*\*\*BLUE TEXT SHOULD BE REMOVED BEFORE ISSUE\*\**

***Flexible working request - invitation to meeting***

*Use the flexible working request - invitation to meeting to arrange a meeting with your employee to discuss their formal request for flexible working. Whilst there is no longer a set statutory flexible working procedure to follow, the Acas Code of Practice on Handling in a Reasonable Manner Requests to Work Flexibly provides that you should arrange to discuss the request with the employee as soon as possible after receiving it. Obviously, the purpose of this is to see whether the request could be made to work in practice and, if not, to explore alternative work patterns with the employee. However, there’s no need to arrange a meeting if you’re happy to agree to the employee’s request as it stands.*

Date ..........................................*(insert date of letter)*

Dear ..................................... *(insert name of employee)*

We have received your formal application for flexible working and we would now like to discuss your request with you in more detail to see how your proposed working pattern might work in practice and to make sure you are fully aware of the implications of any future change to your working pattern. You are therefore invited to attend a meeting to discuss your request, to be held on ....... *(insert date)* at ....... *(insert time)* at ......... *(insert location)*. [Alternatively, the meeting can be held remotely either by online video conferencing or by telephone. Please contact .............. *(insert name and contact details)* if you would prefer one of these options.]

The meeting will be chaired by ......... *(insert name),* and ......... *(insert name)* will also be present to take an attendance note of the meeting.

If you wish, you may invite a work colleague, a trade union representative or a trade union official of your choice to accompany you at the meeting. Please inform .............. *(insert name and contact details)* in advance of the identity of your chosen companion. If you or your chosen companion is unable to attend this meeting, you are asked to contact .............. *(insert name and contact details)* so that an alternative date and time can be scheduled.

After the meeting, the Company will make a business decision on whether and, if so, how your request for flexible working can be arranged and you will then be informed in writing of the Company’s decision. We endeavour to grant requests for flexible working if it is possible to do so, but we will need to consider the effects of your proposals on the Company, the work of your department, your colleagues and our customers and clients. It would therefore be helpful if, at the meeting, you are willing to discuss possible modifications or alternatives to the flexible working arrangement you have requested with a view to agreeing a compromise that is suitable for both parties should this become necessary.

If the Company accepts your request for flexible working, or if a modified or alternative arrangement is agreed after consulting with you, we will confirm in writing the details of your new agreed working pattern and set out a start date. Please be aware that, unless agreed with you otherwise, any change in your working pattern would constitute a permanent change to your terms and conditions of employment and you would then have no right to revert to your previous working pattern at a future date. However, depending on the circumstances of the case, at our absolute discretion the Company may be willing to agree to a temporary change to your terms and conditions of employment for a specified period only. In that case, you would then revert to your previous working pattern after the specified period comes to an end.

In the event the Company refuses your request for flexible working, we will set out in writing the business reason or reasons for refusal.

Yours sincerely

...............................

*(Insert signature and name of author)*