

1	Policy Name	Adverse Weather Conditions/ Travel Disruption Policy			
2	Accountable Director	Director of Corporate Services			
3	Applies to:	All Employees			
4	Groups / individuals who have overseen the development of this policy	HR, Policy Harmonisation Working Group			
5	Groups which were consulted and have given approval	Joint Partnership Group-October 2019 Executive Management Team-January 2020			
6	Equality Impact Analysis	Policy Screened	Yes	Template Completed	Yes
7	Ratifying Committees & Date of final approval	Joint Partnership Group-October 2019 Executive Management Team-January 2020			
8	Version	1			
9	Available on	Intranet	Yes	Website	No
10	Related documents:	N/A			
11	Disseminated to:	All Employees			
12	Date of implementation	03 February 2020			
13	Date of next formal review	January 2023 or earlier should there be national NHS terms and condition/legislative changes			

Adverse Weather Conditions/ Travel Disruption Policy

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1. Introduction

- 1.1** This policy provides managers and staff with information on the CCG's approach to dealing with work related travel difficulties during exceptionally bad weather conditions and travel disruption such as train/tube strikes.
- 1.2** All staff have an obligation to attend work and whilst unreasonable risks should not be taken to get to work in difficult weather conditions staff should make a reasonable effort to do so.
- 1.3** It is acknowledged that individual circumstances may vary and therefore the guidance may not cover every eventuality. In such cases, managers should use their discretion in circumstances not covered in this guidance.

2. Scope

- 2.1** This guidance applies to all staff of the CCG, including agency workers and contractors.

3. Definition

- 3.1** 'Adverse weather' can be defined as snow, ice, volcanic eruptions, fog and floods which render journeys as extremely hazardous. This can include journeys by road, and can affect both public and private transport; however this list is not exhaustive.

4. Responsibilities

- 4.1** Line managers are responsible for ensuring that all staff are aware of this policy and understand reporting requirements during periods of adverse weather/travel disruption. Line managers must ensure that the policy is applied fairly and consistently and takes into account individual circumstances of staff, particularly where discretion is applicable.
- 4.2** Where the Met office issues adverse weather conditions, such warnings should be cascaded by the Communications department.
- 4.3** Where adverse weather is forecast, managers should ensure that, as far as reasonably possible, plans are made to make sure that appropriate service cover is in place. This will include making working arrangements as flexible as possible.
- 4.4** All staff must ensure that they are familiar with this policy and the notification procedure should adverse weather impact their ability to attend work. The line manager should be contacted as soon as possible and there should be ongoing communications between staff and managers. In no circumstances should staff be absent from work without seeking prior authorisation from their line manager.

5. Notification Requirements

- 5.1** If adverse weather affects employees' journeys to work, safety must be the first priority. Staff must not be encouraged to attempt the journey to work if it would be unsafe for them to do so.
- 5.2** However where possible all employees should make reasonable efforts to attend work. Reasonable efforts include, where appropriate, completing their normal journey but taking extra time and care, taking an alternative route to work, car-sharing or carpooling, and using different means of transport.
- 5.3** It is important that in the event of lateness or absence from work due to unforeseen or adverse weather conditions, that management are promptly contacted in order to ensure that essential business activities are able to be undertaken.
- 5.4** Staff must contact their line manager directly, before or within one hour of their normal start time. Efforts to contact line managers should be made by any means possible.

5.5 Failure to notify an appropriate manager of a difficulty in attending work may be considered as an unauthorised absence and therefore the CCG reserves the right to deduct/withhold the appropriate amount of salary.

5.6 Staff who do not attend work under these circumstances must keep their line manager informed of any developments in relation to their travel options. If conditions improve for example, it may be possible for a member of staff to travel to work later.

6. Options

6.1 In the event that it is unsafe for staff to attempt the journey to work, it may be appropriate (with their manager's agreement/discretion) to consider the following options:

6.1.1 Work from home if this is feasible in line with CCG policies and procedures

6.1.2 Take annual leave for the duration of the absence

6.1.3 Take unpaid leave for the duration of the absence

6.1.4 Take time off in lieu [TOIL]/flexitime if this consistent with service needs and does not result in staff working excess hours

7. Adverse Weather and Carers Leave

7.1 It is also recognised that adverse weather may also impact on staff who themselves may have been able to get work but who may need to take urgent carers' leave because of the weather related closure of other organisations such as schools. In these circumstances, the carers leave provisions set out in the Leave Policy & Procedure shall apply.

8. Equality Statement

In applying this policy, the CCG will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation, in addition to offending background, trade union membership, or any other personal characteristic.

The Equality Impact Assessment for this policy has been carried out, and is available on request from HR.

9. Data Protection / GDPR

In applying this policy, the Organisation will have due regard for the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). Personal Confidential Data of data subjects will be processed fairly and lawfully and in accordance with the six data protection principles. Data Subject's Rights and freedoms will be respected and measures will be in place to enable employees (data subjects) to exercise those rights. Appropriate technical and organisational measures will be designed and implemented to ensure an appropriate level of security is applied to the processing of personal confidential data. Employees will have access to the CCG's Data Protection Officer for advice in relation to the processing of their personal confidential data and data protection issues.

10. Monitoring & Review

- 10.1** The policy will be reviewed periodically by Human Resources in conjunction with operational managers and Trade Union representatives. Where review is necessary due to legislative change, this will happen immediately.

11. Associated Policies

- 11.1** Please refer to the following policies for further information:
- Leave Policy & Procedure
 - Flexible Working Policy & Procedure

12. Breach of Policy

- 12.1** Unauthorised absence and/or the misuse of this policy will be managed under the Disciplinary Policy