



35-hour Working Week Proposal – Formal Consultation has Begun.

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This communication provides a summary of the current position on the 35-hour working week proposal, including these key messages:

- Letters and emails have gone out at all employees potentially affected by the proposal.
- All employees can ask a question or share feedback by using the Formal Consultation Online Form
- Based on feedback received this week – additional FAQs have been added, in particular relating to pay preservation, increments, who can provide feedback and flexible working.

Following on from previous communications, formal consultation has now begun on the proposal to move to a 35-hour full time working week and reduce the hours of work of all in-scope employees to 35 hours, or by 2 hours per week where contractual hours are in excess of 37.

From Monday 3 February 2025, all employees who are potentially affected by this proposal will have received a letter by email or post to confirm arrangements for formal consultation, and how they can provide feedback. This includes all employees who are:

- Employed on a 37-hour per week contract.

- Employed on a contract whereby the weekly hours exceed 35 hours per week.
- Employed on a contract in excess of 37 hours per week.

Chief Officials are part of these proposals with a proposed reduction to their minimum full time working week and a comparable percentage salary reduction.

It does not include employees on part-time contracts, term-time contracts or on multiple part-time contracts. Teaching staff (those employees on SNCT terms and conditions) are not affected by the proposal, as they are already contracted for 35 hours per week.

If you have not received a letter by email or post by Wednesday 5 February, but are employed on a contract of more than 35 hours, or if you are unclear about the formal consultation, please speak to your line manager.

Useful to know about the Formal Consultation process

- All frontline operational colleagues (i.e. those without a work email address or with no access to digital in their day to day work) should now have received a letter to their home address with the option to provide feedback and ask questions by paper form if required.
- Any employee on sick leave or parental leave (i.e. maternity leave / adoption leave) should have received a letter to their home address with the option to provide feedback and ask questions by paper form if required.
- All others (i.e. those with a work email and ready access to digital in their day to day work) should have received an email to their work email address.
- **Employees who are not potentially affected by the proposals will not receive a formal consultation letter.**

It is important that all employees are aware of the proposals and can access communications and the Frequently Asked Questions, as any employees may have a view about what the proposed change may mean for ways of working. These employees can share their feedback directly with their line manager for

consideration and also have the option to use the consultation feedback form.

What's happening now and next?

Collective consultation is currently taking place with Trade Union representatives. FAQs will continue to be updated to offer further clarity where possible based on questions being received from employees. There will soon be Cluster Briefings, led by your Chief Officer or Senior Manager. These are intended specifically for employees who are potentially affected by the proposal to inform them about how the Formal Consultation process will take place in your area of the business – but are also open to any employee within your Cluster.

One of the main ways for you to provide feedback at present is through the Formal Consultation Online Form – submissions have already started to come through. These are being collated and reviewed collaboratively by People Services and relevant Senior Management Teams for consideration of next steps and any resulting changes to proposals. FAQs will also be further developed based on this feedback.

I am aware that this process could cause some uncertainty and that you may have a number of questions – please speak to your manager. You can keep up to date with all the latest 35-hour working week information on the 35 hour working week pages and FAQs available by scanning the QR code below:



Our Employee Assistance Partner, Vivup, can be contacted on 0800 023 9324, 24/7 365 days a year or by visiting accmybenefits.vivup.co.uk