

Adverse Weather Conditions/Travel Disruption Policy

1	POLICY DRAFTED BY:	HR, NEL CSU
2	ACCOUNTABLE DIRECTOR:	Martin Machray, Director of Quality & Integrated Governance
3	APPLIES TO:	All Employees
4	COMMITTEE & DATE APPROVED:	NCL Joint Partnership Group, July 2015
5	VERSION:	1
6	RELATED DOCUMENTS:	Leave Policy & Procedure Flexible Working Policy & Procedure
7	DATE OF IMPLEMENTATION:	TBC
8	DATE OF NEXT REVIEW:	August 2018 or earlier should there be national NHS terms & condition/ legislative changes

DOCUMENT CONTROL

Date	Version	Action	Amendments

BEFORE USING THIS POLICY ALWAYS ENSURE YOU ARE USING THE MOST UP TO DATE VERSION

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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. Policies statement

Islington CCG's policies set out the organisation's standards and intentions, and are written with the aim of being as clear and comprehensive as possible. However, we operate in a dynamic and evolving work environment and attention should be paid to the spirit of the policy as well as the letter. Policies by themselves cannot guarantee effective behaviour or the delivery of key objectives. While they are designed to support the CCG, and the people working within it, our success depends on continuous, high quality effort by everyone the policy covers. Therefore thought must be given to good practice when applying or interpreting any of the CCG's policies, and you should read any guidance or supporting documentation that relates to this policy to help you do this. In addition, this policy should work in accordance with national and local guidance on child and adult safeguarding as applicable.

3. Scope

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

4. Definition

'Adverse weather' can be defined as snow, ice, volcanic eruptions, fog and floods which render journeys as extremely hazardous. This can affect both public and private transport.

5. Responsibilities

- 5.1 **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.
 - 5.1.1 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

- 5.2 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 on-going communications between staff and managers. In no circumstances should staff be absent from work without seeking prior authorisation from their line manager.

6. Notification Requirements

- 6.1 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.
- 6.2 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.
- 6.3 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.
- 6.4 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.
- 6.5 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.
- 6.6 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.

7. Options

- 7.1 In the event that it is unsafe for staff to attempt the journey to work, it may be appropriate (with their manager's agreement) to consider the following options:
- Work from home if this is feasible in line with CCG policies and procedures
 - Take annual leave for the duration of the absence
 - Take unpaid leave for the duration of the absence
 - Take time off in lieu [TOIL]/flexitime if this consistent with service needs and does not result in staff working excess hours

8. Adverse Weather and Carers Leave

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.

9. Monitoring & Review

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.

10. Associated Policies

Please refer to the following policies for further information:

- Leave Policy & Procedure
- Flexible Working Policy & Procedure

11. Breach of Policy

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

Equality Analysis Initial Assessment

Title of the change proposal or policy:

Adverse Weather Conditions/Travel Disruption Policy

Brief description of the proposal:

To ensure that the scheme is fit for purpose, complies with NHS LA Standards and takes account of best practice.

Name(s) and role(s) of staff completing this assessment:

Darshna Pankhania, HR Business Partner

Date of assessment: 24 June 2015

Please answer the following questions in relation to the proposed change:

Will it affect employees, customers, and/or the public? Please state which.

Yes it will affect employees.

Is it a major change affecting how a service or policy is delivered or accessed?

No

Will it have an effect on how other organisations operate in terms of equality?

No

If you conclude that there will not be a detrimental impact on any equality group, caused by the proposed change, please state how you have reached that conclusion:

No anticipated detrimental impact on any equality group. The policy adheres to the NHS LA Standards, AFC Terms and Conditions, is legally compliant and takes account of best practice. Makes all reasonable provision to ensure equity of access to all staff. There are no statements, conditions or requirements that disadvantage any particular group of people with a protected characteristic.

Please return a copy of the completed form to the Equality & Diversity