


PURTON PARISH COUNCIL	ADVERSE WEATHER POLICY FOR STAFF
APPROVED BY COUNCIL: ...13.../...11.../...23... <i>This policy will be reviewed once every 5 years unless there is a significant change in legislation or staffing requirements</i>	
Signed by Clerk: 	Dated:

EMERGENCY PLANNING FOR WORKING ARRANGEMENTS POLICY

1. INTRODUCTION

This policy sets out Purton Parish Council's approach to dealing with situations where normal arrangements for travelling to or attending work are disrupted. It does not form part of employees' terms and conditions of employment and may be subject to change at the discretion of management and the Council's Staff Committee. The circumstances where this may occur are: Adverse weather conditions, Terrorist activity, Building maintenance issues

In these circumstances, Purton Parish Council will have due regard to the health and safety of its employees. In general, employees have an obligation to work when they are capable of doing so and the Council has a duty to pay a normal day's pay when employees are capable of working, when the employer prevents the employee from working. An employee's ability to undertake work will depend on their role and their ability to work from alternative locations in emergency planning situations.

Staff should make every effort to attend work during adverse weather conditions without putting their personal safety at risk. However, if it is unavoidable for staff to be absent from the workplace, with the agreement of their line manager and subject to operational needs and other relevant factors.

2 TRAVELLING TO WORK

The Parish Clerk should discuss an employee's delayed arrival or inability to attend their normal place of work with the employee at the earliest possible opportunity. The employee must decide on the most appropriate solution for themselves. They are not entitled to be paid for time they do not work, but they should be given the options available to them. A request to work is based on the employees ability to travel safely and therefore not all employees will be able to assess their working site due to location and travel mode.


2.1 Localised or personal travel difficulties

In circumstances where road accidents cause traffic congestion or where an employee's normal mode of transport fails, delaying or preventing attendance at an employee's normal place of work, the Council will be flexible and make allowances for infrequent reasonable delays, i.e. up to thirty minutes. However, employees will be expected to make up time lost for longer delays or not being able to attend work by working back the time by annual leave, TOIL (time off in lieu) or unpaid leave.

2.2 Adverse weather conditions

The Council does not expect employees to put themselves at unnecessary risk on driving in adverse weather. The Council recognises that the weather is unpredictable and it will be flexible in accommodating employee difficulties.

Where weather affects travel to work, the Council will accept reasonable delays. Where weather and road conditions worsen during the working day, employees may request permission to leave work early from the Parish Clerk. The Clerk will review each situation as it arises and

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liaise with the Chair. In these circumstances, where an employee attends work, they will receive a normal day's pay regardless of the hours spent working.

If an occasion of extreme adverse weather occurs and staff cannot reasonably get to work Purton Parish Council will continue to pay their salary. This judgement will be made on national road bulletins and weather warnings. Longer periods of absence will be delegated to the Chair and Vice-Chair of Council and the Parish Clerk to decide whether salary should continue to be paid under these circumstances. Those who can gain access to work should attend in all situations.

3 OFFICE CLOSURES

If the Council considers closing the office, provided the staff have their laptops with them they can work remotely. If an adverse weather forecast is due, all staff should pre-plan and take their equipment home with them if feasible.

In the event that the employee could work from an alternative place of work, e.g. from home or an alternative office, the employee is expected to undertake their duties or those reasonably requested by the Parish Clerk. If a request is made to a specific employee to attend work they must ensure they do their utmost to attend and only in circumstances substantiated by national weather or police guidance on safety will this request be removed.


By closing the workplace or by instructing employees not to travel to work, the employer is preventing the employee from working on that day and as this is through no fault of their own, they should receive pay as normal for that day. This is regardless of whether the employee has attempted to attend their workplace or not. If an employee is requested to come into the office for a shortened period due to their working remit and responsibilities; regardless of other staff; they will be paid a normal days wage. No overtime or additional time in lieu will be paid for any member of staff who can come into the office if others cannot.

4 FAILURE OF CARE ARRANGEMENTS FOR DEPENDANTS

As a result of school closures, some employee may need to take time off to care for their dependent children. In addition, care arrangements for other dependents, older or disabled relatives may be disrupted. The Council needs to strike a balance between the need to maintain services and the pressures that fall on employees who have childcare and other caring responsibilities. The statutory right to time off to care for dependents **does not** provide the right to take extended leave, but only the right to take off what time is reasonable to allow the employee to deal with the unforeseen event. In these circumstances, a combination of paid and unpaid leave building on the existing carer's leave provisions may be more appropriate than home working. In these circumstances the request will be to the Clerk and arrangements made through agreed working.

5 STAFF WORKING ADDITIONAL HOURS DURING AN EMERGENCY

Where there are increased absences levels in critical service areas, Purton Parish Council may need to ask those able to get to work, to work additional hours. The Parish Clerk should ask for volunteers from existing employees and agree such additional hours with the Council. The Council will also call upon employees who may have contractual overtime arrangements in place.

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Bearing in mind the requirements of the Working Time Directive, additional working requirements should not be used in the long term, but to cover short-term crisis situations. Care will be taken to ensure those working additional hours do not put their own or others health and safety at risk and that they get regular rest breaks. If employees work additional hours, they will normally be remunerated through time back arrangements such as TOIL.

6 MISUSE OF THESE ARRANGEMENTS

If Purton Parish Council has reason to suspect that an employee is abusing this flexible approach to lateness or absence, refusal to work some or part of their day, a full investigation will be undertaken in line with the Disciplinary Policy. If such abuse is established, it will be treated as any other form of unauthorised absence and disciplinary action taken.