



WMAS Newsletter

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SG/CM

Due to the amount of phone calls, emails and enquiries being made to UNISON reps regarding rotas it has been felt that the following information would be useful.

Agenda for Change Terms and Conditions

Annex G

Good practice guidance on managing working patterns

1. An important aspect of managing the provision of emergency cover outside normal hours is ensuring good management practice and, where necessary, ensuring appropriate protocols are put in place. This should reduce the difficulties arising from the unpredictability within the system.
2. **Similarly, in line with good working practices, employers should ensure that staff are given adequate time to be made aware of their working patterns, as a guide, at least four weeks before they become operational.**
3. Flexible working arrangements are a key element of the Improving Working Lives Standard and ensuring the effective management of the rostering process can impact on unexpected difficulties.
4. The Improving Working Lives (IWL) website at:
<http://www.dh.gov.uk/en/Policyandguidance/Humanresourcesandtraining>

Any member of staff experiencing problems with their rotas should contact their local UNISON rep or email the UNISON addresses above.