

A wide-angle photograph of a snowy Dartmoor landscape, showing rolling hills and rocky outcrops under a clear sky.

Dartmoor National Park Authority selects HFX solution to manage staff flexitime

National Park supports staff work life balance using latest Time and Attendance system to manage flexible working hours and provide secure access to Authority buildings.

Dartmoor National Park Authority is a special purpose local authority created under the Environment Act 1995 employing around 100 staff including specialists in ecology, archaeology, historic buildings, landscapes and trees, recreation and access, conservation works, visitor services and communication; as well as rangers, planners, project managers, legal, finance, HR and ICT specialists and administrators.

The Authority has two statutory purposes; to conserve and enhance the natural beauty, wildlife and cultural heritage of the National Park and to promote opportunities for the understanding and enjoyment of the special qualities of the National Park by the public. In carrying out this work the Authority also has a duty to seek to foster the economic and social wellbeing of local communities within the National Park.

Most staff are based at the head office at Parke, Bovey Tracey, with others working at its Visitor Centres in Princetown, Postbridge and Haytor as well as remote workers including Rangers and a Conservation Works Team. The Authority has invested in HFX Etarmis to facilitate the management of working hours and annual leave allocation, as well as secure access to its premises.

A transparent, accurate way to manage staff working hours

A long time user of HFX's Time and Attendance system, Dartmoor National Park Authority upgraded to HFX's Etarmis system after evaluating other competitive solutions on the market.

Staff are using HFX's proximity card to enter the office locations which has improved security of buildings for staff and property.

Neil White, Head of Organisational Development at Dartmoor National Park.

“We found that Etarmis offered a cost effective solution, plus the transition was easier as we were familiar with HFX's previous system. It gave us continuity of service and we knew that it was a proven solution.”

Staff have found the new system easy to use & appreciate that the buildings are secure for deliveries and visitors. Staff who work remotely or from home are also able to log in and out remotely from their desktop.

“The access control was initially greeted with trepidation by some, but it has been well received - it helps us manage deliveries and access. Employees like having a system that is efficient and reliable - in the past sometimes the swipe machine wasn't working, cards were lost or broken. Now just beeping as you walk past the entrance is much better.”

Capturing working hours accurately benefits the staff by assuring that contractual obligations are met and that annual leave allocations are correctly recorded. Although it is not practical for the Rangers to clock in and out every day, since their hours are more irregular, they still use Etarmis to manage their leave allocation.

Ensuring a staff work/life balance

The self-service feature has been particularly well received by the staff, enabling them to change and update their own personnel records online, check balances for flexitime and hours worked and request holidays & other absence.

A key business benefit for the Dartmoor National Park is the improved software & reporting functionality. Managers are able to refer to the system to check leave and hours balances of their teams and quickly identify any staff working long hours or over their credit limit. The Leadership Team regularly review reports to identify potential workload hotspots or issues which if unaddressed may lead to sickness absence, stress or other health related issues. The Finance Team also use reports to identify outstanding time off in lieu (TOIL) and flexitime balances for accounting purposes.

Overall the National Park is delighted with the move to Etarmis, it helps them to manage staff hours efficiently and accurately, providing a transparent, accurate record for the Leadership Team, HR and auditors.

“We are definitely more efficient as a result of using Etarmis - we already had good flexible working practices in place but how we manage this is now greatly improved. Now that we are used to the new system it runs very smoothly and HFX’s support has been very good. They are easy to get hold of, quick to respond and have provided us with the help we needed. At the end of the day the product is excellent and the support makes the extra difference.”

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**