

## 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 and finish times or working from home.

“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.”

**Alasdair MacTaggart**, Assessor at Renfrewshire VJB

**Joe Gallacher, Senior Admin Officer at Renfrewshire VJB** explains; “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 and travel claims easily and promptly, and we can see at a glance who is in the office.”

A recent Public Secure Network audit demonstrated where we need to take control of physical and IT security. We can now merge this with our working practices using the hfx system and have developed a model that can be adopted anywhere that needs to manage a high security environment.

### Valuable HR information for staff shifts and absence planning

The integration of the system for time and 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 and 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 and 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

hfx introduced the concept of flexible working hours over 40 years ago and is a leading provider of time management systems to both the public and private sectors today.

Etarmis, with its 'one card – one solution', incorporates access control, photo ID, time and attendance recording, flexitime management and provides seamless integration with major HR and payroll systems. Etarmis can be configured to meet exact requirements and supports unlimited numbers of work patterns.

hfx services clients across the public and private sectors throughout the UK, including Home Office, Merck, Bentley Motors, 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, North Lanarkshire Council, East Renfrewshire Council, Isle of Man Government, MoJ, 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. and many more.

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

To find out more about **hfx** and our solutions please call **0844 335 0230**, visit **[www.hfx.co.uk](http://www.hfx.co.uk)** or email **[sales@hfx.co.uk](mailto:sales@hfx.co.uk)**

Flexible working solutions