

Abnormal Weather Conditions and Travel Disruption Policy

Introduction

During abnormal weather conditions or other travel disruption caused by industrial action affecting transport and/or other major incidents affecting travel, some employees may be unable to attend work as usual. Exceptional weather conditions such as snow, ice, flooding, storms and dense fog, could cause abnormal danger or serious difficulty travelling to and from work and home. It is good practice to have a policy for these circumstances to provide clarity for employees and prevent people from taking unreasonable risks to their safety. This policy does not form part of any employee's contract of employment and we may amend it at any time.

Abnormal weather conditions

Abnormal weather conditions can be defined as snow, ice, fog, floods and storms which make journeys by road or rail hazardous. This can be both by public and private transport.

"Hazardous" can be described as those conditions in which the police and/ or other relevant organisations (e.g. Cornwall Council, the Met Office, the A.A.) advise people not to make unnecessary journeys or travel at all.

Policy

1. An employee attends work but does not complete a normal day due to either late arrival or early departure.

Employees must inform the office by telephone or email before their normal start time if they anticipate that they will arrive late. If this is not reasonably practicable (e.g. the employee is driving and does not have a hands-free phone kit), the employee must inform the Council as soon as possible thereafter.

The Town Clerk may exercise discretion to allow time for the lost hours to be paid but is under no obligation to do so; where the employee is the Town Clerk, the decision should be at the discretion of the Mayor. The following factors will be taken into consideration:

- The position of other employees residing in the same general area;
- The availability of public transport;
- The distance from home to contractual workplace;
- Any advice given by the Council or any other relevant authority (e.g. police);

- The employee's contracted hours of work.

In the circumstance that the office may need to be closed early; the decision should be taken by the Town Clerk in conjunction with the Mayor, or if unavailable, either the Deputy Mayor or Chairman of the Finance and General Purposes Committee. The closure would extend to the Library and Workshop/Store. All employees will be paid for any time lost as a result of early closure.

2. An employee is unable to attend work at all.

Employees must inform the office by telephone or email before their normal start time (if reasonably practicable) and in any event within one hour of their normal start time if they are unable to come to work.

Employees who are unable to attend work should check the situation throughout the day to ascertain whether the situation improves. If it improves sufficiently, they should come to work.

The employee should take the time off as either annual leave or Time Off In Lieu (TOIL) to be made up as agreed with the Town Clerk. Where the employee is the Town Clerk, this will be agreed by the Mayor.

In situations 1 and 2 above, employees who do not make reasonable efforts to attend work or who fail to contact the office in accordance with this policy and without good reason may be subject to disciplinary proceedings.

3. Evening meeting

The Chairman of the relevant Committee (or Vice Chairman in the Chairman's absence) will decide to either proceed with or defer a meeting by at latest 3pm on the same day. When a meeting is deferred, it must be called again by the Chairman within 14 working days (in accordance with Standing Order 68 (i)).

Consultation

All employees were consulted on this policy and have agreed it to be fair. All welcomed the introduction of a policy for abnormal weather conditions.