

Secretariat

Building 5
Porton Down
Salisbury
Wiltshire
SP4 OJQ

T 01980 61 3121
F 01980 65 8400

Dstl is part of the
Ministry of Defence

dstlfoi@dstl.gov.uk
www.dstl.gov.uk



Our ref: FOI 2014/06854
Your ref:

03 December 2014

Dear [REDACTED]

Thank you for your email of 06 November 2014 requesting the following information:

Please can you provide me with information for the following (6) questions regarding Flexible Working Hours for each of the last five calendar years:

We are treating your correspondence as a request for information under the Freedom of Information Act 2000 (FOIA).

A search for the information has now been completed within the Ministry of Defence, and we can confirm that all information in scope of your request is held.

For ease of reference, our responses are provided against each of your six questions in turn, below:

1. How many staff were/are participating in the Flexible Working Hours (FWH) scheme broken down into staff working full time and staff working part time.

<u>Calendar Year</u>	<u>Full Time</u>	<u>Part Time</u>
2009	3078	282
2010	3243	218
2011	3229	311
2012	3447	316
2013	3420	358
2014 Year to Date	3370	411

2. How many staff were participating in the scheme when it was last reset? In terms of full time and separately part time staff.

Full Time 3201 Part Time 404

3. How many hours, in total, were written off, each year when the scheme was reset at the beginning of the FWH year?

<u>Year</u>	<u>Written Off</u>	<u>Hours</u>
End of year 2009	Non Written Off	0
End of year 2010	Written Off 14/12/2011	27184.25
End of year 2011	Written Off 06/01/2012	16252.75
End of year 2012	Written Off 28/12/2012	15477.75
End of year 2013	Written Off 01/02/2014	14823

4. How many staff had their FWH balance reduced to the carry over limit? Broken down into full time and part time staff.

<u>Calendar Year</u>	<u>Full Time</u>	<u>Part Time</u>
2009	0	0
2010	317	35
2011	389	40
2012	358	35
2013	381	35

5. How much did bringing staff down to the carry over limit save Dstl and what did Dstl do with the money saved?

Dstl does not account to make any saving from flexi time write off,

6. Why were staff allowed to build up balances over the annual limit without being paid for the additional hours worked?

The flexible working scheme is designed to allow our staff to manage their time in line with the needs of the business and their own personal commitments. No employee is mandated to work extra hours. Managers are required to have conversations with employees with excessive balances and to be aware of the impact of high workloads and long hours. However our published rules are clearly described below and individuals are able to manage their time accordingly.

Flexi time rules

- All flexi time leave is subject to prior approval by the line manager.

- Notice periods for flexi time leave should ideally be twice that of the duration of the leave (example application for 2 days flexi time leave should be with the line manager 4 or more days before the leave is to be taken).
- Subject to sufficient credit employees may take a maximum of 3 full days flexi time leave in any one calendar month.
- Flexi time accounts with more than 20 hours will be automatically reduced to 20 hours on the last day of AP9.
- Compensation will not be paid for any flexi time leave untaken

If you are not satisfied with this response or you wish to complain about any aspect of the handling of your request, then you should contact me in the first instance. If informal resolution is not possible and you are still dissatisfied then you may apply for an independent internal review by contacting the Information Rights Compliance team, 1st Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail CIO-FOI-IR@mod.uk). Please note that any request for an internal review must be made within 40 working days of the date on which the attempt to reach informal resolution has come to an end.

If you remain dissatisfied following an internal review, you may take your complaint to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not investigate your case until the MOD internal review process has been completed. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website, <http://www.ico.gov.uk>.

Yours sincerely

Dstl Secretariat