The Victoria Inn - Threemilestone
The Victoria Inn - Roche
The Norway Inn – Perranarworthal

"A warm welcome with pub grub - at our tables or delivered to yours"

Flexible working policy

Policy statement

Inn Cornwall Limited recognises that there are benefits, for employees and for the business, to properly managed flexible working arrangements.

The aim of this policy is to ensure employees are aware of their statutory entitlements in relation to making a request to work flexibly and to ensure fair and equitable treatment in line with current legislation.

Employees have the right to request changes to their hours of work, times of work and/or place of work in order to allow them to work flexibly from the first day of their employment. There is no automatic right for an employee to change their terms and conditions of employment and adopt more flexible working arrangements. However, the Company undertakes to deal with all such requests promptly, consistently and objectively and, subject to the needs of the business, will take all reasonable steps to accommodate the changes that employees are seeking. Requests for flexible working will be considered carefully taking into account the benefits to the employee and the impact on the business. The Company will refuse such requests only on grounds permitted by legislation, which are:

- The burden of additional costs
- Detrimental effect on ability to meet customer demand
- Inability to reorganise work among existing staff
- Inability to recruit additional staff
- Detrimental impact on quality
- Detrimental impact on performance
- Insufficiency of work during the periods the employee is proposing to work, and
- Planned structural change.

Employees will be notified of the Company's decision in relation to their requests to work flexibly within two months of the date of the application, unless there is an agreement with the employee to extend this decision period.

Employees may make two applications in any twelve-month period.

No employee will be subject to any form of detrimental treatment because they have requested flexible working arrangements.

Making an application to work flexibly

An application for flexible working must be made in writing and submitted to Mark Holden, company director via e-mail mark@inncornwall.co.uk . The application must include the following information:

- The date of the application
- The change(s) to the working conditions you are seeking and when you would like the change(s) to come into effect

- A statement that you are making a statutory request, and
- A statement about whether you have made any previous application for flexible working and, if you have made a previous application, the date of that application.

You are advised to use the Company's Flexible Working Application Form for this purpose.

The Company's response

If the Company is able to accommodate your request without discussing it with you, you will be notified in writing.

If there is a need to discuss your request (and any possible alternative working arrangements), you will be invited to attend a meeting for this purpose. You may, if you wish, be accompanied at this meeting by a work colleague.

Your application shall not be refused unless you have been consulted about the application.

You will be notified in writing of the Company's decision in relation to your request within a period of two months from the date of your application. If the Company is unable to deal with your request within two months, you will be asked to agree to extend this time limit.

Unless otherwise agreed, any change to your terms and conditions of employment made as a result of your application will be permanent and you will only be entitled to make one further request for a period of twelve months from the date of your application.

Appeals

If your application for flexible working is refused, you may appeal against the decision by writing to Justin Barnett within 5 working days of receiving notification, detailing the grounds for your appeal. You will be invited to attend an appeal hearing at which, if you wish, you may be accompanied by a work colleague. The decision made as a result of an appeal hearing will be final and you will only be able to make one further request for flexible working for a period of twelve months from the date of your application.

The withdrawal of an application

You may withdraw an application for flexible working at any time by notifying Mark Holden in writing.

If, without good reason, you fail to attend two consecutive meetings that have been arranged to discuss your application or if you fail to attend two consecutive appeal hearings, the Company will treat your application as having been withdrawn. Where this is the case, you will be notified in writing.

If you withdraw your application or the Company treats your application as withdrawn, you will be only be able to make one further request for flexible working for a period of twelve months from the date of your application.