

Members' Briefing REVENUE & CUSTOMS GROUP

To: **All Members**

cc: **Branch Secretaries, Group Executive Committee, Equality Chairs, VOAC** (for info)

Can this Briefing be circulated via HMRC IT systems: **YES**

Website: **YES**

Action to be taken: **For the attention of all members**

Date: **4th May 2022**

Ref: **R&C/MB/022/22**

FLEXIBLE WORKING HOURS (FWH) POLICY **Recording Arrangements**

- **Everyone Working FWH (Flexi) Must Use the Recording Tool**
 - **HMRC will Not Regularly Check Your FWH Records**
- **On Request, you should share your Flexi Sheet with Your Manager**
- **Flexi Sheets can be Shared by sending a Copy to Your Manager**

Background

The first iteration of the Flexible Working Hours (FWH) recording tool finished on the 31st March 2022 with the new recording tool to be used from the 1st April 2022 published during that week. The new recording tool has some new features including the ability to change the appearance of the sheet along with the automatic completion of daily activities & Leave.

PCS have received concerns about continuing attempts to regularly monitor individual FWH records, whereas the policy states that HMRC will not regularly check records. In responding to us raising this issue HR Policy have confirmed that it was never the intention for jobholders to be encouraged to send a link to their FWH records held in their one-drive to their managers. The policy [Working your hours flexibly in HMRC: HR 35001](#) has now been clarified with the key areas shown below highlighted:

Recording flexi Time: You are responsible for accurately recording and managing your own working time. You should complete your flexi sheet on a daily basis recording your total daily net hours of work excluding breaks. **HMRC will not regularly check records but during your Performance & Development Conversations you and your manager should discuss your working hours, as part of a wider discussion on wellbeing.** This is to ensure any issues with working times are discussed openly and honestly and supportive actions put in place where needed. **All colleagues using flexi should record their time in HMRC's [flexi time recording tool](#)**

Data Retention: All data will be managed in accordance with our Data Protection Policy. This means colleagues should keep their flexi records for one year. **Flexi sheets should be held on your OneDrive.** **On request, you should share your flexi sheet with your manager by sending them a copy.** If you share your flexi record with your manager, they may also retain it for one year. If you leave HMRC, any flexi records held by your manager will be retained for three months after your last day of employment.

Advice & Support

The arrangements for recording FWH differ markedly from those that applied prior to June 2021 with jobholders being trusted to accurately fill out the Flexi Recording Tool. Any attempts to undermine these arrangements go against the spirit & principles of the revised contractual arrangements.

If you require any further advice or support, please contact your local PCS branch representative in the first instance. If branches identify any issues that require escalation the Departmental Trade Union Side (DTUS) team can be contacted using the DTUS in-box.

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CLIVE BRYANT**Assistant Group Secretary**

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