Esgobaeth Llandaf
Diocese of Llandaff
Mae Ffydd Yn Cyfrif | Faith Matters

Llandaff Diocesan Board of Finance (DBF) Flexible and Home Working Policy

October 2026

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1. Introduction

Llandaff DBF recognises that the nature of our enterprise means a relatively high degree of flexibility is inherent to the way many of our staff work, shaped around the fluctuations of the Church calendar, its services and events, and the interaction with Ministry Areas, clergy, and volunteers. We support staff in considering flexible working arrangements which fit the requirements of their role and personal circumstances.

Much flexibility is already built into the way we work without the need for a flexible working request:

- all staff can schedule their working hours around their current projects by day-to-day informal agreement in advance with their line manager, and in line with their role's requirements for attendance at certain times and on particular days.
- all staff can use lieu time hour-for-hour from the day on which it will be incurred, by informal agreement in advance with their line manager; or accrue it and take it as half or whole days, as per our lieu time policy.
- as at March 2026, all staff are home-based, with attendance at premises or meetings as appropriate to their work and working patterns, and by informal agreement in advance with their line manager. Although once a new Diocesan office is established, it is intended that staff will attend in person more frequently, we still anticipate a hybrid working environment which includes a weekly proportion of working from home as appropriate to each role.

This policy provides a mechanism to request further specific changes to a working pattern. We aim to facilitate requests unless they cannot be accommodated for organisational or operational reasons.

2. Types of flexible working

Flexible working is any type of working arrangement that gives some degree of flexibility on how long, where and when an employee works. It could include:

- Annualised hours
- Compressed hours
- Job sharing
- Working from home
- Part-time working

3.Eligibility and requests

3.1. All employees have a statutory right to request flexible working from the first day of employment, and may submit two statutory flexible working requests in a 12-month period.

3.2. An employee can only have one live request at a time. A request will stay live until any of the following happen:

- the organisation makes a decision
- the employee withdraws the request
- the employee and organisation agree an outcome

3.3. All requests should be discussed verbally with the line manager and then submitted by email, and must include:

- the date of the request
- the changes that the employee is seeking
- the date the employee would like the proposed change to start
- whether this is ongoing or for a fixed time period only

- whether this is a statutory or non-statutory request
- whether the employee has made any previous flexible working requests to the organisation
- the dates of any previous requests

3.4. If the request relates to a reasonable adjustment for a disability under the Equality Act 2010, the employee should make this clear in the request.

3.5. If a request does not contain all of the required information, the line manager will advise the employee what else they need to provide and ask the employee to resubmit the request.

4. Process

4.1.Consideration

The line manager and Diocesan Secretary will consider the proposed flexible working arrangements. They will look at the potential benefits and adverse effects to the employee and to Llandaff DBF in implementing the proposed changes.

Each request will be considered on a case-by-case basis, in the order they are received. Agreeing to one request will not set a precedent or create the right for another employee to be granted a similar change to their working pattern.

4.2.Response

Where a request can be approved immediately it will be approved in writing.

Where a request needs further discussion, Llandaff DBF will invite the employee to a consultation meeting. This meeting may:

- agree to the request
- propose an alternative option
- grant the request on a temporary basis or trial period
- refuse the request

4.3.Decision

All decisions will be made within 2 months of a request, though the time limit may be extended by mutual agreement.

4.4.Appeal

If the employee's request is refused or only agreed in part, they have the right to appeal the decision. The appeal should be submitted in writing within 10 working days of the decision, and clearly state the reasons for their appeal.

The appeal will be heard within 10 working days, and the employee will be informed of the outcome in a further 10 working days. The employee may be accompanied at the meeting by a workplace colleague or a trade union representative.

If informal discussions do not resolve the matter to an employee's satisfaction, they should raise a grievance under the grievance procedure.

4.5.Reasonable adjustment

If an employee needs to change where, how or when they work because of their disability, they can request a reasonable adjustment under the Equality Act 2010. If an employee requests a reasonable adjustment, they do not need to also make a flexible working request.

END OF POLICY



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