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**EMPLOYEE NAME – FLEXIBLE WORKING MEETING PLAN**

|  |  |  |  |
| --- | --- | --- | --- |
| **Order of Events** | **Responsibility** | **Further detail** | **Completed** |
| Introduce the meeting |  | The purpose of the meeting is to discuss your formal flexible working request in more detail. |  |
|  | Confirm phones are switched off and that no permission is granted for use of recording devices. |  |
|  | Confirm that an adjournment can be called at any time by both parties. |  |
| Introduce those present at the meeting |  | NAME in attendance as Chair of the meeting and NAME as colleague representative. Remind the colleague (if present) of their role i.e. that they may address the meeting and confer with the employee during the meeting. However, the companion should not answer questions on the employee's behalf. |  |
|  | NAME in attendance as note taker/HR support.  There is no requirement for notes to be verbatim (word-for-word). |  |
| Recap on the flexible working request made |  | Employee currently works:   * STATE CURRENT WORKING PATTERN   Employee has requested to work:   * STATE PROPOSED NEW WORKING PATTERN   Confirm specifically what change to the working pattern has been requested.  Confirm this is correct. |  |
| Recap on the reasons for the request as stated on the employee’s form |  | Recap on what the employee has stated on the form as to the reasons for the request.  Confirm this is correct. |  |
| Discuss what the employee has stated on form in terms of the effect the proposed working pattern may have on the business |  | Confirm what the employee has stated on the form in terms of any impact they have been able to identify.  Put to the employee any concerns there may be regarding the effect their request may have.  Ask them how they feel these issues could be rectified. |  |
| Discuss any other alternative vacant roles/ a compromise offer |  | If there are any compromises you are willing to make to try to find a mutual agreement that works for both parties, discuss them with the employee at this point.  If there are any other vacancies that would mean their request could be agreed at least in part, discuss these with the employee at this point. |  |
| Anything else to add? |  | Does the employee have anything else he/she wishes to add? |  |
| Adjourn |  | Confirm that you will now go away and consider the request, and will respond in writing accordingly. |  |