

A photograph of the South Ayrshire Council building, a large, classical-style stone structure with a central portico and columns. Two flags, the Union Jack and the Scottish Saltire, fly on tall poles in front of the building. The foreground shows a paved area with flower beds containing red and pink flowers.

## South Ayrshire Council uses hfx solution to manage flexitime for over 1000 staff



**Council sees reduced administration using hfx flagship system to manage working hours across diverse service departments.**

South Ayrshire is one of 32 council areas of Scotland, and borders onto Dumfries and Galloway, East Ayrshire and North Ayrshire. South Ayrshire's Council serves a population of 112,000 residents and is the biggest employer in the area, with 5,200 employees who deliver a diverse range of services to the public.

Like all public sector organisations, the Council places high importance on efficiency and value for money in its service delivery, alongside employee wellbeing. To manage employee flexitime, it has recently implemented hfx's flexitime workforce management system.

### **Delivering council services efficiently**

The Council replaced its previous flexitime system (also from hfx) with the latest workforce management platform, providing the organisation with more features and flexibility to manage flexi hours. The Council is now using hfx's modern system to manage flexitime for 1250 employees across a wide range of departments, including health and social care, legal department, senior managers, trading standards, planning and environmental health services.

The staff are able to log-in to register their working hours between 8am and 6pm using booking terminals in the main buildings. A big advantage is that the Council can now also offer staff working from home or in the smaller offices the option of flexitime, as they can log in via their computers or browser on their smartphone and are not reliant on terminals.

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**Councillor Peter Henderson, South Ayrshire Council's Portfolio Holder for Resources and Performance said the upgrade was working well:**

*"We are very pleased with the new system, which is adaptable, intuitive and easier to use for staff and management."*

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"Managers can configure controls to enable employee access to certain building and office areas at set times of the day and week using card readers.

"The system requires less input and administration and is more streamlined. It gives more control to the employee for their working hours and managers understand what they're doing."

### **hfx team ensures smooth implementation**

After a smooth implementation, whereby the hfx team assisted with the import of data from the previous system, the solution was quickly up and running. The Council has found that staff previously responsible for managing the administration of the flexitime have now been freed-up to concentrate on other tasks.

## Improved accuracy & visibility of working hours

One of the greatest benefits that the Council has found is that using the hfx system there are now fewer errors and queries. Staff can self-manage their hours and make adjustments if necessary, plus the transparency of the system means everything is more visible and overseen directly by the relevant manager.



Although the council does not use the data from the hfx system for absence reporting or payroll, the new system has meant that the old manual card system for recording leave is now no longer required - all records are electronically recorded for all levels of staff.

### **Peter Henderson, South Ayrshire Council's Portfolio Holder for Resources and Performance concludes:**

*"We are very pleased with the hfx system. It requires less input and administration and is more streamlined. It gives more control to the employee for their working hours and managers understand what they are doing."*

## 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.

hfx workforce management solutions include flexitime management, access control, time & attendance and Everyone Cloud which is an integrated portal enabling anyone, anywhere to clock in & out using any device. hfx solutions are fully compatible with all mainstream HR, Payroll and Human Capital Management 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, Bentley Motors, Adidas, The Society of Motor Manufacturers & Traders (SMMT), Eaton Limited, MoD, National Farmers' Union, Hertsmere Borough Council, Exeter City Council, North Lanarkshire Council, Isle of Man Government, MoJ, Met Police, Flintshire County Council, Office for National Statistics, UK Intellectual Property Office, NHS Business Services Authority, 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 **01438 822170**, visit **[www.hfx.co.uk](http://www.hfx.co.uk)** or email **[sales@hfx.co.uk](mailto:sales@hfx.co.uk)**

Flexible working solutions