

## FLEXIBLE WORKING CHECKLIST

All flexible working requests are considered.	
Staff have access to a range of flexible working arrangements.	
Flexible working arrangements are not restricted to particular groups of staff.	
The availability of flexible working is included in job advertisements.	
Those involved in decisions about flexible working receive training on equalities.	
The gender of those staff making requests for flexible working is recorded, allowing monitoring of applications and decisions to be broken down by gender.	