, 25-99 employees	81	8	11	*	-	72	13	15	*	-	82	130
Public sector, 100 or more employees	89	*	11	-	*	85	7	8	*	*	20	154
Whether any pregnancies in last two years												
Yes	89	2	8	*	*	82	7	10	*	*	498	846
No	78	10	10	2	-	73	15	11	1	-	944	595
All workplaces	82	7	10	1	*	76	12	11	1	*	1,462	1,462

Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,462 managers

Table C20 cont: Acceptability of allowing employees to reduce hours of work, by workplace characteristics

	For childcare (dependent child aged under 6)					For childcare (dependent child aged 6-16)					Row percentages	
	Likely (%)	Unlikely (%)	Depends (%)	Don't know (%)	Refused (%)	Likely (%)	Unlikely (%)	Depends (%)	Don't know (%)	Refused (%)	Weighted count	Unweighted count
Standard Industrial Classification												
Agriculture, Fishing and Mining	[75]	[14]	[6]	[4]	[-]	[63]	[18]	[15]	[4]	[-]	22	44
Manufacturing	72	14	13	1	-	68	21	11	*	-	137	184
Electricity, Gas, Water Supply	[84]	[-]	[16]	[-]	[-]	[83]	[*]	[17]	[-]	[-]	5	32
Construction	64	21	15	-	-	66	25	8	-	-	76	75
Wholesale and Retail Trade	84	6	10	-	-	75	11	14	-	-	338	148
Hotels and Restaurants	95	[-]	4	1	-	90	4	4	1	-	138	85
Transport, Storage and Communication	74	10	10	6	-	69	25	6	-	-	66	64
Financial Intermediation	[75]	[2]	[22]	[-]	[-]	[70]	[8]	[22]	[-]	[-]	52	41
Real Estate, Renting and Business Acts.	83	5	10	2	-	73	10	14	2	-	252	217
Public Administration and Defence	87	4	9	-	*	87	5	8	*	*	39	109
Education	71	17	12	*	-	64	20	15	*	-	88	138
Health and Social Work	90	4	6	1	-	87	4	7	1	-	148	223
Other Community	83	6	9	3	-	84	9	2	5	-	103	102
Government Office Region												
North East	82	9	9	*	-	78	13	9	*	-	48	69
North West	88	6	6	-	*	86	8	6	-	*	163	164
Yorkshire and Humber	79	10	8	4	-	78	12	6	4	-	112	117
East Midlands	85	9	6	-	-	67	26	7	-	-	90	95
West Midlands	85	6	9	-	-	79	9	10	2	-	115	126
South West	84	8	7	2	-	81	9	8	2	-	164	145
Eastern	75	8	15	2	-	67	19	12	2	-	139	119
London	85	6	7	2	-	78	10	12	*	-	198	196
South East	82	6	11	1	-	77	10	12	*	-	212	208
Wales	68	4	26	2	-	61	10	27	2	-	93	85
Scotland	80	9	11	-	-	73	13	14	*	-	127	138
Percentage of female employees												
None	[63]	[30]	[5]	[2]	[-]	[55]	[25]	[18]	[2]	[-]	53	29
Less than 10 per cent	62	23	15	-	-	53	32	15	*	-	66	125
10-24 per cent	74	13	11	2	-	68	18	13	1	-	275	229
25-49 per cent	87	4	8	1	-	80	10	9	1	-	257	284
50 per cent or more	85	4	10	1	*	81	8	10	1	*	812	793
Number of flexible working arrangements available												
None	[54]	[22]	[16]	[9]	[-]	[48]	[30]	[20]	[2]	[-]	64	39
1-2	72	13	13	2	-	65	18	15	2	-	349	244
3-4	82	7	10	1	-	78	11	10	1	-	557	525
5-6	91	2	7	*	*	86	5	9	1	*	479	651
All workplaces	82	7	10	1	*	76	12	11	1	*	1,462	1,462

Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,462 managers

Table C21: Requests to work flexibly, by workplace characteristics

	Part-time	Job share	Flexitime	Compressed working weeks	Reduced hours for limited period	<i>Per cent of workplaces</i>	
	(%)	(%)	(%)	(%)	(%)	Working from home on a regular basis	Any request
	(%)	(%)	(%)	(%)	(%)	(%)	(%)
Size of establishment							
5-9 employees	17	9	12	11	26	[15]	28
10-24 employees	23	9	18	9	35	20	40
25-49 employees	33	17	24	20	33	31	51
50-99 employees	39	18	32	24	57	27	71
100-249 employees	59	21	36	21	59	45	77
250-499 employees	81	28	48	37	83	62	91
500 or more employees	89	47	64	57	78	50	94
Size of organisation							
Less than 100	22	11	19	10	29	23	37
100 to less than 1,000	35	10	17	8	40	34	47
1,000 to less than 10,000	23	13	17	21	32	23	33
10,000 or more	31	11	26	16	47	22	54
Ownership							
Private sector	23	9	18	11	31	24	37
Public sector	40	25	24	27	48	25	59
Single or multi							
Single independent establishment	21	9	18	12	28	26	35
Part of a larger organisation	28	14	20	15	38	23	44
Union recognition							
No unions present	22	8	18	12	33	24	37
Unions present, no recognition	45	17	31	27	43	19	59
Recognised unions	33	24	23	18	41	24	51
Size of establishment/ownership							
Private sector, 5-24 employees	19	8	15	8	28	19	32
Private sector, 25-99 employees	31	8	28	20	39	29	51
Private sector, 100 or more employees	65	23	40	30	60	46	79
Public sector, 5-24 employees	27	13	[13]	[24]	41	[5]	44
Public sector, 25-99 employees	46	34	23	25	46	[30]	71
Public sector, 100 or more employees	78	42	59	40	84	55	92
Whether any pregnancies in last two years							
Yes	45	21	24	19	44	32	61
No	14	5	16	10	28	17	29
All workplaces	25	12	19	14	34	24	40
Weighted base	1,338	869	802	603	1,080	380	1,462
Unweighted base	1,384	1,014	923	725	1,189	581	1,462

Base: All workplaces with 5 or more employees where flexible working practice is available to employees at establishment whether employees utilise them or not; Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,384, 1,014, 923, 725, 1,189 and 581 managers respectively where the flexible working arrangement of the type mentioned was available.

Figures are weighted, and based on responses from 1,462 managers

Table C21 cont: Requests to work flexibly, by workplace characteristics

	<i>Per cent of workplaces</i>						
	Part-time (%)	Job share (%)	Flexitime (%)	Compressed working weeks (%)	Reduced hours for limited period (%)	Working from home on a regular basis (%)	Any request (%)
Standard Industrial Classification							
Agriculture, Fishing and Mining	[9]	[15]	[25]	[4]	[25]	[34]	[30]
Manufacturing	27	12	20	12	33	22	42
Electricity, Gas, Water Supply	[24]	[20]	[53]	[1]	[90]	[71]	[81]
Construction	16	[11]	[12]	[5]	13	[11]	22
Wholesale and Retail Trade	15	7	11	11	27	[26]	28
Hotels and Restaurants	33	8	27	[19]	45	[25]	47
Transport, Storage and Communication	24	[6]	[39]	[22]	[46]	[22]	39
Financial Intermediation	[19]	[20]	[8]	[2]	[17]	[17]	[34]
Real Estate, Renting and Business Acts.	24	4	15	9	29	26	38
Public Administration and Defence	64	32	44	41	53	47	65
Education	36	35	17	11	43	17	64
Health and Social Work	39	11	27	19	45	27	57
Other Community	17	12	19	[18]	35	[14]	40
Government Office Region							
North East	35	[12]	[10]	[17]	40	[9]	43
North West	27	6	17	10	39	36	49
Yorkshire and Humber	27	4	17	18	39	[15]	39
East Midlands	29	17	24	[10]	33	[22]	49
West Midlands	28	21	20	17	33	17	43
South West	25	18	22	20	40	[18]	47
Eastern	14	11	17	18	23	[17]	27
London	25	12	24	18	41	25	41
South East	29	9	19	7	31	26	39
Wales	16	16	[15]	[13]	18	[32]	26
Scotland	27	13	22	10	34	[25]	37
Percentage of female employees							
None	[8]	[-]	[-]	[5]	[22]	[-]	[19]
Less than 10 per cent	15	6	8	7	20	15	24
10-24 per cent	13	4	18	4	22	18	24
25-49 per cent	20	5	19	18	27	40	35
50 per cent or more	32	16	22	16	40	21	50
Number of flexible working arrangements available							
None	[-]	[-]	[-]	[-]	[-]	[-]	[-]
1-2	12	[11]	[20]	[-]	32	[14]	22
3-4	25	11	17	18	34	22	45
5-6	34	13	21	12	35	25	54
All workplaces	25	12	19	14	34	24	40
Weighted base	1,338	869	802	603	1,080	380	1,462
Unweighted base	1,384	1,014	923	725	1,189	581	1,462

Base: All workplaces with 5 or more employees where flexible working practice is available to employees at establishment whether employees utilise them or not; Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,384, 1,014, 923, 725, 1,189 and 581 managers respectively where the flexible working arrangement of the type mentioned was available.

Figures are weighted, and based on responses from 1,462 managers

Table C22: Recent pregnancies, by workplace characteristics

	Yes	No	Don't know/ Refused	<i>Row percentages</i>	
				Weighted count	Unweighted count
	(%)	(%)	(%)		
Size of establishment					
5-9 employees	19	79	2	637	209
10-24 employees	32	67	1	473	388
25-49 employees	53	47	-	187	238
50-99 employees	69	29	2	92	171
100-249 employees	84	15	1	48	177
250-499 employees	94	1	5	9	92
500 or more employees	95	*	4	17	187
Size of organisation					
Less than 100	26	74	*	807	575
100 to less than 1,000	46	49	4	172	298
1,000 to less than 10,000	40	56	4	244	283
10,000 or more	54	45	1	128	186
Ownership					
Private sector	30	68	1	1,244	1,085
Public sector	56	43	1	209	365
Single or multi					
Single independent establishment	25	75	*	605	517
Part of a larger organisation	41	57	2	857	945
Union recognition					
No unions present	28	70	1	1,049	722
Unions present, no recognition	46	54	-	75	121
Recognised unions	55	45	1	257	544
Size of establishment/ownership					
Private sector, 5-24 employees	23	75	2	997	513
Private sector, 25-99 employees	50	49	1	194	275
Private sector, 100 or more employees	88	11	2	53	297
Public sector, 5-24 employees	35	64	2	107	81
Public sector, 25-99 employees	76	24	-	82	130
Public sector, 100 or more employees	88	8	4	20	154
Whether any pregnancies in last two years					
Yes	100	-	-	498	846
No	-	100	-	944	595
All workplaces	34	65	1	1,462	1,462

Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,462 managers

Table C22 cont: Recent pregnancies, by workplace characteristics

	Yes	No	Don't know/ Refused	Row percentages	
				Weighted count	Unweighted count
	(%)	(%)	(%)		
Standard Industrial Classification					
Agriculture, Fishing and Mining	[11]	[89]	[-]	22	44
Manufacturing	20	79	*	137	184
Electricity, Gas, Water Supply	[85]	[15]	[-]	5	32
Construction	10	90	*	76	75
Wholesale and Retail Trade	22	77	2	338	148
Hotels and Restaurants	31	67	2	138	85
Transport, Storage and Communication	44	54	2	66	64
Financial Intermediation	[57]	[43]	[-]	52	41
Real Estate, Renting and Business Acts.	36	62	2	252	217
Public Administration and Defence	69	29	2	39	109
Education	67	33	-	88	138
Health and Social Work	54	44	2	148	223
Other Community	24	75	*	103	102
Government Office Region					
North East	41	59	-	48	69
North West	35	64	1	163	164
Yorkshire and Humber	25	72	3	112	117
East Midlands	31	68	*	90	95
West Midlands	41	59	*	115	126
South West	29	70	1	164	145
Eastern	31	65	5	139	119
London	38	60	2	198	196
South East	32	68	*	212	208
Wales	28	72	-	93	85
Scotland	45	52	2	127	138
Percentage of female employees					
None	[2]	[98]	[-]	53	29
Less than 10 per cent	8	92	*	66	125
10-24 per cent	17	82	1	275	229
25-49 per cent	34	66	-	257	284
50 per cent or more	44	54	2	812	793
Number of flexible working arrangements available					
None	[8]	[92]	[-]	64	39
1-2	19	80	1	349	244
3-4	35	63	2	557	525
5-6	47	51	2	479	651
All workplaces	34	65	1	1,462	1,462

Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,462 managers

Table C23: Provision of extra-statutory maternity benefits, by workplace characteristics

	12 months maternity leave before April 2007 (%)	Maintain all contractual benefits (%)	Extra-statutory maternity pay for babies due before April 2007 (%)	<i>Per cent of workplaces</i> Extra-statutory maternity pay for babies due on or after 1 April 2007 (%)
Size of establishment				
5-9 employees	47	48	11	14
10-24 employees	54	55	13	12
25-49 employees	64	61	23	24
50-99 employees	52	60	15	14
100-249 employees	62	82	24	23
250-499 employees	49	71	39	40
500 or more employees	68	73	56	56
Size of organisation				
Less than 100	52	51	11	11
100 to less than 1,000	53	62	20	23
1,000 to less than 10,000	53	49	16	16
10,000 or more	57	68	28	25
Ownership				
Private sector	51	53	11	14
Public sector	64	62	31	27
Single or multi				
Single independent establishment	55	49	10	13
Part of a larger organisation	52	58	17	17
Union recognition				
No unions present	50	52	7	10
Unions present, no recognition	49	53	15	14
Recognised unions	65	68	40	37
Size of establishment/ownership				
Private sector, 5-24 employees	50	51	10	13
Private sector, 25-99 employees	51	55	14	15
Private sector, 100 or more employees	58	76	27	26
Public sector, 5-24 employees	53	51	28	18
Public sector, 25-99 employees	76	70	31	33
Public sector, 100 or more employees	71	85	51	52
Whether any pregnancies in last two years				
Yes	65	67	21	21
No	43	46	9	12
All workplaces	53	55	15	16
Weighted base	1,077	1,142	1,120	1,253
Unweighted base	1,230	1,269	1,253	1,332

Base: All workplaces with 5 or more employees except those who spontaneously mentioned no female employees had had a baby, so the issue was not applicable

Notes: Figures are weighted, and based on responses from 1,230, 1,269, 1,253 and 1,332 managers respectively

Table C23 cont: Provision of extra-statutory maternity benefits, by workplace characteristics

	12 months maternity leave before April 2007 (%)	Maintain all contractual benefits (%)	Extra-statutory maternity pay for babies due before April 2007 (%)	<i>Per cent of workplaces</i> Extra-statutory maternity pay for babies due on or after 1 April 2007 (%)
Standard Industrial Classification				
Agriculture, Fishing and Mining	[47]	[60]	[8]	[5]
Manufacturing	38	55	7	6
Electricity, Gas, Water Supply	[76]	[23]	[11]	[9]
Construction	44	47	4	10
Wholesale and Retail Trade	44	43	8	11
Hotels and Restaurants	65	54	4	13
Transport, Storage and Communication	46	68	10	16
Financial Intermediation	[65]	[62]	[20]	[16]
Real Estate, Renting and Business Acts.	50	57	14	18
Public Administration and Defence	75	78	40	43
Education	71	67	30	25
Health and Social Work	55	57	27	24
Other Community	62	58	22	16
Government Office Region				
North East	39	60	6	5
North West	62	56	14	19
Yorkshire and Humber	55	53	15	14
East Midlands	54	55	15	14
West Midlands	62	63	13	12
South West	44	54	13	14
Eastern	42	35	12	16
London	61	59	18	22
South East	49	61	13	15
Wales	59	53	25	18
Scotland	48	54	14	13
Percentage of female employees				
None	[52]	[49]	[9]	[18]
Less than 10 per cent	37	55	10	18
10-24 per cent	38	47	5	9
25-49 per cent	61	53	17	21
50 per cent or more	55	58	17	16
Number of flexible working arrangements available				
None	[44]	[54]	[-]	[5]
1-2	42	36	6	7
3-4	51	61	14	16
5-6	61	61	22	22
All workplaces	53	55	15	16
Weighted base	1,077	1,142	1,120	1,253
Unweighted base	1,230	1,269	1,253	1,332

Base: All workplaces with 5 or more employees except those who spontaneously mentioned no female employees had had a baby, so the issue was not applicable

Notes: Figures are weighted, and based on responses from 1,230, 1,269, 1,253 and 1,332 managers respectively

Table C24: Provision of other maternity arrangements, by workplace characteristics

	Keep in touch scheme (%)	Retraining scheme (%)	None of these (%)	Don't know (%)	Refused (%)	<i>Row percentages</i>	
						Weighted count	Unweighted count
Size of establishment							
5-9 employees	37	42	44	4	-	637	209
10-24 employees	44	49	33	5	*	473	388
25-49 employees	52	51	28	4	-	187	238
50-99 employees	56	56	28	1	2	92	171
100-249 employees	73	56	17	1	-	48	177
250-499 employees	68	71	15	1	-	9	92
500 or more employees	75	64	11	4	-	17	187
Size of organisation							
Less than 100	31	35	50	3	*	807	575
100 to less than 1,000	57	55	24	1	-	172	298
1,000 to less than 10,000	64	71	15	4	-	244	283
10,000 or more	62	64	15	1	-	128	186
Ownership							
Private sector	41	45	39	4	*	1,244	1,085
Public sector	61	59	20	5	-	209	365
Single or multi							
Single independent establishment	32	34	53	2	*	605	517
Part of a larger organisation	53	57	24	5	*	857	945
Union recognition							
No unions present	38	43	42	4	*	1,049	722
Unions present, no recognition	55	55	20	4	-	75	121
Recognised unions	63	57	22	4	-	257	544
Size of establishment/ownership							
Private sector, 5-24 employees	38	43	41	4	*	997	513
Private sector, 25-99 employees	48	51	32	3	1	194	275
Private sector, 100 or more employees	73	61	14	2	-	53	297
Public sector, 5-24 employees	55	60	21	7	-	107	81
Public sector, 25-99 employees	67	57	20	3	-	82	130
Public sector, 100 or more employees	72	57	16	3	-	20	154
Whether any pregnancies in last two years							
Yes	58	61	21	1	-	498	846
No	36	40	44	5	*	944	595
All workplaces	44	47	36	4	*	1,462	1,462

Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,462 managers

Table C24 cont: Provision of other maternity arrangements, by workplace characteristics

	Keep in touch scheme (%)	Retraining scheme (%)	None of these (%)	Don't know (%)	Refused (%)	Row percentages	
						Weighted count	Unweighted count
Standard Industrial Classification							
Agriculture, Fishing and Mining	[14]	[25]	[60]	[8]	[2]	22	44
Manufacturing	24	24	62	7	-	137	184
Electricity, Gas, Water Supply	[23]	[37]	[61]	[-]	[-]	5	32
Construction	25	22	64	6	-	76	75
Wholesale and Retail Trade	44	51	31	3	1	338	148
Hotels and Restaurants	45	57	30	2	-	138	85
Transport, Storage and Communication	51	55	36	2	-	66	64
Financial Intermediation	[54]	[80]	[10]	[3]	[-]	52	41
Real Estate, Renting and Business Acts.	44	45	38	5	-	252	217
Public Administration and Defence	69	62	8	15	-	39	109
Education	53	42	29	4	-	88	138
Health and Social Work	54	51	27	2	-	148	223
Other Community	51	53	35	1	-	103	102
Government Office Region							
North East	59	64	22	-	-	48	69
North West	48	51	32	5	-	163	164
Yorkshire and Humber	50	51	32	3	-	112	117
East Midlands	28	38	50	4	-	90	95
West Midlands	41	42	37	4	*	115	126
South West	42	49	34	3	-	164	145
Eastern	47	45	33	4	2	139	119
London	43	48	35	5	-	198	196
South East	44	41	43	2	-	212	208
Wales	36	47	42	2	-	93	85
Scotland	50	52	28	7	-	127	138
Percentage of female employees							
None	[3]	[3]	[84]	[13]	[-]	53	29
Less than 10 per cent	42	34	42	4	1	66	125
10-24 per cent	26	31	56	5	-	275	229
25-49 per cent	50	53	30	6	-	257	284
50 per cent or more	51	55	27	2	*	812	793
Number of flexible working arrangements available							
None	[23]	[21]	[57]	[16]	[-]	64	39
1-2	29	38	50	3	1	349	244
3-4	49	51	31	2	*	557	525
5-6	52	54	28	5	-	479	651
All workplaces	44	47	36	4	*	1,462	1,462

Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,462 managers

Table C25: Whether women returning from maternity leave in last two years came back to the same job, by workplace characteristics

	Yes, all to same/ similar job (%)	Yes, most to same/ similar job (%)	No, most or none have not (%)	Don't know (%)	Refused (%)	Row percentages	
						Weighted count	Unweighted count
Size of establishment							
5-9 employees	[81]	[3]	[6]	[10]	[-]	101	32
10-24 employees	84	6	8	1	1	115	106
25-49 employees	88	9	3	-	-	88	120
50-99 employees	88	8	3	1	-	57	111
100-249 employees	79	15	4	2	-	38	142
250-499 employees	74	25	1	*	-	9	85
500 or more employees	54	42	1	3	-	15	174
Size of organisation							
Less than 100	91	3	6	-	*	173	173
100 to less than 1,000	82	14	2	2	-	73	219
1,000 to less than 10,000	68	13	7	12	-	85	184
10,000 or more	89	10	*	1	-	55	127
Ownership							
Private sector	83	8	5	4	*	318	502
Public sector	85	11	4	*	-	102	259
Single or multi							
Single independent establishment	88	4	7	-	-	123	193
Part of a larger organisation	80	11	4	4	*	300	577
Union recognition							
No unions present	83	7	6	3	*	246	270
Unions present, no recognition	83	12	5	*	-	28	78
Recognised unions	85	11	3	1	-	127	387
Size of establishment/ownership							
Private sector, 5-24 employees	83	4	7	6	*	187	111
Private sector, 25-99 employees	87	8	5	-	-	86	133
Private sector, 100 or more employees	74	22	2	2	-	45	258
Public sector, 5-24 employees	[81]	[10]	[9]	[-]	[-]	28	26
Public sector, 25-99 employees	92	7	1	-	-	57	95
Public sector, 100 or more employees	69	23	6	2	-	17	138
Whether any pregnancies in last two years							
Yes	83	9	5	3	*	423	770
No	[-]	[-]	[-]	[-]	[-]	-	-
All workplaces	83	9	5	3	*	423	770

Base: All workplaces with 5 or more employees where there have been women taking maternity leave in the past 2 years except where no women have returned from maternity leave yet

Notes: Figures are weighted, and based on responses from 770 managers

Table C25 cont: Whether women returning from maternity leave in last two years came back to the same job, by workplace characteristics

	Yes, all to same/ similar job (%)	Yes, most to same/ similar job (%)	No, most or none have not (%)	Don't know (%)	Refused (%)	Row percentages	
						Weighted count	Unweighted count
Standard Industrial Classification							
Agriculture, Fishing and Mining	[77]	[23]	[-]	[-]	[-]	2	11
Manufacturing	76	10	13	*	-	24	86
Electricity, Gas, Water Supply	[96]	[4]	[-]	[-]	[-]	4	25
Construction	[99]	[-]	[1]	[-]	[-]	7	19
Wholesale and Retail Trade	80	9	*	10	-	62	63
Hotels and Restaurants	[82]	[10]	[8]	[1]	[-]	36	32
Transport, Storage and Communication	[65]	[10]	[26]	[*]	[-]	23	30
Financial Intermediation	[79]	[1]	[-]	[20]	[-]	20	24
Real Estate, Renting and Business Acts.	83	12	3	2	-	76	110
Public Administration and Defence	88	11	-	1	-	26	90
Education	83	8	9	-	-	52	101
Health and Social Work	87	8	3	1	1	71	146
Other Community	[94]	[3]	[2]	[-]	[-]	21	33
Government Office Region							
North East	[93]	[6]	[1]	[*]	[-]	20	37
North West	83	16	1	*	-	47	87
Yorkshire and Humber	78	20	2	-	-	24	60
East Midlands	78	13	8	1	-	26	51
West Midlands	87	4	9	*	-	42	72
South West	73	4	20	1	2	44	75
Eastern	67	13	8	12	-	35	60
London	91	8	1	1	-	65	108
South East	89	6	5	1	-	56	111
Wales	[64]	[6]	[-]	[30]	[-]	25	42
Scotland	93	7	1	-	-	40	67
Percentage of female employees							
None	[-]	[-]	[-]	[-]	[-]	-	-
Less than 10 per cent	[84]	[9]	[7]	[-]	[-]	5	39
10-24 per cent	78	5	17	-	-	40	81
25-49 per cent	84	9	4	2	-	72	166
50 per cent or more	83	9	4	4	*	307	483
Number of flexible working arrangements available							
None	[78]	[-]	[22]	[-]	[-]	4	3
1-2	75	7	6	12	-	51	65
3-4	85	8	5	1	*	166	278
5-6	86	10	2	2	-	197	423
All workplaces	82	9	5	3	*	423	770

Base: All workplaces with 5 or more employees where there have been women taking maternity leave in the past 2 years except where no women have returned from maternity leave yet

Notes: Figures are weighted, and based on responses from 770 managers

Table C26: Level of difficulty in holding open positions for women during maternity leave, by workplace characteristics

	No difficulties (%)	Minimal difficulties (%)	Moderate difficulties (%)	Substantial difficulties (%)	Don't know (%)	Row percentages	
						Weighted count	Unweighted count
Size of establishment							
5-9 employees	[73]	[5]	[6]	[16]	[-]	119	37
10-24 employees	76	-	12	11	2	134	125
25-49 employees	81	1	7	10	1	94	127
50-99 employees	91	1	2	2	3	60	119
100-249 employees	81	4	10	4	1	39	146
250-499 employees	72	8	13	6	*	9	87
500 or more employees	80	6	2	5	7	15	174
Size of organisation							
Less than 100	69	1	11	18	1	196	195
100 to less than 1,000	78	2	12	7	1	77	225
1,000 to less than 10,000	86	8	3	1	2	94	190
10,000 or more	94	1	3	1	1	65	136
Ownership							
Private sector	75	3	8	12	1	358	536
Public sector	89	*	5	3	2	108	270
Single or multi							
Single independent establishment	71	1	14	13	1	142	211
Part of a larger organisation	82	3	5	9	1	327	604
Union recognition							
No unions present	73	3	10	13	1	279	295
Unions present, no recognition	83	*	10	7	-	30	81
Recognised unions	88	1	4	6	1	134	401
Size of establishment/ownership							
Private sector, 5-24 employees	73	3	10	14	1	221	131
Private sector, 25-99 employees	81	2	5	11	1	92	143
Private sector, 100 or more employees	77	6	9	6	2	45	262
Public sector, 5-24 employees	[87]	[-]	[4]	[7]	[2]	32	30
Public sector, 25-99 employees	91	1	5	1	2	60	100
Public sector, 100 or more employees	88	1	8	1	2	17	140
Whether any pregnancies in last two years							
Yes	79	2	8	10	1	470	815
No	-	-	-	-	-	-	-
All workplaces	79	2	8	10	1	470	815

Base: All workplaces with 5 or more employees where there have been women taking maternity leave in the past 2 years

Notes: Figures are weighted, and based on responses from 815 managers

Table C26 cont: Level of difficulty in holding open positions for women during maternity leave, by workplace characteristics

	No difficulties (%)	Minimal difficulties (%)	Moderate difficulties (%)	Substantial difficulties (%)	Don't know (%)	Row percentages	
						Weighted count	Unweighted count
Standard Industrial Classification							
Agriculture, Fishing and Mining	[70]	[-]	[17]	[-]	[13]	2	12
Manufacturing	65	*	9	25	*	25	88
Electricity, Gas, Water Supply	[30]	[-]	[69]	[-]	[-]	4	27
Construction	[56]	[-]	[38]	[6]	[-]	7	20
Wholesale and Retail Trade	78	10	8	3	1	68	64
Hotels and Restaurants	[72]	[1]	[18]	[9]	[-]	40	36
Transport, Storage and Communication	[81]	[2]	[-]	[14]	[3]	26	33
Financial Intermediation	[78]	[-]	[7]	[15]	[*]	27	27
Real Estate, Renting and Business Acts.	77	1	6	15	2	86	118
Public Administration and Defence	94	1	1	1	3	27	92
Education	84	1	6	8	2	56	107
Health and Social Work	83	1	5	10	1	78	155
Other Community	[84]	[4]	[4]	[8]	[-]	23	36
Government Office Region							
North East	[97]	[-]	[3]	[-]	[*]	20	37
North West	65	*	19	11	4	52	90
Yorkshire and Humber	75	-	2	15	8	27	64
East Midlands	59	3	1	35	1	27	53
West Midlands	71	3	12	15	-	43	74
South West	83	-	5	12	-	46	79
Eastern	77	*	8	15	*	39	64
London	84	11	3	2	*	74	118
South East	77	1	11	10	1	64	118
Wales	[92]	[*]	[6]	[2]	[-]	26	43
Scotland	90	-	7	2	2	52	75
Percentage of female employees							
None	[-]	[-]	[-]	[-]	[-]	-	-
Less than 10 per cent	[70]	[-]	[5]	[19]	[6]	5	41
10-24 per cent	86	4	4	1	5	42	87
25-49 per cent	81	1	15	3	1	81	176
50 per cent or more	77	3	6	12	1	341	510
Number of flexible working arrangements available							
None	[72]	[-]	[-]	[-]	[28]	5	4
1-2	84	-	3	12	2	64	77
3-4	75	4	7	14	1	185	298
5-6	80	2	10	7	1	210	435
All workplaces	79	2	8	10	1	470	815

Base: All workplaces with 5 or more employees where there have been women taking maternity leave in the past 2 years

Notes: Figures are weighted, and based on responses from 815 managers

Table C27: Ease of understanding Government's guidance on Statutory Maternity Pay, by workplace characteristics

	Easy (%)	Difficult (%)	Don't know (%)	Row percentages	
				Weighted count	Unweighted count
Size of establishment					
5-9 employees	[83]	[17]	[-]	108	33
10-24 employees	75	24	1	118	111
25-49 employees	82	17	1	77	106
50-99 employees	80	20	*	52	100
100-249 employees	91	9	1	35	134
250-499 employees	85	14	1	8	81
500 or more employees	84	16	*	13	153
Size of organisation					
Less than 100	80	19	1	176	173
100 to less than 1,000	87	13	*	72	211
1,000 to less than 10,000	85	15	*	84	169
10,000 or more	77	23	-	49	111
Ownership					
Private sector	82	18	*	327	493
Public sector	75	23	3	82	220
Single or multi					
Single independent establishment	75	25	1	133	195
Part of a larger organisation	84	16	1	277	523
Union recognition					
No unions present	82	18	*	257	271
Unions present, no recognition	84	11	4	25	69
Recognised unions	75	24	1	107	346
Size of establishment/ownership					
Private sector, 5-24 employees	81	19	*	203	121
Private sector, 25-99 employees	82	18	-	80	124
Private sector, 100 or more employees	89	10	1	43	248
Public sector, 5-24 employees	[60]	[36]	[4]	23	23
Public sector, 25-99 employees	79	19	2	47	80
Public sector, 100 or more employees	85	15	*	12	117
Whether any pregnancies in last two years					
Yes	81	19	1	411	718
No	-	-	-	-	-
All workplaces	81	19	1	411	718

Base: All workplaces with 5 or more employees where there have been women taking maternity leave in the past 2 years except where respondent spontaneously mentioned they do not deal with SMP

Notes: Figures are weighted, and based on responses from 718 managers

Table C27 cont: Ease of understanding Government's guidance on Statutory Maternity Pay, by workplace characteristics

	Easy (%)	Difficult (%)	Don't know (%)	<i>Row percentages</i>	
				Weighted count	Unweighted count
Standard Industrial Classification					
Agriculture, Fishing and Mining	[69]	[31]	[-]	2	10
Manufacturing	92	8	-	18	81
Electricity, Gas, Water Supply	[93]	[2]	[4]	4	22
Construction	[91]	[9]	[-]	6	19
Wholesale and Retail Trade	79	21	-	63	60
Hotels and Restaurants	[83]	[17]	[-]	39	35
Transport, Storage and Communication	[98]	[2]	[-]	22	28
Financial Intermediation	[79]	[21]	[*]	25	25
Real Estate, Renting and Business Acts.	83	17	-	80	109
Public Administration and Defence	72	22	6	22	79
Education	72	26	2	42	85
Health and Social Work	83	17	-	69	134
Other Community	[64]	[36]	[-]	18	31
Government Office Region					
North East	[83]	[17]	[-]	18	33
North West	83	17	-	48	82
Yorkshire and Humber	90	10	-	24	55
East Midlands	[71]	[29]	[-]	19	48
West Midlands	65	32	3	40	68
South West	90	10	*	39	66
Eastern	89	11	*	29	53
London	84	16	-	69	108
South East	81	18	*	58	107
Wales	[46]	[54]	[-]	20	34
Scotland	87	10	2	46	64
Percentage of female employees					
None	[-]	[-]	[-]	-	-
Less than 10 per cent	[77]	[23]	[-]	5	35
10-24 per cent	75	25	-	37	77
25-49 per cent	87	12	1	73	160
50 per cent or more	80	19	1	297	446
Number of flexible working arrangements available					
None	[100]	[-]	[-]	5	4
1-2	68	32	*	58	65
3-4	82	17	1	163	261
5-6	83	17	*	180	387
All workplaces	81	19	1	411	718

Base: All workplaces with 5 or more employees where there have been women taking maternity leave in the past 2 years except where respondent spontaneously mentioned they do not deal with SMP

Notes: Figures are weighted, and based on responses from 718 managers

Table C28: Ease of administering Statutory Maternity Pay, by workplace characteristics

	Easy (%)	Difficult (%)	Don't know (%)	<i>Row percentages</i>	
				Weighted count	Unweighted count
Size of establishment					
5-9 employees	[100]	[-]	[-]	72	22
10-24 employees	92	5	3	93	86
25-49 employees	91	5	4	59	79
50-99 employees	93	4	3	43	79
100-249 employees	92	3	5	31	119
250-499 employees	91	7	2	7	71
500 or more employees	88	5	7	11	118
Size of organisation					
Less than 100	93	5	2	155	153
100 to less than 1,000	93	2	6	53	186
1,000 to less than 10,000	93	3	3	53	130
10,000 or more	99	-	1	37	72
Ownership					
Private sector	94	4	3	263	418
Public sector	91	5	4	53	152
Single or multi					
Single independent establishment	93	6	2	115	170
Part of a larger organisation	94	2	4	202	404
Union recognition					
No unions present	94	4	2	209	231
Unions present, no recognition	89	4	7	19	56
Recognised unions	95	2	3	77	263
Size of establishment/ownership					
Private sector, 5-24 employees	96	2	2	153	94
Private sector, 25-99 employees	91	5	4	71	107
Private sector, 100 or more employees	90	6	4	38	217
Public sector, 5-24 employees	[87]	[13]	[-]	13	14
Public sector, 25-99 employees	[93]	[3]	[4]	29	49
Public sector, 100 or more employees	92	*	8	11	89
Whether any pregnancies in last two years					
Yes	94	4	3	317	574
No	-	-	-	-	-
All workplaces	94	4	3	317	574

Base: All workplaces with 5 or more employees where there have been women taking maternity leave in the past 2 years except where respondent spontaneously mentioned they do not deal with SMP

Notes: Figures are weighted, and based on responses from 574 managers

Table C28 cont: Ease of administering Statutory Maternity Pay, by workplace characteristics

	Easy (%)	Difficult (%)	Don't know (%)	<i>Row percentages</i>	
				Weighted count	Unweighted count
Standard Industrial Classification					
Agriculture, Fishing and Mining	[100]	[-]	[-]	2	10
Manufacturing	91	9	-	17	74
Electricity, Gas, Water Supply	[15]	[-]	[85]	1	16
Construction	[100]	[-]	[-]	5	16
Wholesale and Retail Trade	98	2	1	56	54
Hotels and Restaurants	[93]	[2]	[5]	26	28
Transport, Storage and Communication	[96]	[4]	[-]	17	22
Financial Intermediation	[100]	[-]	[*]	19	21
Real Estate, Renting and Business Acts.	95	3	2	66	88
Public Administration and Defence	97	-	3	14	58
Education	87	12	1	26	59
Health and Social Work	89	6	5	54	101
Other Community	[88]	[-]	[12]	14	27
Government Office Region					
North East	[96]	[-]	[4]	14	29
North West	96	1	2	39	65
Yorkshire and Humber	[100]	[-]	[-]	20	44
East Midlands	[100]	[-]	[-]	15	37
West Midlands	78	10	11	30	54
South West	97	2	*	34	56
Eastern	[96]	[4]	[1]	25	44
London	94	5	2	54	88
South East	88	5	7	33	78
Wales	[88]	[12]	[-]	12	29
Scotland	96	2	2	41	50
Percentage of female employees					
None	[-]	[-]	[-]	-	-
Less than 10 per cent	[100]	[-]	[-]	4	33
10-24 per cent	95	2	3	30	67
25-49 per cent	93	4	3	58	131
50 per cent or more	93	4	3	224	343
Number of flexible working arrangements available					
None	[100]	[-]	[-]	5	4
1-2	99	*	*	41	50
3-4	93	4	3	128	211
5-6	92	5	3	138	308
All workplaces	94	4	3	317	574

Base: All workplaces with 5 or more employees where there have been women taking maternity leave in the past 2 years except where respondent spontaneously mentioned they do not deal with SMP

Notes: Figures are weighted, and based on responses from 574 managers

Table C29: Whether any fathers have taken time off around the birth of a child in last two years, by workplace characteristics

	Yes (%)	No (%)	Don't know/ Refused (%)	<i>Row percentages</i>	
				Weighted count	Unweighted count
Size of establishment					
5-9 employees	16	83	*	637	209
10-24 employees	28	70	2	473	388
25-49 employees	39	59	2	187	238
50-99 employees	59	40	1	92	171
100-249 employees	72	25	4	48	177
250-499 employees	85	15	*	9	92
500 or more employees	96	2	2	17	187
Size of organisation					
Less than 100	28	71	1	807	575
100 to less than 1,000	33	66	1	172	298
1,000 to less than 10,000	30	69	1	244	283
10,000 or more	27	67	6	128	186
Ownership					
Private sector	29	70	1	1,244	1,085
Public sector	27	71	3	209	365
Single or multi					
Single independent establishment	30	69	1	605	517
Part of a larger organisation	28	71	1	857	945
Union recognition					
No unions present	26	73	1	1,049	722
Unions present, no recognition	40	60	*	75	121
Recognised unions	36	62	2	257	544
Size of establishment/ownership					
Private sector, 5-24 employees	22	77	1	997	513
Private sector, 25-99 employees	52	47	1	194	275
Private sector, 100 or more employees	78	19	3	53	297
Public sector, 5-24 employees	13	84	2	107	81
Public sector, 25-99 employees	31	66	3	82	130
Public sector, 100 or more employees	81	16	3	20	154
Whether any pregnancies in last two years					
Yes	38	60	2	498	846
No	24	75	1	944	595
All workplaces	29	70	1	1,462	1,462
Base: All workplaces with 5 or more employees					
Notes: Figures are weighted, and based on responses from 1,462 managers					

Table C29 cont: Whether any fathers have taken time off around the birth of a child in last two years, by workplace characteristics

	Yes	No	Don't know/ Refused	<i>Row percentages</i>	
	(%)	(%)	(%)	Weighted count	Unweighted count
Standard Industrial Classification					
Agriculture, Fishing and Mining	[57]	[43]	[-]	22	44
Manufacturing	44	55	1	137	184
Electricity, Gas, Water Supply	[94]	[6]	[-]	5	32
Construction	45	52	4	76	75
Wholesale and Retail Trade	24	74	1	338	148
Hotels and Restaurants	16	84	-	138	85
Transport, Storage and Communication	23	75	2	66	64
Financial Intermediation	[20]	[80]	[-]	52	41
Real Estate, Renting and Business Acts.	39	61	*	252	217
Public Administration and Defence	47	46	7	39	109
Education	18	81	1	88	138
Health and Social Work	15	83	2	148	223
Other Community	23	76	1	103	102
Government Office Region					
North East	32	68	-	48	69
North West	29	70	1	163	164
Yorkshire and Humber	32	68	*	112	117
East Midlands	21	78	1	90	95
West Midlands	41	59	-	115	126
South West	23	77	*	164	145
Eastern	20	75	5	139	119
London	38	60	2	198	196
South East	30	70	*	212	208
Wales	16	83	1	93	85
Scotland	29	68	3	127	138
Percentage of female employees					
None	[41]	[59]	[-]	53	29
Less than 10 per cent	58	38	4	66	125
10-24 per cent	44	55	1	275	229
25-49 per cent	43	56	2	257	284
50 per cent or more	16	83	1	812	793
Number of flexible working arrangements available					
None	[23]	[77]	[-]	64	39
1-2	21	77	1	349	244
3-4	27	72	1	557	525
5-6	36	62	1	479	651
All workplaces	29	70	1	1,462	1,462

Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,462 managers

Table C30: Whether fathers ever top up paternity leave with holiday or annual leave, by workplace characteristics

	Yes (%)	No (%)	Don't know (%)	Row percentages	
				Weighted count	Unweighted count
Size of establishment					
5-9 employees	[56]	[41]	[3]	105	34
10-24 employees	43	54	3	130	110
25-49 employees	54	34	12	73	90
50-99 employees	63	27	10	55	101
100-249 employees	74	21	4	34	137
250-499 employees	79	18	2	8	83
500 or more employees	88	6	6	16	178
Size of organisation					
Less than 100	47	45	8	224	199
100 to less than 1,000	77	20	3	57	204
1,000 to less than 10,000	67	32	1	74	171
10,000 or more	73	22	4	35	113
Ownership					
Private sector	55	40	5	363	535
Public sector	60	31	9	55	191
Single or multi					
Single independent establishment	45	48	7	181	227
Part of a larger organisation	64	32	5	240	506
Union recognition					
No unions present	54	41	5	275	291
Unions present, no recognition	47	47	6	30	69
Recognised unions	69	25	5	93	342
Size of establishment/ownership					
Private sector, 5-24 employees	49	49	3	221	128
Private sector, 25-99 employees	58	31	11	101	148
Private sector, 100 or more employees	80	17	3	41	259
Public sector, 5-24 employees	[53]	[41]	[5]	14	16
Public sector, 25-99 employees	[56]	[34]	[11]	25	40
Public sector, 100 or more employees	74	17	9	16	135
Whether any pregnancies in last two years					
Yes	63	29	7	191	520
No	49	47	4	226	205
All workplaces					
	56	39	6	420	733

Base: All workplaces with 5 or more employees where fathers at establishment have taken time off around the the birth of a child over the past two years

Notes: Figures are weighted, and based on responses from 733 managers

Table C30 cont: Whether fathers ever top up paternity leave with holiday or annual leave, by workplace characteristics

	Yes (%)	No (%)	Don't know (%)	Row percentages	
				Weighted count	Unweighted count
Standard Industrial Classification					
Agriculture, Fishing and Mining	[45]	[52]	[3]	13	31
Manufacturing	45	45	10	60	133
Electricity, Gas, Water Supply	[86]	[14]	[-]	4	26
Construction	[64]	[29]	[7]	34	46
Wholesale and Retail Trade	58	42	-	82	69
Hotels and Restaurants	[66]	[34]	[*]	22	22
Transport, Storage and Communication	[45]	[50]	[5]	15	32
Financial Intermediation	[62]	[27]	[11]	11	21
Real Estate, Renting and Business Acts.	56	39	5	99	114
Public Administration and Defence	77	12	11	18	81
Education	17	73	10	15	54
Health and Social Work	65	21	14	23	64
Other Community	[58]	[37]	[4]	23	40
Government Office Region					
North East	[61]	[38]	[*]	15	35
North West	64	31	5	48	89
Yorkshire and Humber	63	33	4	35	67
East Midlands	[51]	[44]	[5]	19	46
West Midlands	44	54	2	47	72
South West	52	34	15	38	62
Eastern	57	36	8	28	52
London	78	16	6	75	110
South East	37	57	6	63	103
Wales	[48]	[52]	[*]	15	33
Scotland	45	50	5	37	64
Percentage of female employees					
None	[72]	[28]	[-]	22	13
Less than 10 per cent	49	43	8	38	98
10-24 per cent	45	52	4	120	145
25-49 per cent	64	29	8	109	189
50 per cent or more	58	36	6	131	286
Number of flexible working arrangements available					
None	[37]	[57]	[7]	15	14
1-2	41	54	5	75	92
3-4	54	41	5	150	240
5-6	67	26	7	175	386
All workplaces	56	39	6	420	733

Base: All workplaces with 5 or more employees where fathers at establishment have taken time off around the the birth of a child over the past two years

Notes: Figures are weighted, and based on responses from 733 managers

**Table C31: Provision of extra-statutory paternity benefits,
by workplace characteristics**

	<i>Per cent of workplaces</i>	
	Extra-statutory paternity leave (%)	Extra-statutory paternity pay (%)
Size of establishment		
5-9 employees	20	15
10-24 employees	18	20
25-49 employees	21	22
50-99 employees	15	22
100-249 employees	8	31
250-499 employees	10	49
500 or more employees	7	57
Size of organisation		
Less than 100	22	18
100 to less than 1,000	14	17
1,000 to less than 10,000	11	24
10,000 or more	16	31
Ownership		
Private sector	19	18
Public sector	17	26
Single or multi		
Single independent establishment	24	20
Part of a larger organisation	15	18
Union recognition		
No unions present	19	16
Unions present, no recognition	20	21
Recognised unions	16	32
Size of establishment/ownership		
Private sector, 5-24 employees	19	17
Private sector, 25-99 employees	23	18
Private sector, 100 or more employees	6	33
Public sector, 5-24 employees	22	15
Public sector, 25-99 employees	11	32
Public sector, 100 or more employees	11	58
Whether any pregnancies in last two years		
Yes	18	24
No	19	16
All workplaces	18	19
Weighted base	1,185	1,462
Unweighted base	1,282	1,462

Base: All workplaces with 5 or more employees, except for paternity leave measure where managers who spontaneously mentioned no male employees had had a baby were excluded, as the issue was not applicable

Notes: Figures are weighted, and based on responses from 1,282 and 1,462 managers respectively

**Table C31 cont: Provision of extra-statutory paternity benefits,
by workplace characteristics**

	<i>Per cent of workplaces</i>	
	Extra-statutory paternity leave (%)	Extra-statutory paternity pay (%)
Standard Industrial Classification		
Agriculture, Fishing and Mining	[27]	[43]
Manufacturing	19	14
Electricity, Gas, Water Supply	[2]	[84]
Construction	21	13
Wholesale and Retail Trade	15	18
Hotels and Restaurants	30	9
Transport, Storage and Communication	18	13
Financial Intermediation	[15]	[28]
Real Estate, Renting and Business Acts.	16	26
Public Administration and Defence	3	37
Education	19	21
Health and Social Work	22	18
Other Community	22	18
Government Office Region		
North East	14	7
North West	20	21
Yorkshire and Humber	14	22
East Midlands	17	16
West Midlands	21	18
South West	16	11
Eastern	17	14
London	19	28
South East	23	26
Wales	15	14
Scotland	19	19
Percentage of female employees		
None	[35]	[31]
Less than 10 per cent	29	33
10-24 per cent	17	19
25-49 per cent	20	29
50 per cent or more	16	14
Number of flexible working arrangements available		
None	[17]	[18]
1-2	12	14
3-4	21	14
5-6	20	30
All workplaces	18	19
Weighted base	1,185	1,462
Unweighted base	1,282	1,462

Base: All workplaces with 5 or more employees, except for paternity leave measure where managers who spontaneously mentioned no male employees had had a baby were excluded, as the issue was not applicable

Notes: Figures are weighted, and based on responses from 1,282 and 1,462 managers respectively

Table C32: Take up of parental leave, by workplace characteristics

	Yes (%)	No (%)	Don't know (%)	<i>Row percentages</i>	
				Weighted count	Unweighted count
Size of establishment					
5-9 employees	11	86	3	637	209
10-24 employees	11	86	2	473	388
25-49 employees	16	82	2	187	238
50-99 employees	21	75	4	92	171
100-249 employees	32	64	4	48	177
250-499 employees	37	61	2	9	92
500 or more employees	51	40	9	17	187
Size of organisation					
Less than 100	14	85	1	807	575
100 to less than 1,000	14	82	4	172	298
1,000 to less than 10,000	15	79	6	244	283
10,000 or more	12	83	5	128	186
Ownership					
Private sector	14	84	2	1,244	1,085
Public sector	13	82	5	209	365
Single or multi					
Single independent establishment	13	86	1	605	517
Part of a larger organisation	14	82	4	857	945
Union recognition					
No unions present	13	85	1	1,049	722
Unions present, no recognition	15	85	1	75	121
Recognised unions	16	80	4	257	544
Size of establishment/ownership					
Private sector, 5-24 employees	12	86	2	997	513
Private sector, 25-99 employees	19	79	2	194	275
Private sector, 100 or more employees	34	63	3	53	297
Public sector, 5-24 employees	5	90	5	107	81
Public sector, 25-99 employees	15	81	5	82	130
Public sector, 100 or more employees	46	44	10	20	154
Whether any pregnancies in last two years					
Yes	20	76	4	498	846
No	10	88	1	944	595
All workplaces	14	84	3	1,462	1,462
Base: All workplaces with 5 or more employees					
Notes: Figures are weighted, and based on responses from 1,462 managers					

Table C32 cont: Take up of parental leave, by workplace characteristics

	Yes (%)	No (%)	Don't know (%)	Row percentages	
				Weighted count	Unweighted count
Standard Industrial Classification					
Agriculture, Fishing and Mining	[16]	[84]	[-]	22	44
Manufacturing	18	82	*	137	184
Electricity, Gas, Water Supply	[18]	[82]	[*]	5	32
Construction	13	81	6	76	75
Wholesale and Retail Trade	12	85	3	338	148
Hotels and Restaurants	10	90	-	138	85
Transport, Storage and Communication	13	83	4	66	64
Financial Intermediation	[4]	[84]	[11]	52	41
Real Estate, Renting and Business Acts.	16	83	1	252	217
Public Administration and Defence	18	75	7	39	109
Education	17	78	6	88	138
Health and Social Work	19	78	4	148	223
Other Community	6	92	2	103	102
Government Office Region					
North East	12	88	-	48	69
North West	21	77	2	163	164
Yorkshire and Humber	15	84	1	112	117
East Midlands	21	78	1	90	95
West Midlands	11	88	1	115	126
South West	7	92	1	164	145
Eastern	12	78	10	139	119
London	11	86	3	198	196
South East	14	83	3	212	208
Wales	14	86	-	93	85
Scotland	16	79	5	127	138
Percentage of female employees					
None	[8]	[92]	[-]	53	29
Less than 10 per cent	13	86	1	66	125
10-24 per cent	9	89	1	275	229
25-49 per cent	11	86	3	257	284
50 per cent or more	16	80	4	812	793
Number of flexible working arrangements available					
None	[11]	[89]	[-]	64	39
1-2	7	90	2	349	244
3-4	14	83	3	557	525
5-6	19	77	4	479	651
All workplaces	14	84	3	1,462	1,462
Base: All workplaces with 5 or more employees					
Notes: Figures are weighted, and based on responses from 1,462 managers					

Table C33: Acceptability of allowing employees to take time off at short notice, by workplace characteristics

	To care for family member or close friend				To deal with emergency e.g. flood				Row percentages	
	Almost always	Sometimes	Never	Don't know/ Refused	Almost always	Sometimes	Never	Don't know/ Refused	Weighted count	Unweighted count
	(%)	(%)	(%)	(%)	(%)	(%)	(%)	(%)		
Size of establishment										
5-9 employees	62	36	1	1	81	17	*	1	637	209
10-24 employees	72	27	*	1	89	10	*	*	473	388
25-49 employees	78	22	*	-	85	15	-	-	187	238
50-99 employees	79	21	1	*	88	11	1	*	92	171
100-249 employees	71	29	-	*	85	14	-	*	48	177
250-499 employees	77	23	-	-	88	12	-	-	9	92
500 or more employees	86	14	*	*	91	8	1	*	17	187
Size of organisation										
Less than 100	67	32	1	*	86	13	1	*	807	575
100 to less than 1,000	71	28	1	*	89	11	*	-	172	298
1,000 to less than 10,000	68	31	*	*	78	21	-	2	244	283
10,000 or more	74	26	-	-	87	13	*	-	128	186
Ownership										
Private sector	68	31	1	*	85	14	*	1	1,244	1,085
Public sector	78	21	1	1	85	15	-	*	209	365
Single or multi										
Single independent establishment	68	31	1	*	86	13	1	*	605	517
Part of a larger organisation	70	29	*	1	84	15	*	1	857	945
Union recognition										
No unions present	67	32	*	*	86	13	*	1	1,049	722
Unions present, no recognition	74	26	-	-	91	9	1	-	75	121
Recognised unions	75	23	2	1	80	19	*	*	257	544
Size of establishment/ownership										
Private sector, 5-24 employees	66	33	1	1	84	14	*	1	997	513
Private sector, 25-99 employees	77	23	-	-	87	13	*	-	194	275
Private sector, 100 or more employees	74	26	-	*	85	14	*	*	53	297
Public sector, 5-24 employees	76	23	-	1	82	18	-	-	107	81
Public sector, 25-99 employees	80	19	2	*	86	14	-	*	82	130
Public sector, 100 or more employees	80	20	*	*	94	6	-	*	20	154
Whether any pregnancies in last two years										
Yes	76	24	1	*	88	12	*	*	498	846
No	66	33	*	1	84	15	*	1	944	595
All workplaces	69	30	1	*	85	14	*	1	1,462	1,462

Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,462 managers

Table C33 cont: Acceptability of allowing employees to take time off at short notice, by workplace characteristics

	To care for family member or close friend				To deal with emergency e.g. flood				Row percentages	
	Almost always	Sometimes	Never	Don't know/ Refused	Almost always	Sometimes	Never	Don't know/ Refused	Weighted count	Unweighted count
	(%)	(%)	(%)	(%)	(%)	(%)	(%)	(%)		
Standard Industrial Classification										
Agriculture, Fishing and Mining	[68]	[28]	[-]	[4]	[92]	[8]	[-]	[-]	22	44
Manufacturing	73	27	-	-	89	11	*	-	137	184
Electricity, Gas, Water Supply	[93]	[6]	[-]	[1]	[98]	[1]	[-]	[1]	5	32
Construction	68	29	4	-	86	11	4	-	76	75
Wholesale and Retail Trade	58	42	-	-	86	14	-	-	338	148
Hotels and Restaurants	82	17	1	-	78	16	-	6	138	85
Transport, Storage and Communication	71	29	-	-	67	33	-	-	66	64
Financial Intermediation	[73]	[23]	[-]	[3]	[71]	[26]	[-]	[3]	52	41
Real Estate, Renting and Business Acts.	70	30	-	*	91	9	-	*	252	217
Public Administration and Defence	68	29	*	3	81	19	-	-	39	109
Education	77	21	2	-	80	20	1	-	88	138
Health and Social Work	75	23	1	-	88	12	-	*	148	223
Other Community	64	33	-	3	88	11	1	-	103	102
Government Office Region										
North East	72	22	6	-	89	11	-	*	48	69
North West	69	31	-	*	82	18	-	*	163	164
Yorkshire and Humber	66	33	2	-	76	22	2	-	112	117
East Midlands	72	27	-	1	77	23	-	-	90	95
West Midlands	71	29	-	-	83	16	1	-	115	126
South West	74	25	1	*	93	7	-	*	164	145
Eastern	63	37	*	-	81	19	-	-	139	119
London	70	28	*	1	84	14	*	2	198	196
South East	76	23	-	1	90	7	-	3	212	208
Wales	52	48	-	-	81	19	*	-	93	85
Scotland	67	31	-	2	90	10	-	*	127	138
Percentage of female employees										
None	[68]	[27]	[5]	[-]	[82]	[18]	[-]	[-]	53	29
Less than 10 per cent	72	28	-	-	88	12	*	*	66	125
10-24 per cent	61	38	1	*	85	13	1	*	275	229
25-49 per cent	78	21	*	1	92	5	-	3	257	284
50 per cent or more	69	30	*	1	82	17	*	*	812	793
Number of flexible working arrangements available										
None	[63]	[37]	[-]	[-]	[74]	[20]	[4]	1	64	39
1-2	60	37	1	2	84	14	*	2	349	244
3-4	66	33	1	*	83	17	-	1	557	525
5-6	81	19	*	*	89	11	*	*	479	651
All workplaces	69	30	1	*	85	14	*	1	1,462	1,462

Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,462 managers

Table C33 cont: Acceptability of allowing employees to take time off at short notice, by workplace characteristics

	To care for a sick pet				To attend a hair or beauty appointment				Row percentages	
	Almost always (%)	Sometimes (%)	Never (%)	Don't know/ Refused (%)	Almost always (%)	Sometimes (%)	Never (%)	Don't know/ Refused (%)	Weighted count	Unweighted count
Size of establishment										
5-9 employees	18	50	29	4	2	17	80	1	637	209
10-24 employees	22	53	20	5	4	18	77	1	473	388
25-49 employees	20	52	24	4	3	17	79	1	187	238
50-99 employees	21	46	31	2	3	19	76	1	92	171
100-249 employees	13	53	25	10	1	12	84	3	48	177
250-499 employees	4	65	26	5	6	11	83	-	9	92
500 or more employees	13	49	32	6	2	15	80	3	17	187
Size of organisation										
Less than 100	22	50	25	3	4	19	76	1	807	575
100 to less than 1,000	23	48	24	5	2	13	85	1	172	298
1,000 to less than 10,000	12	54	28	6	2	13	83	2	244	283
10,000 or more	17	55	24	4	*	24	74	2	128	186
Ownership										
Private sector	20	51	25	4	3	18	78	1	1,244	1,085
Public sector	16	52	28	4	2	11	86	1	209	365
Single or multi										
Single independent establishment	21	51	25	3	4	17	78	1	605	517
Part of a larger organisation	18	51	25	5	2	17	80	1	857	945
Union recognition										
No unions present	20	51	24	4	3	18	78	1	1,049	722
Unions present, no recognition	23	57	17	3	-	22	78	*	75	121
Recognised unions	18	50	29	2	4	13	82	1	257	544
Size of establishment/ownership										
Private sector, 5-24 employees	20	51	25	4	3	17	79	1	997	513
Private sector, 25-99 employees	23	50	24	4	3	21	74	1	194	275
Private sector, 100 or more employees	11	53	26	10	2	13	82	3	53	297
Public sector, 5-24 employees	16	54	25	5	2	12	86	*	107	81
Public sector, 25-99 employees	15	49	33	2	3	8	88	1	82	130
Public sector, 100 or more employees	16	52	29	4	1	13	84	3	20	154
Whether any pregnancies in last two years										
Yes	17	54	23	5	3	18	79	1	498	846
No	21	50	26	3	3	17	79	1	944	595
All workplaces	19	51	25	4	3	17	79	1	1,462	1,462

Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,462 managers

Table C33 cont: Acceptability of allowing employees to take time off at short notice, by workplace characteristics

	To care for a sick pet				To attend a hair or beauty appointment				Row percentages	
	Almost always	Sometimes	Never	Don't know/ Refused	Almost always	Sometimes	Never	Don't know/ Refused	Weighted count	Unweighted count
	(%)	(%)	(%)	(%)	(%)	(%)	(%)	(%)		
Standard Industrial Classification										
Agriculture, Fishing and Mining	[24]	[50]	[20]	[7]	[4]	[32]	[63]	[-]	22	44
Manufacturing	17	49	31	3	5	19	77	-	137	184
Electricity, Gas, Water Supply	[5]	[23]	[71]	[1]	[4]	[2]	[91]	[3]	5	32
Construction	20	46	33	1	-	21	79	*	76	75
Wholesale and Retail Trade	18	51	25	6	2	11	87	-	338	148
Hotels and Restaurants	28	44	21	7	3	24	73	-	138	85
Transport, Storage and Communication	14	58	26	2	8	12	77	2	66	64
Financial Intermediation	[4]	[47]	[35]	[13]	[-]	[12]	[85]	[3]	52	41
Real Estate, Renting and Business Acts.	26	52	19	3	3	22	72	4	252	217
Public Administration and Defence	10	54	33	4	5	17	78	1	39	109
Education	14	49	35	2	1	8	91	-	88	138
Health and Social Work	24	53	21	2	2	21	75	2	148	223
Other Community	11	63	24	2	3	15	81	1	103	102
Government Office Region										
North East	19	56	19	5	3	15	83	*	48	69
North West	15	58	24	3	1	15	83	1	163	164
Yorkshire and Humber	17	52	29	2	2	19	79	*	112	117
East Midlands	15	43	38	5	3	17	75	5	90	95
West Midlands	20	48	30	3	3	17	78	2	115	126
South West	28	44	23	6	4	14	83	*	164	145
Eastern	12	54	27	7	4	11	84	1	139	119
London	16	57	21	5	1	18	79	2	198	196
South East	30	49	19	2	5	23	70	2	212	208
Wales	29	38	25	8	3	16	80	*	93	85
Scotland	10	58	31	1	2	18	81	*	127	138
Percentage of female employees										
None	[18]	[43]	[37]	[2]	[7]	[15]	[78]	[*]	53	29
Less than 10 per cent	26	44	24	6	3	23	73	*	66	125
10-24 per cent	14	51	31	5	1	18	79	2	275	229
25-49 per cent	21	48	27	5	2	17	79	1	257	284
50 per cent or more	20	53	22	4	3	16	80	1	812	793
Number of flexible working arrangements available										
None	[11]	[50]	[33]	[6]	[-]	[19]	[80]	[1]	64	39
1-2	10	56	29	5	2	14	83	1	349	244
3-4	25	48	24	3	3	17	80	*	557	525
5-6	21	51	23	5	4	20	74	2	479	651
All workplaces	19	51	25	4	3	17	79	1	1,462	1,462

Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,462 managers

Table C34: Arrangements for dealing with time off in an emergency involving a family member or close friend, by workplace characteristics

	As special paid leave	As sick leave	As leave without pay	As annual leave	Time off but make it up later	Never been asked	Depends on circumstances	Other specific answer	Don't know/ Not stated	Row percentages	
										Weighted count	Unweighted count
	(%)	(%)	(%)	(%)	(%)	(%)	(%)	(%)	(%)		
Size of establishment											
5-9 employees	24	2	29	26	11	1	30	2	1	637	209
10-24 employees	24	1	27	23	13	1	29	3	2	473	388
25-49 employees	27	2	27	24	13	-	32	1	2	187	238
50-99 employees	29	-	32	30	9	-	22	3	1	92	171
100-249 employees	29	3	36	33	14	-	28	2	*	48	177
250-499 employees	45	-	31	23	13	-	23	-	*	9	92
500 or more employees	53	5	30	24	18	-	17	4	-	17	187
Size of organisation											
Less than 100	20	2	26	27	12	1	28	2	2	807	575
100 to less than 1,000	26	1	33	25	8	-	31	2	-	172	298
1,000 to less than 10,000	35	*	31	24	13	-	31	1	1	244	283
10,000 or more	36	1	42	21	9	-	25	*	-	128	186
Ownership											
Private sector	22	2	30	26	11	1	30	2	1	1,244	1,085
Public sector	43	1	19	17	17	-	24	2	2	209	365
Single or multi											
Single independent establishment	22	3	24	28	9	*	27	3	2	605	517
Part of a larger organisation	27	1	31	24	13	1	30	2	1	857	945
Union recognition											
No unions present	22	2	30	27	11	1	28	2	1	1,049	722
Unions present, no recognition	28	-	28	28	19	-	17	1	2	75	121
Recognised unions	39	1	23	19	12	-	32	2	1	257	544
Size of establishment/ownership											
Private sector, 5-24 employees	22	2	29	25	10	1	31	2	1	997	513
Private sector, 25-99 employees	21	1	32	31	11	-	29	1	1	194	275
Private sector, 100 or more employees	32	4	39	36	17	-	22	1	*	53	297
Public sector, 5-24 employees	41	1	18	20	22	-	19	1	1	107	81
Public sector, 25-99 employees	44	1	20	14	13	-	27	4	3	82	130
Public sector, 100 or more employees	50	1	19	14	7	-	33	4	1	20	154
Whether any pregnancies in last two years											
Yes	28	2	27	28	14	-	28	2	1	498	846
No	23	1	29	24	10	1	30	3	2	944	595
All workplaces	25	2	28	25	12	1	29	2	1	1,462	1,462

Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,462 managers

Table C34 cont: Arrangements for dealing with time off in an emergency involving a family member or close friend, by workplace characteristics

	As special	As sick leave	As leave	As annual	Time off but	Never been	Depends on	Other	Don't know/	Row percentages	
	paid leave		without pay	leave	make it up later	asked	circumstances	specific answer	Not stated	Weighted count	Unweighted count
	(%)	(%)	(%)	(%)	(%)	(%)	(%)	(%)	(%)		
Standard Industrial Classification											
Agriculture, Fishing and Mining	[32]	[-]	[22]	[40]	[6]	[4]	[25]	[1]	[2]	22	44
Manufacturing	19	1	35	39	13	3	24	1	1	137	184
Electricity, Gas, Water Supply	[5]	[59]	[21]	[61]	[2]	[-]	[20]	[-]	[-]	5	32
Construction	17	4	29	19	6	2	25	7	5	76	75
Wholesale and Retail Trade	17	*	39	20	12	-	41	-	2	338	148
Hotels and Restaurants	14	3	39	19	8	-	31	*	-	138	85
Transport, Storage and Communication	32	-	27	23	7	-	22	3	-	66	64
Financial Intermediation	[35]	[8]	[5]	[39]	[14]	[-]	[38]	[4]	[-]	52	41
Real Estate, Renting and Business Acts.	27	3	18	32	11	1	23	5	2	252	217
Public Administration and Defence	55	-	22	24	9	-	15	2	3	39	109
Education	48	2	15	8	9	-	31	2	2	88	138
Health and Social Work	31	-	25	27	16	-	24	1	1	148	223
Other Community	28	*	27	25	20	-	22	2	-	103	102
Government Office Region											
North East	27	1	33	24	17	-	25	2	-	48	69
North West	25	6	33	27	15	1	21	1	1	163	164
Yorkshire and Humber	25	1	36	21	15	-	29	4	-	112	117
East Midlands	13	2	29	24	16	-	35	1	-	90	95
West Midlands	37	-	21	30	18	1	23	1	3	115	126
South West	21	*	31	23	10	2	29	1	2	164	145
Eastern	32	-	23	28	6	1	30	2	1	139	119
London	24	*	29	26	6	-	27	4	3	198	196
South East	19	4	25	32	15	-	36	1	-	212	208
Wales	35	-	25	18	6	-	25	4	2	93	85
Scotland	26	2	30	17	9	1	37	2	2	127	138
Percentage of female employees											
None	[11]	[-]	[26]	[32]	[3]	[-]	[26]	[5]	[5]	53	29
Less than 10 per cent	33	1	19	22	2	2	28	*	1	66	125
10-24 per cent	19	2	23	25	8	1	32	3	2	275	229
25-49 per cent	26	3	32	28	12	1	27	3	1	257	284
50 per cent or more	28	1	30	25	14	*	29	2	1	812	793
Number of flexible working arrangements available											
None	[29]	[4]	[17]	[24]	[4]	[2]	[20]	[5]	[-]	64	39
1-2	17	1	30	23	10	1	29	5	1	349	244
3-4	27	3	30	25	12	1	27	1	2	557	525
5-6	29	1	27	27	13	-	31	2	1	479	651
All workplaces	25	2	28	25	12	1	29	2	1	1,462	1,462

Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,462 managers

Table C35: Whether flexible working and leave arrangements make special provisions for employees with cultural and/or religious needs, by workplace characteristics

	Yes (%)	No (%)	Depends (%)	Not sure/ Don't know (%)	Refused (%)	<i>Row percentages</i>	
						Weighted count	Unweighted count
Size of establishment							
5-9 employees	30	40	17	12	*	637	209
10-24 employees	39	30	12	18	1	473	388
25-49 employees	41	29	12	17	*	187	238
50-99 employees	47	31	9	13	-	92	171
100-249 employees	46	28	11	15	-	48	177
250-499 employees	62	30	6	2	-	9	92
500 or more employees	62	18	12	7	-	17	187
Size of organisation							
Less than 100	29	42	13	15	1	807	575
100 to less than 1,000	42	31	10	17	-	172	298
1,000 to less than 10,000	46	27	17	10	-	244	283
10,000 or more	55	13	18	13	1	128	186
Ownership							
Private sector	34	36	14	14	*	1,244	1,085
Public sector	49	22	14	14	1	209	365
Single or multi							
Single independent establishment	29	44	13	14	1	605	517
Part of a larger organisation	42	28	15	15	*	857	945
Union recognition							
No unions present	34	36	16	14	1	1,049	722
Unions present, no recognition	33	39	14	13	-	75	121
Recognised unions	48	27	10	15	*	257	544
Size of establishment/ownership							
Private sector, 5-24 employees	33	37	15	14	*	997	513
Private sector, 25-99 employees	39	35	9	17	-	194	275
Private sector, 100 or more employees	44	29	12	15	-	53	297
Public sector, 5-24 employees	42	27	13	17	1	107	81
Public sector, 25-99 employees	53	16	17	13	1	82	130
Public sector, 100 or more employees	69	21	7	3	-	20	154
Whether any pregnancies in last two years							
Yes	42	29	17	13	*	498	846
No	34	38	12	16	1	944	595
All workplaces	37	34	14	15	*	1,462	1,462

Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,462 managers

Table C35 cont: Whether flexible working and leave arrangements make special provisions for employees with cultural and/or religious needs, by workplace characteristics

	Yes (%)	No (%)	Depends (%)	Not sure/ Don't know (%)	Refused (%)	Row percentages	
						Weighted count	Unweighted count
Standard Industrial Classification							
Agriculture, Fishing and Mining	[30]	[39]	[17]	[14]	[-]	22	44
Manufacturing	22	46	14	17	2	137	184
Electricity, Gas, Water Supply	[23]	[72]	[3]	[1]	[-]	5	32
Construction	24	51	8	17	-	76	75
Wholesale and Retail Trade	35	39	15	11	-	338	148
Hotels and Restaurants	46	23	17	14	-	138	85
Transport, Storage and Communication	31	33	14	21	-	66	64
Financial Intermediation	[48]	[27]	[2]	[23]	[-]	52	41
Real Estate, Renting and Business Acts.	30	35	18	16	1	252	217
Public Administration and Defence	46	42	8	5	-	39	109
Education	45	22	15	16	1	88	138
Health and Social Work	55	19	13	12	1	148	223
Other Community	38	33	12	18	-	103	102
Government Office Region							
North East	43	23	9	25	-	48	69
North West	32	37	14	17	1	163	164
Yorkshire and Humber	45	30	8	16	-	112	117
East Midlands	31	41	16	12	-	90	95
West Midlands	44	37	5	13	-	115	126
South West	32	37	15	15	-	164	145
Eastern	33	32	19	15	2	139	119
London	54	30	9	7	-	198	196
South East	35	32	14	17	1	212	208
Wales	25	47	18	10	-	93	85
Scotland	24	30	28	18	-	127	138
Percentage of female employees							
None	[29]	[65]	[4]	[3]	[-]	53	29
Less than 10 per cent	38	35	11	16	-	66	125
10-24 per cent	32	40	14	13	1	275	229
25-49 per cent	33	35	16	16	-	257	284
50 per cent or more	40	30	15	15	1	812	793
Number of flexible working arrangements available							
None	[20]	[66]	[*]	[13]	[1]	64	39
1-2	28	47	11	14	-	349	244
3-4	37	32	12	18	1	557	525
5-6	45	24	19	11	1	479	651
All workplaces	37	34	14	15	*	1,462	1,462

Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,462 managers

Table C36: Provision of support facilities for working parents, by workplace characteristics

	Yes (%)	No (%)	Don't know/ Refused (%)	<i>Row percentages</i>	
				Weighted count	Unweighted count
Size of establishment					
5-9 employees	13	84	3	637	209
10-24 employees	17	81	1	473	388
25-49 employees	22	77	*	187	238
50-99 employees	23	76	1	92	171
100-249 employees	43	56	1	48	177
250-499 employees	45	55	1	9	92
500 or more employees	58	42	*	17	187
Size of organisation					
Less than 100	9	90	1	807	575
100 to less than 1,000	19	81	*	172	298
1,000 to less than 10,000	36	57	7	244	283
10,000 or more	40	60	-	128	186
Ownership					
Private sector	16	82	2	1,244	1,085
Public sector	30	68	3	209	365
Single or multi					
Single independent establishment	8	91	1	605	517
Part of a larger organisation	25	72	3	857	945
Union recognition					
No unions present	14	84	2	1,049	722
Unions present, no recognition	32	68	*	75	121
Recognised unions	32	67	*	257	544
Size of establishment/ownership					
Private sector, 5-24 employees	14	84	2	997	513
Private sector, 25-99 employees	18	81	1	194	275
Private sector, 100 or more employees	43	56	1	53	297
Public sector, 5-24 employees	22	72	6	107	81
Public sector, 25-99 employees	33	67	-	82	130
Public sector, 100 or more employees	56	44	-	20	154
Whether any pregnancies in last two years					
Yes	25	75	1	498	846
No	14	84	3	944	595
All workplaces	18	80	2	1,462	1,462
Base: All workplaces with 5 or more employees					
Notes: Figures are weighted, and based on responses from 1,462 managers					

Table C36 cont: Provision of support facilities for working parents, by workplace characteristics

	Yes (%)	No (%)	Don't know/ Refused (%)	Row percentages	
				Weighted count	Unweighted count
Standard Industrial Classification					
Agriculture, Fishing and Mining	[18]	[82]	[-]	22	44
Manufacturing	4	96	1	137	184
Electricity, Gas, Water Supply	[5]	[95]	[-]	5	32
Construction	10	89	2	76	75
Wholesale and Retail Trade	15	83	2	338	148
Hotels and Restaurants	21	72	7	138	85
Transport, Storage and Communication	8	91	1	66	64
Financial Intermediation	[25]	[72]	[3]	52	41
Real Estate, Renting and Business Acts.	19	79	2	252	217
Public Administration and Defence	39	61	-	39	109
Education	30	70	-	88	138
Health and Social Work	28	72	*	148	223
Other Community	20	78	2	103	102
Government Office Region					
North East	13	79	8	48	69
North West	25	75	*	163	164
Yorkshire and Humber	21	77	2	112	117
East Midlands	22	78	-	90	95
West Midlands	20	80	-	115	126
South West	17	79	4	164	145
Eastern	17	81	2	139	119
London	19	78	3	198	196
South East	13	85	3	212	208
Wales	6	94	1	93	85
Scotland	24	76	-	127	138
Percentage of female employees					
None	[12]	[87]	[1]	53	29
Less than 10 per cent	11	88	1	66	125
10-24 per cent	10	89	1	275	229
25-49 per cent	19	79	2	257	284
50 per cent or more	22	76	2	812	793
Number of flexible working arrangements available					
None	[8]	[91]	[1]	64	39
1-2	11	85	4	349	244
3-4	17	82	2	557	525
5-6	27	72	1	479	651
All workplaces	18	80	2	1,462	1,462
Base: All workplaces with 5 or more employees					
Notes: Figures are weighted, and based on responses from 1,462 managers					

Table C37: Employers' attitude towards work-life balance, by year

		<i>Row percentages</i>					
		Strongly disagree (%)	Disagree (%)	Neither agree nor disagree (%)	Agree (%)	Strongly agree (%)	Don't know (%)
Everyone should be able to balance their work and home lives in the way that they want	2007	5	19	9	48	19	*
	2003	2	17	14	51	14	1
Employees should not expect to be able to change their working pattern if it would disrupt the business	2007	2	16	8	55	18	1
	2003	3	20	13	45	17	2
It is not easy trying to accommodate employees with different patterns of working	2007	1	22	8	51	16	2
	2003	1	22	11	50	15	1
It is not the employer's responsibility to help people balance their work with other aspects of their life	2007	10	43	10	29	5	1
	2003	8	45	16	25	4	1
People work best when they can balance their work and the other aspects of their lives	2007	1	3	3	56	36	1
	2003	*	1	3	55	39	1
Policies that help employees balance work and other interests are often unfair to some employees	2007	4	39	12	34	7	3
	2003	2	34	20	38	4	2
Employers should make a special effort to accommodate the particular difficulties parents of young and disabled children face in balancing their work and family life	2007	1	6	6	62	25	1
	2003	1	4	9	63	21	*
People who work flexibly are just as likely to be promoted as those who don't	2007	2	11	6	58	19	3
	2003	1	9	13	57	17	1

Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,455 managers in WLB3 and 1,504 managers in WLB2

Table C38: Employers' attitude towards work-life balance, by workplace characteristics

	Everyone should be able to balance their work and home lives in the way that they want	Employees should not expect to be able to change their working pattern if it would disrupt the business	It is not easy trying to accommodate employees with different patterns of working	It's not the employer's responsibility to help people balance their work with other aspects of their life	People work best when they can balance their work and the other aspects of their lives	Policies that help employees balance work and other interests are often unfair to some employees	Employers should make a special effort to accommodate the particular difficulties parents of young and disabled children face in balancing their work and family life	People who work flexibly are just as likely to be promoted as those who don't	Providing flexible working practices improves customer service	When some employees take-up flexible working practices, it causes resentment among other employees	Weighted count	Unweighted count
	(1) Mean score	(2) Mean score	(3) Mean score	(4) Mean score	(5) Mean score	(6) Mean score	(7) Mean score	(8) Mean score	(9) Mean score	(10) Mean score		
Size of establishment												
5-9 employees	0.61	-0.71	-0.54	0.23	1.15	-0.04	0.99	0.81	0.07	-0.13	637	209
10-24 employees	0.60	-0.74	-0.61	0.26	1.27	0.02	1.13	0.81	0.26	-0.05	469	386
25-49 employees	0.53	-0.56	-0.66	0.19	1.39	0.09	1.10	0.84	0.29	0.05	185	235
50-99 employees	0.28	-0.82	-0.70	0.08	1.21	-0.22	1.01	0.88	0.21	-0.28	91	169
100-249 employees	0.64	-0.68	-0.53	0.36	1.31	0.06	1.00	0.86	0.19	-0.22	48	177
250-499 employees	0.43	-0.62	-0.52	0.61	1.21	0.14	0.96	1.10	0.35	-0.05	9	92
500 or more employees	0.77	-1.03	-0.39	0.68	1.59	0.01	1.11	1.14	0.89	-0.45	17	187
Size of organisation												
Less than 100	0.41	-0.79	-0.65	0.04	1.14	-0.07	1.00	0.76	0.04	-0.16	806	573
100 to less than 1,000	0.62	-0.66	-0.56	0.48	1.33	0.18	1.00	1.00	0.11	0.04	172	298
1,000 to less than 10,000	0.84	-0.65	-0.44	0.42	1.35	-0.04	1.20	0.99	0.42	-0.07	244	283
10,000 or more	0.78	-0.59	-0.52	0.65	1.36	0.05	1.03	0.78	0.46	-0.05	128	186
Ownership												
Private sector	0.57	-0.73	-0.59	0.21	1.21	-0.02	1.03	0.81	0.11	-0.13	1,238	1,079
Public sector	0.62	-0.57	-0.56	0.38	1.36	0.00	1.15	0.92	0.61	0.08	208	364
Single or multi												
Single independent establishment	0.42	-0.73	-0.60	0.11	1.16	-0.05	1.00	0.73	0.13	-0.15	604	515
Part of a larger organisation	0.69	-0.69	-0.57	0.32	1.29	0.01	1.09	0.89	0.23	-0.06	851	940
Union recognition												
No unions present	0.58	-0.76	-0.58	0.18	1.20	0.00	1.05	0.79	0.13	-0.11	1,049	722
Unions present, no recognition	0.46	-0.64	-0.82	0.26	1.33	-0.16	1.06	0.91	0.06	-0.29	75	121
Recognised unions	0.52	-0.54	-0.55	0.43	1.33	-0.08	1.06	0.85	0.31	-0.02	257	544
Size of establishment/ownership												
Private sector, 5-24 employees	0.60	-0.73	-0.57	0.24	1.18	-0.01	1.02	0.79	0.11	-0.11	993	511
Private sector, 25-99 employees	0.43	-0.71	-0.71	0.01	1.30	-0.10	1.05	0.86	0.09	-0.15	192	271
Private sector, 100 or more employees	0.69	-0.78	-0.61	0.39	1.33	0.03	1.07	0.96	0.22	-0.29	53	297
Public sector, 5-24 employees	0.76	-0.56	-0.56	0.28	1.31	-0.15	1.24	1.01	0.56	0.11	107	81
Public sector, 25-99 employees	0.47	-0.56	-0.63	0.46	1.40	0.18	1.10	0.82	0.65	0.09	81	129
Public sector, 100 or more employees	0.50	-0.67	-0.24	0.64	1.42	0.09	0.88	0.93	0.72	-0.13	20	154
Whether any pregnancies in last two years												
Yes	0.63	-0.68	-0.58	0.34	1.34	0.03	1.18	0.93	0.25	-0.09	496	843
No	0.55	-0.72	-0.59	0.17	1.17	-0.03	0.97	0.75	0.14	-0.10	939	591
All workplaces	0.58	-0.71	-0.58	0.24	1.23	-0.01	1.05	0.83	0.19	-0.10	1,455	1,455

Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,455 managers. Don't know and Refused responses are assigned a score of 0.

For statements (1), (5), (7), (8) and (9), Strongly agree is given a score of 2, Agree a score of 1, Neither agree nor disagree a score of 0, Disagree -1 and Strongly disagree -2. For statements (2), (3), (4), (6) and (10), Strongly agree is given a score of 0, Agree a score of -1, Neither agree nor disagree a score of 0, Disagree 1 and Strongly disagree 2.

A positive score indicates a more positive response about work-life balance.

Table C38 cont: Employers' attitude towards work-life balance, by workplace characteristics

	Everyone should be able to balance their work and home lives in the way that they want	Employees should not expect to be able to change their working pattern if it would disrupt the business	It is not easy trying to accommodate employees with different patterns of working	It's not the employer's responsibility to help people balance their work with other aspects of their life	People work best when they can balance their work and the other aspects of their lives	Policies that help employees balance work and other interests are often unfair to some employees	Employers should make a special effort to accommodate the particular difficulties parents of young and disabled children face in balancing their work and family life	People who work flexibly are just as likely to be promoted as those who don't	Providing flexible working practices improves customer service	When some employees take-up flexible working practices, it causes resentment among other employees	Weighted count	Unweighted count
	(1) Mean score	(2) Mean score	(3) Mean score	(4) Mean score	(5) Mean score	(6) Mean score	(7) Mean score	(8) Mean score	(9) Mean score	(10) Mean score		
Standard Industrial Classification												
Agriculture, Fishing and Mining	[0.26]	[-0.90]	[-0.64]	[-0.22]	[1.03]	[-0.06]	[1.07]	[0.50]	[-0.24]	[-0.19]	22	44
Manufacturing	0.29	-0.94	-0.64	-0.04	1.07	0.06	1.01	0.75	-0.12	-0.10	137	184
Electricity, Gas, Water Supply	[-0.54]	[-1.10]	[-0.68]	[0.80]	[1.19]	[-0.02]	[1.14]	[0.10]	[-0.35]	[-0.68]	5	32
Construction	0.53	-0.73	-0.50	0.23	0.97	-0.06	0.73	0.38	-0.02	-0.20	75	74
Wholesale and Retail Trade	0.69	-0.74	-0.69	0.40	1.19	-0.20	0.96	0.84	0.07	-0.31	338	148
Hotels and Restaurants	0.86	-0.41	-0.28	0.20	1.24	0.10	1.18	0.86	0.75	0.41	135	82
Transport, Storage and Communication	0.51	-0.98	-0.53	0.20	1.18	-0.01	1.00	0.65	0.22	0.00	66	64
Financial Intermediation	[0.72]	[-0.77]	[-0.56]	[0.40]	[0.96]	[0.34]	[1.03]	[0.91]	[0.07]	[0.12]	50	40
Real Estate, Renting and Business Acts.	0.47	-0.78	-0.54	0.02	1.30	0.00	1.03	0.84	-0.02	-0.16	251	216
Public Administration and Defence	0.45	-0.41	-0.50	0.35	1.38	0.16	1.25	0.93	0.68	-0.23	39	109
Education	0.63	-0.61	-1.02	0.43	1.35	0.02	1.08	0.64	0.34	-0.06	88	138
Health and Social Work	0.63	-0.43	-0.51	0.52	1.46	0.04	1.27	1.15	0.54	-0.03	148	222
Other Community	0.50	-0.79	-0.50	0.04	1.34	0.00	1.14	0.95	0.19	-0.02	103	102
Government Office Region												
North East	0.58	-0.36	-0.38	0.60	1.23	-0.01	0.89	0.75	0.21	0.31	48	69
North West	0.58	-0.90	-0.59	0.11	1.24	-0.16	0.99	0.75	0.26	-0.29	163	164
Yorkshire and Humber	0.18	-0.31	-0.37	0.30	0.96	0.09	1.04	0.91	0.20	0.20	112	117
East Midlands	0.26	-0.93	-0.77	0.41	1.26	-0.03	1.00	0.70	0.09	-0.32	89	93
West Midlands	0.59	-0.67	-0.73	0.11	1.31	0.24	1.19	0.91	0.18	-0.22	114	125
South West	0.69	-0.59	-0.67	0.33	1.14	0.04	1.05	0.91	0.20	-0.15	164	145
Eastern	0.68	-1.05	-0.51	0.08	1.22	0.00	1.14	0.76	-0.02	0.04	139	118
London	0.64	-0.56	-0.50	0.17	1.33	0.01	1.07	0.92	0.27	-0.14	197	195
South East	0.58	-0.65	-0.55	0.15	1.32	-0.01	1.00	0.78	0.30	0.10	212	208
Wales	0.65	-0.76	-0.62	0.17	1.16	-0.11	0.80	0.58	-0.19	-0.35	91	83
Scotland	0.71	-0.88	-0.73	0.52	1.28	-0.20	1.25	0.94	0.30	-0.15	127	138
Percentage of female employees												
None	[0.51]	[-0.47]	[-0.14]	[0.06]	[1.08]	[-0.07]	[0.78]	[0.51]	[0.01]	[-0.14]	52	28
Less than 10 per cent	0.31	-0.75	-0.63	0.09	1.03	-0.19	0.95	0.73	-0.09	-0.14	65	124
10-24 per cent	0.33	-0.84	-0.79	0.31	1.03	0.06	0.98	0.69	-0.10	-0.31	275	229
25-49 per cent	0.65	-0.60	-0.45	0.20	1.36	0.05	1.25	0.87	0.36	-0.04	255	283
50 per cent or more	0.66	-0.71	-0.58	0.25	1.29	-0.04	1.04	0.89	0.26	-0.04	808	789
Number of flexible working arrangements available												
None	[-0.05]	[-0.94]	[-0.57]	[-0.23]	[0.42]	[-0.13]	[0.58]	[0.00]	[-0.55]	[-0.46]	64	39
1-2	0.45	-0.80	-0.87	0.04	1.12	-0.22	0.94	0.58	-0.23	-0.42	345	241
3-4	0.63	-0.75	-0.56	0.27	1.29	0.01	1.09	0.93	0.30	-0.03	557	525
5-6	0.68	-0.55	-0.40	0.38	1.36	0.09	1.15	0.99	0.45	0.10	477	647
All workplaces	0.58	-0.71	-0.58	0.24	1.23	-0.01	1.05	0.83	0.19	-0.10	1,455	1,455

Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,455 managers. Don't know and Refused responses are assigned a score of 0.

For statements (1), (5), (7), (8) and (9), Strongly agree is given a score of 2, Agree a score of 1, Neither agree nor disagree a score of 0, Disagree -1 and Strongly disagree -2. For statements (2), (3), (4), (6) and (10), Strongly agree is given a score of -2, Agree a score of -1, Neither agree nor disagree a score of 0, Disagree 1 and Strongly disagree 2.

A positive score indicates a more positive response about work-life balance.

Table C39: Effect of work-life balance practices on workplace performance, by workplace characteristics

	On employee relations					On productivity					On absenteeism					Row percentages	
	Positive effect (%)	Negative effect (%)	No effect (%)	Not applicable (%)	Don't know (%)	Positive effect (%)	Negative effect (%)	No effect (%)	Not applicable (%)	Don't know (%)	Positive effect (%)	Negative effect (%)	No effect (%)	Not applicable (%)	Don't know (%)	Weighted count	Unweighted count
Size of establishment																	
5-9 employees	53	7	31	8	1	36	13	37	14	1	31	10	44	12	3	637	209
10-24 employees	58	4	25	10	3	44	7	35	10	3	41	9	36	11	3	471	387
25-49 employees	65	3	24	8	*	48	8	33	10	2	47	5	38	7	2	185	235
50-99 employees	60	8	30	3	-	39	18	36	4	4	43	12	34	6	4	91	169
100-249 employees	72	2	21	3	2	48	7	36	7	4	52	11	33	1	4	48	177
250-499 employees	74	6	14	-	6	69	10	22	-	-	44	22	32	1	1	9	92
500 or more employees	89	-	10	1	*	67	4	25	4	*	80	1	15	2	2	17	187
Size of organisation																	
Less than 100	52	6	30	11	1	36	13	38	11	2	33	10	40	13	4	806	573
100 to less than 1,000	67	2	27	2	2	43	7	36	12	2	41	11	42	5	1	172	298
1,000 to less than 10,000	63	7	19	7	4	52	9	25	11	3	48	10	31	8	2	244	283
10,000 or more	62	8	22	4	3	43	7	37	10	3	48	4	41	6	1	128	186
Ownership																	
Private sector	56	6	28	8	2	40	11	36	11	2	37	10	40	10	3	1,239	1,080
Public sector	66	1	23	8	1	52	4	31	10	3	49	4	36	9	2	208	364
Single or multi																	
Single independent establishment	50	5	32	11	1	37	10	39	13	2	33	9	42	14	2	604	515
Part of a larger organisation	63	5	24	6	2	44	10	33	10	2	42	10	37	7	3	853	941
Union recognition																	
No unions present	54	6	31	8	1	38	12	38	11	1	34	10	42	10	3	1,049	722
Unions present, no recognition	68	4	21	7	1	45	3	38	10	4	44	12	34	9	1	75	121
Recognised unions	71	3	19	6	1	54	9	27	8	2	51	5	34	8	2	257	544
Size of establishment/ownership																	
Private sector, 5-24 employees	54	6	28	9	2	39	11	36	12	2	35	10	40	11	3	995	512
Private sector, 25-99 employees	61	5	28	6	*	41	13	36	7	3	43	9	38	6	4	192	271
Private sector, 100 or more employees	72	3	20	2	3	50	8	33	6	3	51	14	31	1	3	53	297
Public sector, 5-24 employees	59	1	28	10	3	47	2	36	11	4	41	5	40	11	3	107	81
Public sector, 25-99 employees	71	2	21	6	-	54	7	27	10	1	53	3	34	10	1	81	129
Public sector, 100 or more employees	88	-	10	1	-	70	2	24	3	1	75	1	20	*	4	20	154
Whether any pregnancies in last two years																	
Yes	67	5	22	4	2	47	11	32	7	3	49	10	34	5	3	496	843
No	52	5	31	10	2	37	10	38	13	1	32	10	43	13	3	940	592
All workplaces	58	5	27	8	2	41	10	35	11	2	38	9	39	10	3	1,457	1,456

Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,456 managers

Table C39 cont: Effect of work-life balance practices on workplace performance, by workplace characteristics

	On employee relations					On productivity					On absenteeism					Row percentages	
	Positive effect (%)	Negative effect (%)	No effect (%)	Not applicable (%)	Don't know (%)	Positive effect (%)	Negative effect (%)	No effect (%)	Not applicable (%)	Don't know (%)	Positive effect (%)	Negative effect (%)	No effect (%)	Not applicable (%)	Don't know (%)	Weighted count	Unweighted count
Standard Industrial Classification																	
Agriculture, Fishing and Mining	[33]	[4]	[45]	[13]	[4]	[19]	[4]	[61]	[16]	[-]	[21]	[31]	[47]	[19]	[-]	22	44
Manufacturing	47	12	30	10	1	31	18	39	11	1	34	14	37	14	1	137	184
Electricity, Gas, Water Supply	[97]	[-]	[3]	[-]	[-]	[97]	[*]	[2]	[-]	[1]	[27]	[*]	[73]	[-]	[*]	5	32
Construction	46	5	36	12	2	32	11	49	7	-	26	10	54	9	2	75	74
Wholesale and Retail Trade	58	7	24	9	2	37	10	39	2	2	35	14	35	10	5	338	148
Hotels and Restaurants	49	4	33	10	3	43	6	35	16	-	30	8	52	9	*	135	82
Transport, Storage and Communication	47	3	41	8	2	35	12	44	7	3	35	10	43	11	1	66	64
Financial Intermediation	[74]	[3]	[15]	[-]	[8]	[46]	[11]	[30]	[-]	[13]	[39]	[3]	[50]	[-]	[8]	52	41
Real Estate, Renting and Business Acts.	56	7	28	8	1	44	14	30	9	2	39	9	39	10	4	251	216
Public Administration and Defence	77	7	6	9	-	61	14	22	2	1	50	3	31	9	7	39	109
Education	63	3	27	6	1	48	5	34	12	2	45	5	43	5	2	88	138
Health and Social Work	75	1	21	2	1	56	3	25	14	2	58	4	26	10	2	148	222
Other Community	59	1	32	8	*	39	10	34	15	3	40	8	36	16	*	103	102
Government Office Region																	
North East	57	4	31	8	*	38	8	45	8	2	40	5	40	15	*	48	69
North West	68	1	27	4	-	44	13	39	3	1	45	9	40	6	1	163	164
Yorkshire and Humber	57	6	30	6	2	50	9	30	10	1	31	13	43	11	3	112	117
East Midlands	47	11	30	10	2	35	11	39	11	4	38	14	37	11	*	89	93
West Midlands	60	5	28	5	2	37	7	39	15	3	42	9	41	5	3	115	126
South West	52	5	32	11	-	31	8	51	11	*	34	15	42	9	1	164	145
Eastern	65	6	19	6	4	40	10	29	15	5	42	7	42	9	*	139	118
London	56	5	30	7	3	43	14	27	13	2	43	7	37	10	4	197	195
South East	59	3	24	12	2	54	8	24	13	1	39	9	33	14	5	212	208
Wales	46	13	30	9	2	28	11	48	10	2	18	14	41	18	9	91	83
Scotland	60	6	25	8	1	40	11	37	10	1	41	4	42	7	6	127	138
Percentage of female employees																	
None	[47]	[6]	[39]	[5]	[2]	[26]	[18]	[49]	[7]	[-]	[50]	[6]	[37]	[7]	[-]	52	28
Less than 10 per cent	51	3	26	19	1	29	9	43	15	4	35	8	37	17	3	65	124
10-24 per cent	49	7	32	10	1	32	10	44	13	1	27	17	42	12	2	275	229
25-49 per cent	61	1	23	12	3	51	6	28	14	3	35	7	40	14	4	255	283
50 per cent or more	61	6	26	5	2	43	11	33	10	2	43	8	39	8	3	810	790
Number of flexible working arrangements available																	
None	[18]	[17]	[43]	[21]	[1]	[8]	[30]	[42]	[20]	[-]	[18]	[15]	[36]	[29]	[2]	64	39
1-2	42	6	34	14	3	29	10	44	15	1	27	11	43	18	1	347	242
3-4	57	5	31	6	*	38	10	37	13	1	33	10	45	8	4	557	525
5-6	73	4	16	4	3	58	8	26	5	3	56	7	29	5	3	477	647
All workplaces	58	5	27	8	2	41	10	35	11	2	38	9	39	10	3	1,457	1,456
Base: All workplaces with 5 or more employees																	
Notes: Figures are weighted, and based on responses from 1,456 managers																	

Table C39 cont: Effect of work-life balance practices on workplace performance, by workplace characteristics

	On labour turnover					On recruitment					On employee motivation and commitment					Row percentages	
	Positive effect (%)	Negative effect (%)	No effect (%)	Not applicable (%)	Don't know/Refused (%)	Positive effect (%)	Negative effect (%)	No effect (%)	Not applicable (%)	Don't know (%)	Positive effect (%)	Negative effect (%)	No effect (%)	Not applicable (%)	Don't know (%)	Weighted count	Unweighted count
Size of establishment																	
5-9 employees	36	5	39	17	4	40	6	38	15	1	53	8	28	8	2	637	209
10-24 employees	44	3	41	9	2	40	4	44	10	2	57	2	29	9	4	471	387
25-49 employees	49	4	35	8	4	49	2	37	11	1	70	1	20	7	1	185	235
50-99 employees	43	12	39	5	1	44	9	37	8	2	51	7	31	6	5	91	169
100-249 employees	58	6	30	4	2	51	6	37	5	1	68	2	27	2	*	48	177
250-499 employees	76	7	17	*	1	63	2	34	*	1	74	6	20	-	-	9	92
500 or more employees	88	-	10	2	*	77	2	18	2	*	88	2	9	1	*	17	187
Size of organisation																	
Less than 100	33	6	43	16	2	33	6	43	16	1	53	5	30	10	2	806	573
100 to less than 1,000	48	4	46	1	1	53	1	40	3	4	58	2	35	1	4	172	298
1,000 to less than 10,000	53	4	24	11	7	54	5	30	10	*	64	5	20	6	5	244	283
10,000 or more	61	2	30	4	2	54	2	36	7	2	64	8	19	7	2	128	186
Ownership																	
Private sector	40	5	40	12	3	40	5	42	11	2	55	5	29	8	3	1,239	1,080
Public sector	54	4	31	9	2	55	6	25	14	1	67	5	20	6	2	208	364
Single or multi																	
Single independent establishment	33	5	44	16	2	32	6	45	16	1	54	3	32	9	2	604	515
Part of a larger organisation	49	5	34	9	3	49	4	36	9	2	60	6	24	7	3	853	941
Union recognition																	
No unions present	37	5	42	13	3	38	6	43	12	1	54	5	30	8	2	1,049	722
Unions present, no recognition	51	1	37	10	2	48	3	38	10	1	72	2	19	6	-	75	121
Recognised unions	60	5	28	5	2	55	5	30	9	1	69	4	20	5	2	257	544
Size of establishment/ownership																	
Private sector, 5-24 employees	39	4	40	14	3	39	5	42	12	2	54	5	29	9	3	995	512
Private sector, 25-99 employees	43	8	40	7	3	42	5	41	10	2	58	3	28	7	3	192	271
Private sector, 100 or more employees	60	6	27	5	2	51	6	39	4	1	68	3	27	2	*	53	297
Public sector, 5-24 employees	44	6	36	11	2	46	8	27	18	1	57	8	25	7	3	107	81
Public sector, 25-99 employees	60	3	27	7	2	62	3	24	10	1	75	2	15	6	1	81	129
Public sector, 100 or more employees	86	-	14	-	*	79	3	16	1	1	90	1	9	*	-	20	154
Whether any pregnancies in last two years																	
Yes	54	4	33	5	3	54	6	33	5	2	66	4	23	3	4	496	843
No	36	5	42	15	2	35	5	44	15	1	52	5	30	11	2	940	592
All workplaces	42	5	38	12	3	42	5	40	12	1	57	5	27	8	3	1,457	1,456

Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,456 managers

Table C39 cont: Effect of work-life balance practices on workplace performance, by workplace characteristics

	On labour turnover					On recruitment					On employee motivation and commitment					Row percentages	
	Positive effect (%)	Negative effect (%)	No effect (%)	Not applicable (%)	Don't know/Refused (%)	Positive effect (%)	Negative effect (%)	No effect (%)	Not applicable (%)	Don't know (%)	Positive effect (%)	Negative effect (%)	No effect (%)	Not applicable (%)	Don't know (%)	Weighted count	Unweighted count
Standard Industrial Classification																	
Agriculture, Fishing and Mining	[24]	[4]	[48]	[18]	[5]	[17]	[1]	[53]	[29]	[-]	[37]	[4]	[40]	[19]	[-]	22	44
Manufacturing	28	7	41	22	1	22	8	45	21	3	46	8	36	9	2	137	184
Electricity, Gas, Water Supply	[36]	[-]	[64]	[-]	[-]	[26]	[-]	[64]	[-]	[10]	[98]	[-]	[2]	[-]	[-]	5	32
Construction	27	7	56	5	5	27	-	62	10	1	50	4	40	5	1	75	74
Wholesale and Retail Trade	41	6	39	10	4	46	5	39	9	2	53	8	27	10	2	338	148
Hotels and Restaurants	35	4	46	12	3	29	7	52	11	-	57	*	29	13	-	135	82
Transport, Storage and Communication	43	-	46	9	2	44	8	38	11	-	55	3	33	8	2	66	64
Financial Intermediation	[48]	[3]	[31]	[10]	[8]	[40]	[1]	[42]	[17]	[-]	[62]	[3]	[13]	[8]	[14]	52	41
Real Estate, Renting and Business Acts.	43	5	31	19	3	43	7	39	11	1	58	4	27	7	4	251	216
Public Administration and Defence	59	8	19	10	5	60	9	22	9	*	71	8	8	9	4	39	109
Education	47	4	42	5	1	49	3	32	11	5	64	2	24	6	5	88	138
Health and Social Work	67	2	26	2	3	68	2	21	7	1	75	2	20	3	1	148	222
Other Community	39	4	45	13	*	41	2	39	17	1	58	5	30	5	3	103	102
Government Office Region																	
North East	30	10	51	9	*	46	4	34	15	1	55	9	33	2	*	48	69
North West	52	1	43	3	*	45	3	44	8	*	70	*	25	2	1	163	164
Yorkshire and Humber	42	2	40	14	1	40	*	46	12	1	54	1	31	6	6	112	117
East Midlands	36	2	41	17	3	31	11	42	13	3	46	11	31	11	2	89	93
West Midlands	34	6	37	18	4	33	8	49	6	3	62	4	27	5	2	115	126
South West	38	5	46	11	-	34	5	44	15	2	45	11	33	11	-	164	145
Eastern	43	5	29	12	11	55	5	19	20	2	61	7	18	8	5	139	118
London	45	9	33	8	4	39	8	43	9	1	63	5	23	8	2	197	195
South East	44	4	34	16	2	51	4	31	13	2	64	1	22	9	4	212	208
Wales	33	7	44	14	2	33	2	55	8	1	42	6	42	8	2	91	83
Scotland	50	2	36	9	2	49	5	33	12	1	51	3	30	14	3	127	138
Percentage of female employees																	
None	[31]	[-]	[45]	[23]	[2]	[9]	[5]	[66]	[20]	[-]	[52]	[6]	[36]	[6]	[-]	52	28
Less than 10 per cent	34	5	40	17	4	28	1	48	19	4	47	3	30	15	6	65	124
10-24 per cent	33	8	42	16	1	36	2	46	14	2	46	6	38	8	1	275	229
25-49 per cent	40	3	35	17	5	36	2	43	18	2	62	*	22	13	3	255	283
50 per cent or more	48	4	38	7	3	50	7	34	8	1	61	6	24	6	3	810	790
Number of flexible working arrangements available																	
None	[9]	[15]	[33]	[42]	[2]	[11]	[9]	[51]	[28]	[2]	[12]	[15]	[49]	[22]	[2]	64	39
1-2	27	6	48	14	4	26	3	52	19	1	43	4	36	14	3	347	242
3-4	40	5	42	11	2	42	8	40	10	1	57	5	29	8	2	557	525
5-6	59	1	29	7	3	59	3	29	7	2	73	4	16	3	4	477	647
All workplaces	42	5	38	12	3	42	5	40	12	1	57	5	27	8	3	1,457	1,456
Base: All workplaces with 5 or more employees																	
Notes: Figures are weighted, and based on responses from 1,456 managers																	

Table C40: Whether Employment Act 2002 had beneficial effects, by workplace characteristics

	Beneficial (%)	Not beneficial (%)	No difference (%)	Don't know (%)	Refused (%)	<i>Row percentages</i>	
						Weighted count	Unweighted count
Size of establishment							
5-9 employees	7	19	71	2	-	416	148
10-24 employees	10	16	70	4	-	305	253
25-49 employees	22	16	59	2	-	129	162
50-99 employees	14	26	59	2	-	55	102
100-249 employees	28	22	49	1	-	30	119
250-499 employees	27	17	55	1	-	6	55
500 or more employees	40	6	54	*	*	9	109
Size of organisation							
Less than 100	5	23	70	2	-	579	394
100 to less than 1,000	9	14	70	8	-	94	173
1,000 to less than 10,000	31	11	54	4	*	124	172
10,000 or more	24	6	67	3	-	87	130
Ownership							
Private sector	9	20	68	3	*	801	685
Public sector	26	10	62	2	-	145	256
Single or multi							
Single independent establishment	6	20	72	2	-	449	356
Part of a larger organisation	17	16	64	4	*	501	592
Union recognition							
No unions present	7	19	71	2	-	665	457
Unions present, no recognition	16	33	50	1	-	50	81
Recognised unions	26	14	58	2	-	194	377
Size of establishment/ownership							
Private sector, 5-24 employees	7	19	70	3	-	650	346
Private sector, 25-99 employees	12	22	63	3	-	121	165
Private sector, 100 or more employees	26	20	52	1	*	30	174
Public sector, 5-24 employees	16	6	75	4	-	70	54
Public sector, 25-99 employees	33	14	51	1	-	61	96
Public sector, 100 or more employees	38	14	48	*	-	14	106
Whether any pregnancies in last two years							
Yes	21	25	50	3	*	308	530
No	7	15	76	3	-	632	407
All workplaces	12	18	67	3	*	950	948

Base: All workplaces with 5 or more employees where respondent had been in job for 4 or more years or was involved in managing HR at workplace since 2003

Notes: Figures are weighted, and based on responses from 948 managers

Table C40 cont: Whether Employment Act 2002 had beneficial effects, by workplace characteristics

	Beneficial (%)	Not beneficial (%)	No difference (%)	Don't know (%)	Refused (%)	Row percentages	
						Weighted count	Unweighted count
Standard Industrial Classification							
Agriculture, Fishing and Mining	[7]	[25]	[69]	[-]	[-]	18	38
Manufacturing	6	18	74	2	*	102	120
Electricity, Gas, Water Supply	[1]	[-]	[99]	[-]	[-]	3	15
Construction	5	26	69	-	-	63	55
Wholesale and Retail Trade	11	16	68	5	-	182	89
Hotels and Restaurants	7	10	76	7	-	86	53
Transport, Storage and Communication	[11]	[11]	[78]	[-]	[-]	47	45
Financial Intermediation	[22]	[28]	[50]	[-]	[-]	32	23
Real Estate, Renting and Business Acts.	8	21	70	1	-	152	122
Public Administration and Defence	30	17	52	1	-	29	76
Education	20	13	62	5	-	65	100
Health and Social Work	19	22	58	1	-	96	139
Other Community	12	21	64	3	-	74	73
Government Office Region							
North East	7	23	61	9	-	40	52
North West	15	31	54	-	-	100	102
Yorkshire and Humber	20	12	67	1	-	79	74
East Midlands	7	24	69	-	-	60	63
West Midlands	5	19	73	3	-	74	82
South West	7	14	77	1	-	103	96
Eastern	11	13	73	3	-	91	75
London	19	21	56	4	-	108	113
South East	11	12	70	7	*	146	132
Wales	7	29	60	5	-	71	59
Scotland	11	9	80	*	-	77	100
Percentage of female employees							
None	[20]	[12]	[68]	[-]	[-]	35	19
Less than 10 per cent	6	24	69	2	-	47	86
10-24 per cent	5	16	76	3	-	177	148
25-49 per cent	12	11	68	8	*	163	172
50 per cent or more	14	21	64	1	-	528	522
Number of flexible working arrangements available							
None	[2]	[30]	[68]	[-]	[-]	55	30
1-2	5	19	72	4	-	263	173
3-4	10	19	69	1	-	349	360
5-6	22	14	60	4	*	276	383
All workplaces	12	18	67	3	*	950	948

Base: All workplaces with 5 or more employees where respondent had been in job for 4 or more years or was involved in managing HR at workplace since 2003

Notes: Figures are weighted, and based on responses from 948 managers

Table C41: Impact of Employment Act 2002 on costs, by workplace characteristics

	Increased costs (%)	Decreased costs (%)	No difference (%)	Don't know (%)	Refused (%)	<i>Row percentages</i>	
						Weighted count	Unweighted count
Size of establishment							
5-9 employees	23	1	71	5	1	416	148
10-24 employees	25	*	68	7	-	305	253
25-49 employees	36	1	56	7	1	129	163
50-99 employees	35	-	55	10	-	55	102
100-249 employees	64	*	28	7	-	30	119
250-499 employees	71	-	25	4	-	6	55
500 or more employees	41	-	49	10	*	9	109
Size of organisation							
Less than 100	30	1	65	4	1	579	394
100 to less than 1,000	32	*	58	10	-	94	173
1,000 to less than 10,000	22	-	71	7	*	124	172
10,000 or more	22	-	67	11	-	87	130
Ownership							
Private sector	28	1	66	5	*	802	686
Public sector	27	-	61	12	-	145	256
Single or multi							
Single independent establishment	29	1	66	3	1	449	356
Part of a larger organisation	27	*	64	9	*	501	593
Union recognition							
No unions present	25	1	70	4	*	665	457
Unions present, no recognition	53	-	39	8	-	50	81
Recognised unions	34	*	57	8	-	194	377
Size of establishment/ownership							
Private sector, 5-24 employees	25	1	69	5	*	650	346
Private sector, 25-99 employees	36	1	56	7	1	121	166
Private sector, 100 or more employees	59	*	35	5	*	30	174
Public sector, 5-24 employees	13	-	75	12	-	70	54
Public sector, 25-99 employees	37	-	53	11	-	61	96
Public sector, 100 or more employees	62	-	25	13	-	14	106
Whether any pregnancies in last two years							
Yes	42	1	49	8	*	308	530
No	21	*	73	5	*	633	408
All workplaces	28	*	65	6	*	950	949

Base: All workplaces with 5 or more employees where respondent had been in job for 4 or more years or was involved in managing HR at workplace since 2003

Notes: Figures are weighted, and based on responses from 949 managers

Table C41 cont: Impact of Employment Act 2002 on costs, by workplace characteristics

	Increased costs (%)	Decreased costs (%)	No difference (%)	Don't know (%)	Refused (%)	Row percentages	
						Weighted count	Unweighted count
Standard Industrial Classification							
Agriculture, Fishing and Mining	[45]	[-]	[55]	[-]	[-]	18	38
Manufacturing	25	-	69	3	3	102	120
Electricity, Gas, Water Supply	[1]	[-]	[99]	[-]	[-]	3	15
Construction	24	-	74	2	-	63	55
Wholesale and Retail Trade	18	-	78	3	*	182	89
Hotels and Restaurants	20	-	73	7	-	86	53
Transport, Storage and Communication	[21]	[5]	[67]	[6]	[-]	47	45
Financial Intermediation	[43]	[-]	[40]	[18]	[-]	32	23
Real Estate, Renting and Business Acts.	33	1	60	6	-	152	123
Public Administration and Defence	37	-	42	21	-	29	76
Education	35	-	57	7	-	65	100
Health and Social Work	35	1	56	8	-	96	139
Other Community	34	-	59	7	-	74	73
Government Office Region							
North East	39	-	49	12	-	40	52
North West	42	-	57	1	-	100	102
Yorkshire and Humber	30	-	65	5	-	79	74
East Midlands	28	-	71	1	-	60	63
West Midlands	30	-	63	7	-	74	82
South West	24	-	73	3	-	103	96
Eastern	21	-	73	6	-	91	75
London	31	3	57	8	1	108	113
South East	19	-	70	9	2	146	132
Wales	25	1	69	5	-	72	60
Scotland	28	*	60	12	-	77	100
Percentage of female employees							
None	[4]	[7]	[89]	[-]	[-]	35	19
Less than 10 per cent	29	-	68	3	-	48	87
10-24 per cent	18	-	76	6	-	177	148
25-49 per cent	20	1	72	7	*	163	172
50 per cent or more	35	*	57	6	*	528	522
Number of flexible working arrangements available							
None	[31]	[*]	[67]	[1]	[-]	55	30
1-2	21	1	71	7	-	263	173
3-4	31	-	64	4	*	349	360
5-6	31	*	59	9	1	277	384
All workplaces	28	*	65	6	*	950	949

Base: All workplaces with 5 or more employees where respondent had been in job for 4 or more years or was involved in managing HR at workplace since 2003

Notes: Figures are weighted, and based on responses from 949 managers

Table C42: Overall impact of Employment Act 2002, by workplace characteristics

	Benefits outweigh costs (%)	Costs outweigh benefits (%)	Benefits and costs about the same (%)	Don't know (%)	Refused (%)	<i>Row percentages</i>	
						Weighted count	Unweighted count
Size of establishment							
5-9 employees	4	15	66	15	*	416	148
10-24 employees	5	11	71	12	1	305	253
25-49 employees	7	13	73	7	-	129	162
50-99 employees	11	12	65	8	4	55	102
100-249 employees	15	7	73	5	-	30	119
250-499 employees	13	12	73	3	-	6	55
500 or more employees	20	20	56	4	*	9	109
Size of organisation							
Less than 100	4	15	68	13	1	579	394
100 to less than 1,000	4	16	68	11	-	94	173
1,000 to less than 10,000	13	11	68	8	*	124	172
10,000 or more	10	4	72	11	3	87	130
Ownership							
Private sector	5	14	69	12	*	801	685
Public sector	11	7	67	13	2	145	256
Single or multi							
Single independent establishment	4	14	69	13	*	449	356
Part of a larger organisation	8	12	68	11	1	501	592
Union recognition							
No unions present	5	13	70	11	1	665	457
Unions present, no recognition	6	25	67	2	-	50	81
Recognised unions	9	12	69	10	-	194	377
Size of establishment/ownership							
Private sector, 5-24 employees	4	15	68	13	*	650	346
Private sector, 25-99 employees	7	14	71	7	2	121	165
Private sector, 100 or more employees	15	12	70	3	*	30	174
Public sector, 5-24 employees	10	3	65	18	4	70	54
Public sector, 25-99 employees	11	10	70	9	-	61	96
Public sector, 100 or more employees	18	7	66	8	-	14	106
Whether any pregnancies in last two years							
Yes	9	14	69	9	*	308	530
No	4	13	68	13	1	632	407
All workplaces	6	13	68	12	1	950	948

Base: All workplaces with 5 or more employees where respondent had been in job for 4 or more years or was involved in managing HR at workplace since 2003

Notes: Figures are weighted, and based on responses from 948 managers

Table C42 cont: Overall impact of Employment Act 2002, by workplace characteristics

	Benefits outweigh costs (%)	Costs outweigh benefits (%)	Benefits and costs about the same (%)	Don't know (%)	Refused (%)	<i>Row percentages</i>	
						Weighted count	Unweighted count
Standard Industrial Classification							
Agriculture, Fishing and Mining	[2]	[24]	[48]	[20]	[5]	18	38
Manufacturing	5	10	69	16	*	102	120
Electricity, Gas, Water Supply	[-]	[-]	[100]	[-]	[-]	3	15
Construction	4	6	80	10	-	63	55
Wholesale and Retail Trade	2	17	67	11	3	182	89
Hotels and Restaurants	7	10	67	15	-	86	53
Transport, Storage and Communication	[12]	[5]	[78]	[6]	[-]	47	45
Financial Intermediation	[5]	[-]	[72]	[23]	[-]	32	23
Real Estate, Renting and Business Acts.	2	17	72	9	-	152	122
Public Administration and Defence	16	17	63	4	-	29	76
Education	8	11	67	14	-	65	100
Health and Social Work	13	14	63	11	-	96	139
Other Community	7	17	65	12	-	74	73
Government Office Region							
North East	5	14	59	22	-	40	52
North West	5	25	64	7	-	100	102
Yorkshire and Humber	3	9	79	9	-	79	74
East Midlands	11	19	65	6	-	60	63
West Midlands	5	13	75	8	-	74	82
South West	4	10	70	15	-	103	96
Eastern	7	11	58	20	3	91	75
London	10	16	66	6	2	108	113
South East	8	7	72	13	*	146	132
Wales	3	17	68	12	-	71	59
Scotland	3	7	74	16	-	77	100
Percentage of female employees							
None	[1]	[5]	[73]	[21]	[-]	35	19
Less than 10 per cent	5	9	68	12	5	47	86
10-24 per cent	5	13	72	10	1	177	148
25-49 per cent	6	8	72	14	*	163	172
50 per cent or more	7	15	66	11	*	528	522
Number of flexible working arrangements available							
None	[12]	[6]	[70]	[6]	[6]	55	30
1-2	2	16	68	13	1	263	173
3-4	4	16	67	12	-	349	360
5-6	10	8	70	12	*	276	383
All workplaces	6	13	68	12	1	950	948

Base: All workplaces with 5 or more employees where respondent had been in job for 4 or more years or was involved in managing HR at workplace since 2003

Notes: Figures are weighted, and based on responses from 948 managers

Table C43: Whether any managerial discretion, by workplace characteristics

	Generally follow set procedure (%)	Apply own judgement (%)	No flexible practices (%)	Don't know (%)	Refused (%)	<i>Row percentages</i>		
						Weighted count	Unweighted count	
Size of establishment								
5-9 employees	46	52	*	2	-	577	188	
10-24 employees	42	55	*	3	-	452	371	
25-49 employees	49	49	-	2	1	182	233	
50-99 employees	60	38	-	2	-	92	171	
100-249 employees	60	39	-	1	-	48	177	
250-499 employees	65	28	-	3	5	9	92	
500 or more employees	72	26	-	2	*	17	187	
Size of organisation								
Less than 100	37	61	*	2	*	734	539	
100 to less than 1,000	55	42	-	3	*	166	296	
1,000 to less than 10,000	61	39	-	*	*	243	281	
10,000 or more	68	32	-	-	-	126	183	
Ownership								
Private sector	44	54	*	2	*	1,166	1,047	
Public sector	63	34	-	3	*	202	360	
Single or multi								
Single independent establishment	33	65	*	2	*	543	487	
Part of a larger organisation	56	42	-	2	*	834	932	
Union recognition								
No unions present	43	55	*	2	*	980	691	
Unions present, no recognition	47	52	-	2	-	73	118	
Recognised unions	62	36	-	2	*	250	538	
Size of establishment/ownership								
Private sector, 5-24 employees	42	56	*	2	-	922	479	
Private sector, 25-99 employees	47	51	-	2	*	191	271	
Private sector, 100 or more employees	63	35	-	2	1	53	297	
Public sector, 5-24 employees	60	35	-	5	-	101	77	
Public sector, 25-99 employees	66	31	-	1	1	81	129	
Public sector, 100 or more employees	63	35	-	2	*	20	154	
Whether any pregnancies in last two years								
Yes	55	43	-	1	*	485	837	
No	42	55	*	2	*	871	561	
All workplaces	47	51	*	2	*	1,377	1,419	

Base: All workplaces with 5 or more employees that have line managers/supervisors

Notes: Figures are weighted, and based on responses from 1,419 managers

Table C43 cont: Whether any managerial discretion, by workplace characteristics

	Generally follow set procedure (%)	Apply own judgement (%)	No flexible practices (%)	Don't know (%)	Refused (%)	<i>Row percentages</i>	
						Weighted count	Unweighted count
Standard Industrial Classification							
Agriculture, Fishing and Mining	[32]	[62]	[4]	[1]	[-]	21	42
Manufacturing	40	59	*	1	-	131	181
Electricity, Gas, Water Supply	[17]	[83]	[-]	[-]	[-]	5	32
Construction	46	52	2	1	-	67	70
Wholesale and Retail Trade	51	46	-	3	-	316	142
Hotels and Restaurants	48	50	-	2	-	129	81
Transport, Storage and Communication	36	64	-	-	-	56	60
Financial Intermediation	[61]	[36]	[-]	[3]	[-]	52	41
Real Estate, Renting and Business Acts.	35	62	-	3	*	245	214
Public Administration and Defence	67	33	-	1	*	39	109
Education	59	37	-	2	2	81	133
Health and Social Work	47	52	-	1	-	141	216
Other Community	55	42	-	2	-	96	98
Government Office Region							
North East	38	62	-	-	-	46	67
North West	44	54	-	1	1	154	160
Yorkshire and Humber	42	52	-	6	-	110	115
East Midlands	56	41	-	3	-	88	94
West Midlands	45	53	-	2	-	112	123
South West	55	42	1	2	-	153	138
Eastern	45	53	1	-	1	136	116
London	49	50	*	1	*	184	191
South East	36	60	-	5	*	185	198
Wales	52	48	-	-	-	90	83
Scotland	55	44	-	1	-	120	134
Percentage of female employees							
None	[53]	[47]	[-]	[-]	[-]	42	25
Less than 10 per cent	34	64	2	*	-	63	122
10-24 per cent	34	62	*	3	-	255	221
25-49 per cent	44	55	-	2	*	246	277
50 per cent or more	53	45	-	2	*	771	772
Number of flexible working arrangements available							
None	[41]	[54]	[4]	[-]	[-]	56	36
1-2	41	54	-	4	*	326	235
3-4	49	49	-	2	*	524	505
5-6	49	50	-	1	*	458	640
All workplaces	47	51	*	2	*	1,377	1,419

Base: All workplaces with 5 or more employees that have line managers/supervisors

Notes: Figures are weighted, and based on responses from 1,419 managers

Table C44: Whether any managerial discretion on start/finish times, by workplace characteristics

	Yes, all or most of time (%)	Only sometimes (%)	Never (%)	Don't know (%)	Refused (%)	<i>Row percentages</i>	
						Weighted count	Unweighted count
Size of establishment							
5-9 employees	60	26	13	1	-	556	182
10-24 employees	61	17	21	1	-	427	348
25-49 employees	53	21	25	1	*	177	227
50-99 employees	52	25	23	-	-	92	169
100-249 employees	46	33	20	1	-	46	175
250-499 employees	69	24	8	-	-	9	90
500 or more employees	56	35	9	*	-	17	186
Size of organisation							
Less than 100	55	22	22	1	*	690	514
100 to less than 1,000	66	18	16	*	-	164	292
1,000 to less than 10,000	62	28	11	-	-	240	277
10,000 or more	68	17	15	1	-	125	181
Ownership							
Private sector	59	23	17	1	*	1,122	1,016
Public sector	55	23	22	*	-	192	349
Single or multi							
Single independent establishment	57	23	19	1	*	511	469
Part of a larger organisation	59	22	18	*	-	812	908
Union recognition							
No unions present	57	24	18	1	*	940	669
Unions present, no recognition	56	17	26	*	-	68	112
Recognised unions	58	21	20	*	-	244	528
Size of establishment/ownership							
Private sector, 5-24 employees	61	22	17	1	-	882	456
Private sector, 25-99 employees	53	24	23	*	*	188	268
Private sector, 100 or more employees	50	35	15	1	-	52	292
Public sector, 5-24 employees	58	25	18	-	-	95	71
Public sector, 25-99 employees	51	19	28	1	-	77	124
Public sector, 100 or more employees	52	26	20	1	-	20	154
Whether any pregnancies in last two years							
Yes	57	24	19	1	*	471	816
No	59	23	18	1	-	832	540
All workplaces	58	23	18	1	*	1,324	1,377

Base: All workplaces with 5 or more employees with line managers/supervisors where it was relevant to alter start/finish times

Notes: Figures are weighted, and based on responses from 1,377 managers

Table C44 cont: Whether any managerial discretion on start/finish times, by workplace characteristics

	Yes, all or most of time (%)	Only sometimes (%)	Never (%)	Don't know (%)	Refused (%)	Row percentages	
						Weighted count	Unweighted count
Standard Industrial Classification							
Agriculture, Fishing and Mining	[70]	[17]	[12]	[1]	[-]	21	41
Manufacturing	43	31	25	*	-	127	178
Electricity, Gas, Water Supply	[88]	[2]	[11]	[-]	[-]	5	32
Construction	42	41	17	-	-	64	68
Wholesale and Retail Trade	63	24	14	-	-	299	136
Hotels and Restaurants	64	20	12	3	-	127	80
Transport, Storage and Communication	66	28	6	-	-	53	59
Financial Intermediation	[51]	[28]	[18]	[3]	[-]	52	41
Real Estate, Renting and Business Acts.	54	21	24	1	-	231	202
Public Administration and Defence	59	27	14	-	-	38	108
Education	49	16	34	*	1	74	126
Health and Social Work	72	13	13	1	-	136	209
Other Community	60	18	21	1	-	96	97
Government Office Region							
North East	61	13	25	-	-	45	66
North West	53	26	21	*	1	153	156
Yorkshire and Humber	67	19	13	*	-	101	113
East Midlands	48	27	21	5	-	87	93
West Midlands	55	28	17	-	-	110	122
South West	65	22	12	1	-	141	133
Eastern	60	23	16	-	-	127	107
London	57	23	20	1	-	176	185
South East	60	18	21	1	-	180	192
Wales	58	19	23	-	-	89	82
Scotland	56	27	15	1	-	113	128
Percentage of female employees							
None	[69]	[29]	[3]	[-]	[-]	40	24
Less than 10 per cent	59	18	23	*	-	60	118
10-24 per cent	52	27	21	-	-	240	217
25-49 per cent	59	22	16	2	-	234	269
50 per cent or more	60	21	18	1	*	749	747
Number of flexible working arrangements available							
None	[49]	[34]	[17]	[-]	[-]	55	34
1-2	49	24	25	2	*	305	223
3-4	58	22	19	*	-	507	488
5-6	67	22	11	1	-	443	629
All workplaces	58	23	18	1	*	1,324	1,377

Base: All workplaces with 5 or more employees with line managers/supervisors where it was relevant to alter start/finish times

Notes: Figures are weighted, and based on responses from 1,377 managers

Table C45: Whether any managerial discretion on homeworking, by workplace characteristics

	Yes, all or most of time (%)	Only sometimes (%)	Never (%)	Don't know (%)	Refused (%)	<i>Row percentages</i>	
						Weighted count	Unweighted count
Size of establishment							
5-9 employees	20	13	67	*	-	373	123
10-24 employees	22	13	62	2	*	289	243
25-49 employees	25	21	53	1	1	139	176
50-99 employees	23	26	51	-	-	72	135
100-249 employees	26	21	51	1	-	41	151
250-499 employees	32	26	42	-	-	9	82
500 or more employees	55	32	13	-	-	15	171
Size of organisation							
Less than 100	23	16	59	2	*	487	373
100 to less than 1,000	21	23	55	*	-	131	250
1,000 to less than 10,000	22	13	66	-	-	160	228
10,000 or more	18	17	65	-	-	76	134
Ownership							
Private sector	20	16	63	1	*	776	764
Public sector	38	17	45	1	-	152	307
Single or multi							
Single independent establishment	28	14	57	1	*	366	349
Part of a larger organisation	19	17	63	1	*	570	732
Union recognition							
No unions present	20	16	63	1	*	657	491
Unions present, no recognition	15	23	62	-	-	52	97
Recognised unions	35	17	48	*	-	183	445
Size of establishment/ownership							
Private sector, 5-24 employees	19	13	67	1	*	590	308
Private sector, 25-99 employees	22	26	52	*	1	140	200
Private sector, 100 or more employees	27	26	46	1	-	46	256
Public sector, 5-24 employees	40	16	44	-	-	67	56
Public sector, 25-99 employees	32	16	51	1	-	68	107
Public sector, 100 or more employees	52	20	28	-	-	18	144
Whether any pregnancies in last two years							
Yes	28	18	52	1	*	353	676
No	19	14	66	1	*	576	391
All workplaces	23	16	60	1	*	936	1,081

Base: All workplaces with 5 or more employees with line managers/supervisors where it was relevant to work from home

Notes: Figures are weighted, and based on responses from 1,081 managers

Table C45 cont: Whether any managerial discretion on homeworking, by workplace characteristics

	Yes, all or most of time (%)	Only sometimes (%)	Never (%)	Don't know (%)	Refused (%)	<i>Row percentages</i>	
						Weighted count	Unweighted count
Standard Industrial Classification							
Agriculture, Fishing and Mining	[31]	[24]	[41]	[1]	[3]	13	28
Manufacturing	20	10	70	-	-	95	146
Electricity, Gas, Water Supply	[27]	[68]	[5]	[-]	[-]	4	29
Construction	30	8	59	2	-	56	56
Wholesale and Retail Trade	10	12	78	-	-	194	93
Hotels and Restaurants	[12]	[10]	[78]	[-]	[-]	47	39
Transport, Storage and Communication	[27]	[5]	[68]	[-]	[-]	40	46
Financial Intermediation	[21]	[13]	[61]	[5]	[-]	38	35
Real Estate, Renting and Business Acts.	24	26	48	3	-	204	183
Public Administration and Defence	36	19	42	3	-	36	99
Education	42	17	39	-	1	62	108
Health and Social Work	28	17	55	-	-	84	151
Other Community	22	16	61	1	1	64	68
Government Office Region							
North East	21	14	65	-	-	33	55
North West	21	19	59	-	1	99	117
Yorkshire and Humber	21	17	62	*	-	77	88
East Midlands	23	10	67	-	-	53	69
West Midlands	20	29	51	-	*	82	102
South West	19	21	58	2	-	106	102
Eastern	27	17	54	2	-	83	85
London	29	10	58	2	-	125	146
South East	29	15	54	2	-	135	151
Wales	15	4	81	-	1	68	64
Scotland	13	17	70	*	-	76	102
Percentage of female employees							
None	[45]	[*]	[55]	[-]	[-]	26	16
Less than 10 per cent	27	17	53	3	1	47	99
10-24 per cent	19	13	67	1	-	206	176
25-49 per cent	25	18	57	1	-	175	222
50 per cent or more	21	18	60	1	*	483	566
Number of flexible working arrangements available							
None	[16]	[-]	[81]	[2]	[-]	49	27
1-2	14	11	74	1	*	210	157
3-4	16	15	67	1	*	337	356
5-6	34	23	42	1	*	328	538
All workplaces	23	16	60	1	*	936	1,081

Base: All workplaces with 5 or more employees with line managers/supervisors where it was relevant to work from home

Notes: Figures are weighted, and based on responses from 1,081 managers

Table C46: Whether any managerial discretion on emergency leave, by workplace characteristics

	Yes, all or most of time (%)	Only sometimes (%)	Never (%)	Don't know (%)	Refused (%)	<i>Row percentages</i>	
						Weighted count	Unweighted count
Size of establishment							
5-9 employees	83	14	3	-	-	568	186
10-24 employees	86	10	4	*	-	445	366
25-49 employees	81	14	5	-	*	181	232
50-99 employees	84	13	3	-	-	91	169
100-249 employees	79	17	4	*	-	48	177
250-499 employees	88	12	-	-	-	9	92
500 or more employees	88	12	*	-	-	17	187
Size of organisation							
Less than 100	81	15	4	*	*	714	529
100 to less than 1,000	91	7	2	*	-	166	296
1,000 to less than 10,000	86	10	3	-	-	243	281
10,000 or more	85	13	2	-	-	126	183
Ownership							
Private sector	83	13	4	*	*	1,147	1,037
Public sector	84	13	3	-	-	202	360
Single or multi							
Single independent establishment	79	15	5	*	*	530	482
Part of a larger organisation	86	11	2	*	-	828	927
Union recognition							
No unions present	82	14	4	*	*	965	684
Unions present, no recognition	89	10	1	-	-	72	117
Recognised unions	88	9	3	*	-	247	537
Size of establishment/ownership							
Private sector, 5-24 employees	84	12	4	*	-	906	472
Private sector, 25-99 employees	81	15	4	-	*	188	268
Private sector, 100 or more employees	84	16	*	*	-	53	297
Public sector, 5-24 employees	85	15	-	-	-	101	77
Public sector, 25-99 employees	84	11	6	-	-	81	129
Public sector, 100 or more employees	80	11	9	-	-	20	154
Whether any pregnancies in last two years							
Yes	85	10	4	*	*	480	833
No	82	14	4	*	-	857	555
All workplaces	83	13	4	*	*	1,358	1,409

Base: All workplaces with 5 or more employees with line managers/supervisors where emergency discretion leave was relevant to the workplace

Notes: Figures are weighted, and based on responses from 1,409 managers

Table C46 cont: Whether any managerial discretion on emergency leave, by workplace characteristics

	Yes, all or most of time (%)	Only sometimes (%)	Never (%)	Don't know (%)	Refused (%)	Row percentages	
						Weighted count	Unweighted count
Standard Industrial Classification							
Agriculture, Fishing and Mining	[91]	[8]	[*]	[1]	[-]	21	42
Manufacturing	71	26	4	-	-	131	181
Electricity, Gas, Water Supply	[100]	[-]	[*]	[-]	[-]	5	32
Construction	77	12	11	-	-	62	67
Wholesale and Retail Trade	89	8	3	-	-	307	140
Hotels and Restaurants	84	13	4	-	-	129	81
Transport, Storage and Communication	83	10	7	-	-	56	60
Financial Intermediation	[93]	[7]	[-]	[-]	[-]	50	40
Real Estate, Renting and Business Acts.	82	14	4	1	-	242	212
Public Administration and Defence	80	18	2	-	-	39	109
Education	78	15	6	-	1	80	132
Health and Social Work	89	9	2	-	-	140	215
Other Community	83	15	2	-	-	96	98
Government Office Region							
North East	89	8	3	-	-	45	66
North West	89	7	4	-	1	154	160
Yorkshire and Humber	84	11	4	-	-	101	113
East Midlands	78	17	6	-	-	88	94
West Midlands	82	16	3	-	-	110	122
South West	80	18	2	-	-	153	138
Eastern	84	11	5	-	-	133	113
London	77	14	8	1	-	184	191
South East	88	12	*	-	-	182	197
Wales	80	17	3	-	-	90	83
Scotland	90	9	1	*	-	117	132
Percentage of female employees							
None	[79]	[10]	[11]	[-]	[-]	40	24
Less than 10 per cent	81	13	6	*	-	62	121
10-24 per cent	81	14	5	-	-	248	219
25-49 per cent	88	11	1	1	-	246	277
50 per cent or more	83	13	3	-	*	762	766
Number of flexible working arrangements available							
None	[66]	[21]	[13]	[-]	[-]	56	36
1-2	79	15	5	*	*	318	232
3-4	82	14	4	-	-	520	501
5-6	90	9	1	*	-	451	637
All workplaces	83	13	4	*	*	1,358	1,409

Base: All workplaces with 5 or more employees with line managers/supervisors where emergency discretion leave was relevant to the workplace

Notes: Figures are weighted, and based on responses from 1,409 managers

Table C47: Whether any managerial discretion on 'other alternative working', by workplace characteristics

	Yes, all or most of time (%)	Only sometimes (%)	Never (%)	Don't know (%)	Refused (%)	<i>Row percentages</i>	
						Weighted count	Unweighted count
Size of establishment							
5-9 employees	40	29	28	2	-	522	171
10-24 employees	42	23	33	2	-	430	353
25-49 employees	39	23	37	*	*	174	223
50-99 employees	34	39	26	1	-	92	169
100-249 employees	31	27	40	2	-	47	174
250-499 employees	42	29	29	-	-	9	91
500 or more employees	55	34	11	-	-	17	185
Size of organisation							
Less than 100	35	27	37	1	*	661	499
100 to less than 1,000	42	29	29	*	-	159	291
1,000 to less than 10,000	47	25	25	3	-	237	276
10,000 or more	48	33	19	-	-	123	180
Ownership							
Private sector	38	28	32	2	*	1,082	999
Public sector	50	21	27	1	-	199	355
Single or multi							
Single independent establishment	35	24	39	1	*	483	452
Part of a larger organisation	43	28	26	2	-	807	914
Union recognition							
No unions present	37	27	34	2	*	906	654
Unions present, no recognition	35	33	30	3	-	69	113
Recognised unions	46	28	25	1	-	244	529
Size of establishment/ownership							
Private sector, 5-24 employees	39	27	31	2	-	845	444
Private sector, 25-99 employees	35	32	32	1	*	185	262
Private sector, 100 or more employees	34	29	35	2	-	52	293
Public sector, 5-24 employees	56	21	22	1	-	101	77
Public sector, 25-99 employees	44	20	36	1	-	78	126
Public sector, 100 or more employees	50	28	22	-	-	19	152
Whether any pregnancies in last two years							
Yes	38	27	34	1	*	472	822
No	42	27	30	2	-	798	523
All workplaces	40	27	31	2	*	1,290	1,366

Base: All workplaces with 5 or more employees with line managers/supervisors where other methods of working were relevant to the workplace

Notes: Figures are weighted, and based on responses from 1,366 managers

Table C47 cont: Whether any managerial discretion on 'other alternative working', by workplace characteristics

	Yes, all or most of time (%)	Only sometimes (%)	Never (%)	Don't know (%)	Refused (%)	Row percentages	
						Weighted count	Unweighted count
Standard Industrial Classification							
Agriculture, Fishing and Mining	[47]	[29]	[23]	[1]	[-]	19	39
Manufacturing	26	34	39	1	-	127	178
Electricity, Gas, Water Supply	[29]	[70]	[1]	[-]	[-]	5	32
Construction	34	21	45	-	-	60	62
Wholesale and Retail Trade	46	29	23	2	-	291	134
Hotels and Restaurants	52	25	22	1	-	120	78
Transport, Storage and Communication	45	34	21	-	-	53	59
Financial Intermediation	[28]	[25]	[43]	[3]	[-]	52	41
Real Estate, Renting and Business Acts.	33	24	40	3	-	222	203
Public Administration and Defence	43	34	22	2	-	38	108
Education	43	17	38	2	1	78	129
Health and Social Work	48	27	23	2	-	136	211
Other Community	35	24	41	*	-	89	92
Government Office Region							
North East	42	29	29	-	-	41	64
North West	33	34	33	-	1	152	158
Yorkshire and Humber	43	23	27	7	-	90	110
East Midlands	31	47	20	2	-	84	93
West Midlands	28	30	42	-	-	110	122
South West	41	31	26	2	-	137	129
Eastern	47	22	31	-	-	126	107
London	40	21	35	4	-	170	182
South East	45	20	34	1	-	183	194
Wales	48	13	37	2	-	82	78
Scotland	42	33	24	1	-	114	129
Percentage of female employees							
None	[60]	[9]	[31]	[-]	[-]	40	23
Less than 10 per cent	42	17	41	*	-	60	118
10-24 per cent	40	30	28	2	-	234	210
25-49 per cent	38	26	32	5	-	225	266
50 per cent or more	39	28	31	1	*	731	747
Number of flexible working arrangements available							
None	[32]	[21]	[47]	[-]	[-]	46	30
1-2	31	30	35	3	*	292	214
3-4	40	27	33	1	-	501	487
5-6	47	26	25	2	-	439	632
All workplaces	40	27	31	2	*	1,290	1,366

Base: All workplaces with 5 or more employees with line managers/supervisors where other methods of working were relevant to the workplace

Notes: Figures are weighted, and based on responses from 1,366 managers

Table C48: Whether employers consult employees about introduction of work-life balance practices, by workplace characteristics

	Yes (%)	No (%)	Don't know (%)	Refused (%)	<i>Row percentages</i>	
					Weighted count	Unweighted count
Size of establishment						
5-9 employees	76	17	7	*	637	209
10-24 employees	77	19	4	1	468	385
25-49 employees	83	12	4	1	185	235
50-99 employees	83	15	2	1	91	169
100-249 employees	83	17	*	*	48	177
250-499 employees	93	7	-	-	9	92
500 or more employees	96	4	*	-	17	187
Size of organisation						
Less than 100	79	16	5	*	806	573
100 to less than 1,000	85	9	6	*	172	298
1,000 to less than 10,000	73	21	6	-	244	283
10,000 or more	78	20	-	2	128	186
Ownership						
Private sector	78	17	5	*	1,236	1,078
Public sector	81	14	3	2	208	364
Single or multi						
Single independent establishment	78	15	6	*	604	515
Part of a larger organisation	78	17	4	*	850	939
Union recognition						
No unions present	77	17	6	*	1,049	722
Unions present, no recognition	73	26	1	-	75	121
Recognised unions	82	15	2	*	257	544
Size of establishment/ownership						
Private sector, 5-24 employees	76	18	6	*	992	510
Private sector, 25-99 employees	82	15	3	1	192	271
Private sector, 100 or more employees	84	16	*	*	53	297
Public sector, 5-24 employees	76	19	2	2	107	81
Public sector, 25-99 employees	85	10	4	1	81	129
Public sector, 100 or more employees	94	6	1	-	20	154
Whether any pregnancies in last two years						
Yes	80	18	2	*	496	843
No	77	15	6	1	937	590
All workplaces	78	17	5	*	1,454	1,454

Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,454 managers

Table C48 cont: Whether employers consult employees about introduction of work-life balance practices, by workplace characteristics

	Yes (%)	No (%)	Don't know (%)	Refused (%)	<i>Row percentages</i>	
					Weighted count	Unweighted count
Standard Industrial Classification						
Agriculture, Fishing and Mining	[75]	[17]	[4]	[4]	22	44
Manufacturing	81	18	1	-	137	184
Electricity, Gas, Water Supply	[100]	[-]	[-]	[-]	5	32
Construction	72	20	7	1	75	74
Wholesale and Retail Trade	71	22	7	1	338	148
Hotels and Restaurants	77	16	7	-	135	82
Transport, Storage and Communication	90	10	-	-	66	64
Financial Intermediation	[68]	[29]	[3]	[-]	50	40
Real Estate, Renting and Business Acts.	81	14	5	*	251	216
Public Administration and Defence	89	10	*	-	39	109
Education	78	16	5	1	87	137
Health and Social Work	87	12	1	-	148	222
Other Community	79	12	9	-	103	102
Government Office Region						
North East	74	18	8	-	48	69
North West	79	19	3	*	163	164
Yorkshire and Humber	78	13	9	-	112	117
East Midlands	87	13	*	-	89	93
West Midlands	84	16	1	-	114	125
South West	82	13	4	-	164	145
Eastern	72	22	4	2	139	118
London	75	21	2	1	197	195
South East	76	15	9	-	210	207
Wales	69	20	11	-	91	83
Scotland	85	12	4	-	127	138
Percentage of female employees						
None	[67]	[31]	[2]	[-]	52	28
Less than 10 per cent	70	26	1	4	65	124
10-24 per cent	77	13	9	1	275	229
25-49 per cent	76	18	6	-	255	283
50 per cent or more	81	16	4	*	807	788
Number of flexible working arrangements available						
None	[70]	[14]	[10]	[6]	64	39
1-2	65	25	9	*	344	240
3-4	84	12	4	*	557	525
5-6	81	17	2	-	477	647
All workplaces	78	17	5	*	1,454	1,454

Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,454 managers

Table C49: Whether any joint consultative committees, works councils or representative forums at workplace, by workplace characteristics

	Yes (%)	No (%)	Don't know (%)	<i>Row percentages</i>	
				Weighted count	Unweighted count
Size of establishment					
5-9 employees	16	82	2	637	209
10-24 employees	16	80	4	467	384
25-49 employees	24	74	3	185	235
50-99 employees	42	55	4	91	169
100-249 employees	51	43	6	47	176
250-499 employees	60	39	1	9	92
500 or more employees	76	23	1	17	187
Size of organisation					
Less than 100	13	85	2	804	572
100 to less than 1,000	30	69	1	172	298
1,000 to less than 10,000	33	61	6	244	283
10,000 or more	32	65	4	128	186
Ownership					
Private sector	17	80	3	1,235	1,076
Public sector	43	54	3	208	364
Single or multi					
Single independent establishment	13	85	1	602	514
Part of a larger organisation	26	70	4	850	938
Union recognition					
No unions present	13	85	2	1,049	722
Unions present, no recognition	43	56	1	75	121
Recognised unions	47	50	3	257	544
Size of establishment/ownership					
Private sector, 5-24 employees	14	83	3	991	509
Private sector, 25-99 employees	23	75	2	192	271
Private sector, 100 or more employees	50	44	5	52	296
Public sector, 5-24 employees	33	65	3	107	81
Public sector, 25-99 employees	47	48	5	81	129
Public sector, 100 or more employees	77	22	1	20	154
Whether any pregnancies in last two years					
Yes	28	69	3	496	842
No	17	80	3	936	589
All workplaces	21	76	3	1,452	1,452
Base: All workplaces with 5 or more employees					
Notes: Figures are weighted, and based on responses from 1,452 managers					

Table C49 cont: Whether any joint consultative committees, works councils or representative forums at workplace, by workplace characteristics

	Yes (%)	No (%)	Don't know (%)	Row percentages	
				Weighted count	Unweighted count
Standard Industrial Classification					
Agriculture, Fishing and Mining	[24]	[76]	[-]	22	44
Manufacturing	16	82	2	137	184
Electricity, Gas, Water Supply	[33]	[67]	[-]	5	32
Construction	14	86	-	74	73
Wholesale and Retail Trade	16	80	4	338	148
Hotels and Restaurants	12	85	3	135	82
Transport, Storage and Communication	27	73	-	66	64
Financial Intermediation	[24]	[62]	[14]	50	40
Real Estate, Renting and Business Acts.	12	84	4	250	215
Public Administration and Defence	54	41	5	39	109
Education	41	56	2	87	137
Health and Social Work	33	65	2	148	222
Other Community	22	77	*	103	102
Government Office Region					
North East	23	77	-	48	69
North West	23	73	3	162	163
Yorkshire and Humber	20	76	4	112	117
East Midlands	16	77	7	89	93
West Midlands	28	70	2	114	125
South West	23	77	*	164	145
Eastern	15	81	4	139	118
London	17	79	4	196	194
South East	18	78	4	210	207
Wales	20	79	2	91	83
Scotland	28	70	1	127	138
Percentage of female employees					
None	[10]	[89]	[1]	52	28
Less than 10 per cent	28	67	5	65	124
10-24 per cent	15	84	1	275	228
25-49 per cent	14	86	1	255	283
50 per cent or more	25	71	4	805	787
Number of flexible working arrangements available					
None	[9]	[86]	[5]	64	39
1-2	21	77	2	343	239
3-4	20	77	3	556	524
5-6	23	73	3	477	647
All workplaces	21	76	3	1,452	1,452

Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,452 managers

Table C50: Methods of communicating with employees, by size of establishment

	Size of establishment							Per cent of workplaces
	5-9	10-24	25-49	50-99	100-249	250-499	500+	All workplaces
	employees	employees	employees	employees	employees	employees	employees	(%)
Word of mouth	40	31	29	31	21	16	17	34
Staff meetings/ briefings/ workshops	17	23	24	21	16	14	23	20
Circulars to employees	15	20	22	20	21	34	34	18
Email/ intranet/ website	12	12	15	19	38	39	64	15
Through line managers	11	12	11	12	9	15	21	11
Notice boards	7	8	14	12	12	6	8	9
Mentioned in employment contract	6	6	9	8	6	1	11	7
Employee magazine	6	5	6	8	4	5	14	6
Staff employee handbook	3	6	7	4	8	3	12	5
Employee representative forums	1	1	2	4	9	11	9	2
Induction	1	2	2	2	2	3	7	2
Other answers	4	6	4	7	7	5	1	5
We don't	10	10	7	8	5	7	8	9
Not stated	-	*	*	-	-	-	-	*
Don't know	2	2	2	2	*	*	*	2
Weighted base	637	467	185	91	48	9	16	1,452
Unweighted base	209	384	235	169	177	92	187	1,453

Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,453 managers

The columns show all the methods of communication mentioned, therefore percentages add up to more than 100.

Table C51: Number of methods used to communicate to employees, by workplace characteristics

	None (%)	One (%)	Two (%)	Three (%)	Four or more (%)	Don't know (%)	Not stated (%)	Row percentages	
								Weighted count	Unweighted count
Size of establishment									
5-9 employees	10	60	22	5	2	2	-	637	209
10-24 employees	10	60	18	7	3	2	*	467	384
25-49 employees	7	51	29	9	2	2	*	185	235
50-99 employees	8	51	25	8	5	2	-	91	169
100-249 employees	5	54	27	9	4	*	-	48	177
250-499 employees	7	51	27	13	2	*	-	9	92
500 or more employees	5	27	29	25	14	*	-	17	187
Size of organisation									
Less than 100	11	66	17	3	*	3	*	804	572
100 to less than 1,000	9	47	26	9	8	*	-	172	298
1,000 to less than 10,000	6	39	34	14	4	3	-	244	283
10,000 or more	4	54	22	15	5	-	-	128	186
Ownership									
Private sector	10	58	22	6	2	2	*	1,235	1,077
Public sector	6	51	21	12	7	2	-	208	364
Single or multi									
Single independent establishment	10	69	15	3	*	2	*	602	514
Part of a larger organisation	8	49	27	9	4	2	-	850	939
Union recognition									
No unions present	10	61	21	4	1	3	*	1,049	722
Unions present, no recognition	13	49	25	10	4	-	-	75	121
Recognised unions	8	47	24	14	7	2	-	257	544
Size of establishment/ownership									
Private sector, 5-24 employees	10	60	21	5	2	3	*	991	509
Private sector, 25-99 employees	8	53	26	9	2	2	*	192	271
Private sector, 100 or more employees	7	56	24	9	4	*	-	53	297
Public sector, 5-24 employees	8	60	12	13	6	1	-	107	81
Public sector, 25-99 employees	5	46	31	8	7	4	-	81	129
Public sector, 100 or more employees	2	26	34	26	11	1	-	20	154
Whether any pregnancies in last two years									
Yes	7	53	26	9	4	1	*	496	843
No	11	60	19	6	2	3	*	936	589
All workplaces	9	57	22	7	2	2	*	1,452	1,453

Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,453 managers

Table C51 cont: Number of methods used to communicate to employees, by workplace characteristics

	None (%)	One (%)	Two (%)	Three (%)	Four or more (%)	Don't know (%)	Not stated (%)	<i>Row percentages</i>	
								Weighted count	Unweighted count
Standard Industrial Classification									
Agriculture, Fishing and Mining	[14]	[51]	[23]	[11]	[-]	[-]	[-]	22	44
Manufacturing	8	61	21	9	*	*	-	137	184
Electricity, Gas, Water Supply	[17]	[20]	[1]	[60]	[3]	[-]	[-]	5	32
Construction	15	66	14	1	-	3	-	75	74
Wholesale and Retail Trade	13	52	20	7	3	5	-	338	148
Hotels and Restaurants	5	67	22	4	1	1	-	135	82
Transport, Storage and Communication	8	54	30	2	4	-	2	66	64
Financial Intermediation	[6]	[59]	[29]	[5]	[*]	[-]	[-]	50	40
Real Estate, Renting and Business Acts.	8	63	19	5	1	4	-	250	215
Public Administration and Defence	8	30	38	11	12	*	-	39	109
Education	10	56	20	8	2	3	1	87	137
Health and Social Work	3	49	31	11	5	1	-	148	222
Other Community	7	65	19	4	4	-	-	103	102
Government Office Region									
North East	10	47	20	14	10	-	-	48	69
North West	11	60	17	10	1	1	1	163	164
Yorkshire and Humber	12	59	21	3	1	5	-	112	117
East Midlands	2	69	24	3	1	1	-	89	93
West Midlands	8	64	20	3	3	1	1	114	125
South West	8	60	23	2	6	1	-	164	145
Eastern	15	51	25	5	2	1	-	139	118
London	2	58	28	9	3	1	-	196	194
South East	11	64	17	4	2	2	-	210	207
Wales	13	45	14	15	1	14	-	91	83
Scotland	9	44	33	13	1	1	-	127	138
Percentage of female employees									
None	[13]	[65]	[19]	[2]	[*]	[-]	[-]	52	28
Less than 10 per cent	12	58	20	8	1	2	-	65	124
10-24 per cent	12	57	14	7	5	4	*	275	229
25-49 per cent	11	60	21	6	1	*	-	255	283
50 per cent or more	7	56	25	7	2	2	*	805	787
Number of flexible working arrangements available									
None	[28]	[55]	[7]	[6]	[-]	[4]	[-]	64	39
1-2	12	64	12	6	3	3	1	344	240
3-4	8	58	25	6	1	2	-	556	524
5-6	5	54	27	9	4	1	-	477	647
All workplaces	9	57	22	7	2	2	*	1,452	1,453

Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,453 managers

Table C52: Whether employers promoted the use of flexible working and the leave arrangements available to employees at the establishment, by workplace characteristics

	Yes (%)	No (%)	Don't know (%)	Refused (%)	<i>Row percentages</i>	
					Weighted count	Unweighted count
Size of establishment						
5-9 employees	47	49	4	*	637	209
10-24 employees	40	55	5	-	468	385
25-49 employees	49	46	4	1	185	235
50-99 employees	44	54	2	-	91	169
100-249 employees	44	53	3	-	48	177
250-499 employees	44	54	2	-	9	92
500 or more employees	51	43	6	*	17	187
Size of organisation						
Less than 100	38	58	4	*	806	573
100 to less than 1,000	49	48	3	*	172	298
1,000 to less than 10,000	50	44	7	-	244	283
10,000 or more	58	39	3	-	128	186
Ownership						
Private sector	43	53	4	*	1,236	1,078
Public sector	54	41	5	-	208	364
Single or multi						
Single independent establishment	39	57	4	*	604	515
Part of a larger organisation	49	47	5	*	850	939
Union recognition						
No unions present	43	53	4	*	1,049	722
Unions present, no recognition	53	46	2	-	75	121
Recognised unions	48	48	4	-	257	544
Size of establishment/ownership						
Private sector, 5-24 employees	43	53	4	*	992	510
Private sector, 25-99 employees	43	53	3	1	192	271
Private sector, 100 or more employees	41	56	3	*	53	297
Public sector, 5-24 employees	52	43	5	-	107	81
Public sector, 25-99 employees	56	39	5	-	81	129
Public sector, 100 or more employees	58	36	6	-	20	154
Whether any pregnancies in last two years						
Yes	49	48	4	-	496	843
No	43	53	4	*	937	590
All workplaces	45	51	4	*	1,454	1,454
Base: All workplaces with 5 or more employees						
Notes: Figures are weighted, and based on responses from 1,454 managers						

Table C52 cont: Whether employers promoted the use of flexible working and the leave arrangements available to employees at the establishment, by workplace characteristics

	Yes (%)	No (%)	Don't know (%)	Refused (%)	<i>Row percentages</i>	
					Weighted count	Unweighted count
Standard Industrial Classification						
Agriculture, Fishing and Mining	[23]	[73]	[-]	[4]	22	44
Manufacturing	31	66	3	-	137	184
Electricity, Gas, Water Supply	[22]	[78]	[-]	[-]	5	32
Construction	27	72	*	-	75	74
Wholesale and Retail Trade	47	51	2	-	338	148
Hotels and Restaurants	62	29	9	-	135	82
Transport, Storage and Communication	45	51	4	-	66	64
Financial Intermediation	[29]	[64]	[6]	[-]	50	40
Real Estate, Renting and Business Acts.	33	63	4	*	251	216
Public Administration and Defence	51	42	7	-	39	109
Education	44	50	5	-	87	137
Health and Social Work	71	25	5	-	148	222
Other Community	44	45	11	-	103	102
Government Office Region						
North East	42	55	3	-	48	69
North West	53	46	1	-	163	164
Yorkshire and Humber	46	52	2	-	112	117
East Midlands	43	50	7	-	89	93
West Midlands	40	54	6	-	114	125
South West	45	52	3	-	164	145
Eastern	44	53	2	2	139	118
London	42	49	10	*	197	195
South East	43	52	5	-	210	207
Wales	37	62	*	-	91	83
Scotland	52	44	4	-	127	138
Percentage of female employees						
None	[29]	[67]	[3]	[-]	52	28
Less than 10 per cent	30	70	*	-	65	124
10-24 per cent	42	57	1	*	275	229
25-49 per cent	38	53	9	-	255	283
50 per cent or more	50	46	4	*	807	788
Number of flexible working arrangements available						
None	[5]	[91]	[3]	[1]	64	39
1-2	33	61	5	*	344	240
3-4	47	49	4	-	557	525
5-6	55	41	4	-	477	647
All workplaces	45	51	4	*	1,454	1,454

Base: All workplaces with 5 or more employees

Notes: Figures are weighted, and based on responses from 1,454 managers

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