

Renfrewshire Valuation Joint Board (VJB) improves staff morale, productivity and security from flexible working managed by HFX

New flexible working legislation and government security requirements for staff working on electoral rolls and Council tax supported with solutions by HFX.

Flexible working - improved efficiency

Renfrewshire VJB relies upon the efficiency of its staff to provide the necessary services to the members of the public. It has long been a supporter of flexible working for its employees and has invested in an employee time management system from HFX to manage working hours, access control, security, holidays and absence

With recent changes to government legislation every employee now has the right to request flexible working - having flexible start & finish times or working from home.

Alasdair MacTaggart, Assessor at Renfrewshire VJB:

“Our HFX system gives us a fantastic management tool for security and for flexible working - it has enabled us to implement the new working rules seamlessly, is easy for staff to use and has given us the opportunity to retain experienced staff with new working policies.”

With recent changes to government legislation (June 2014) every employee now has the right to request flexible working - having flexible start and finish times or working from home. Renfrewshire VJB's working policies and adoption of the HFX system successfully demonstrate how this can be put into practice for the benefit of both employer and employee.

Joe Gallacher, Senior Admin Officer at Renfrewshire Valuation Joint Board: **“The HFX system has been welcomed by staff as it provides a totally transparent way to record working time, including business absence. It enables us to correlate and calculate working hours, meal allowances & travel claims easily and promptly, and we can see at a glance who is in the office.”**

Valuable information of shifts & absence planning

The integration of the system for time & attendance, access control and staff shift patterns provides the management team with valuable reports, from departmental overviews to individual activity. It enables them to support more modern and flexible ways of working, supporting a more diverse workforce and to plan for busy working periods and quieter times, while being flexible enough to meet each employee's personal requests. The HR team are able to monitor breaks away from the PC and office, poor timekeeping or possible misuse of the flexible hours policy.

“Being able to offer flexible working practices is extremely motivating for our staff - it fosters a trusted way of working that enables the members of staff to have an improved work:life balance and, through that, greater job-satisfaction.” says Joe Gallacher.

There are significant security benefits in knowing who is where. Requirements highlighted by a PSN audit have shown us where we need to take control of physical and IT security. With HFX we have now merged this with our working practices & developed a model that can be adopted anywhere that needs to manage a high security environment.

Staff can build up ‘flexi’ hours for an additional day’s leave a month - all captured through the system’s core time keeping facility in a transparent and fair way that can be approved by managers. Renfrewshire VJB has introduced a flexible retirement option, where staff can work on a part time shift pattern (e.g. 5 working days over 10 working days), administered using the HFX system.

Access and data security requirements

The integrated nature of the HFX system supports the needs of today's organisations to manage data access and security. For Renfrewshire VJB, this is particularly important, since much of the data that the staff handle relates to 'personal identity', with a street value if stolen.

Renfrewshire VJB uses the staff entry card to control access to the building, to meet the organisation's Public Sector Network (PSN) requirements to monitor access to secure areas and data. The cards, which will incorporate photo ID, are required to be worn on display at all times. The card is used for security ID, access and is required to be worn on display at all times.

Access to different rooms is managed centrally and by card only. A clear desk policy is operated with all work files locked away in a secure room with swipe card access that is logged. This ensures that the data is secure & that staff are protected for lone working and from suspicion of theft or malpractice.

About Renfrewshire VJB

Renfrewshire Valuation Joint Board (VJB) was established by the Valuation Joint Boards (Scotland) Order 1995 to carry out the statutory valuation functions in respect of Non-Domestic Rating and Council Tax Banding for properties within the constituent councils; Renfrewshire, East Renfrewshire and Inverclyde. Formally established on 1 April 1996, it was also given the responsibility of carrying out Electoral Registration on behalf of the three constituent authorities.

The Board members consist of Councillors representing Renfrewshire, East Renfrewshire and Inverclyde Councils. The organisation employs 49 staff covering all three statutory functions.

About HFX

Founded over 40 years ago, **HFX** has a proven history of developing innovative staff time management solutions. The company introduced the concept of flexible working hours in the 1970s with its Flexitime® system, and has continued as a leader in the delivery of flexible working solutions.

The latest generation of products, **HFX Imperago**, provides cloud-based solutions which incorporate access control, photo ID, time and attendance recording, flexitime management, and workforce design (optimising shifts and rotas). Highly customisable,

HFX Imperago can be configured to meet exact requirements, can support unlimited numbers of work patterns and provides seamless integration with all major HR and payroll systems.

Based in the Home Counties just north of London, **HFX** services clients across the public and private sectors throughout the UK. High profile customers include Home Office, Merck, Methodist Church, Dartmoor National Park, adidas, Buhler Sortex Ltd, The Society of Motor Manufacturers & Traders (SMMT), Eaton Limited, MoD, National Farmers' Union, Borough Council of King's Lynn & West Norfolk, Hertsmere Borough Council, North Lanarkshire Council, East Renfrewshire Council, Exeter City Council, Isle of Man Government, MoJ, Pendle Borough Council, Met Police, Flintshire County Council, Office for National Statistics, UK Intellectual Property Office, NHS Business Services Authority, Pembrokeshire County Council, Science and Technology Facilities Council, West Lancashire Borough Council, and many more.



Flexible Working Solutions

Apply any flexible working policy securely, transparently and with consistency.

To find out more about **HFX** and our solutions please call **01438 822170**, visit www.hfx.co.uk or email sales@hfx.co.uk