



# Adverse Weather Guidance

ORGANISATIONAL DEVELOPMENT DIVISION

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This document is also available in Welsh / Mae'r ddogfen hon hefyd ar gael yn Gymraeg

# Version Control

This document is intended for:

- Council staff only    School-based staff only    Council & School-based staff

Version	Key Changes	Approved By
Mar 2020	Reformatted only	DMT
June 2022	Updated to reflect the Council's new operating model and ways of working	DMT

This document may be reviewed and amended at any time and without consultation in response to legal requirements or in response to an organisational requirement and where the changes do not reflect a fundamental change or affect the spirit or intent of the document.

## Contents

1. Introduction .....	3
2. Scope .....	3
3. Responsibilities .....	3
4.	

# 1. Introduction

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This guidance has been designed to provide information on working arrangements during periods of adverse weather. In normal circumstances when adverse weather occurs, managers will continue to operate services in accordance with the Corporate Business Continuity Management Plan and their own Service Area Business Continuity Plan. Whilst this is a general guide to enable a consistent approach, employees should always bear in mind that exceptions may occur depending on the circumstances at the time.

This guidance also reflects the Council's new operating model and Agile Working Policy.

# 2. Scope

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This guidance applies to all Council employees except school based employees appointed through the Governing body. Governing Bodies will be required to either adopt this guidance and/or develop their own guidance for employees.

# 3. Responsibilities

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It is the responsibility of the employee to decide and arrange to travel to work based on the best information available to them e.g. the most recent weather forecast, local travel conditions and police advice on travelling. In the event of adverse weather conditions, as a result of which normal travel arrangements are severely disrupted, employees are required to notify their manager or relevant available officer of their situation and intentions at the earliest opportunity.

In line with the Council's operating model, home and agile workers are able to work from home and should do so during periods of adverse weather. It is the responsibility of service/community workers to discuss with their manager whether their role is suitable to work from home during periods of adverse weather.

Managers should ensure that their Service Area Business Continuity Plan is up to date and reflective of their service and employees needs in accordance with the different levels of weather warnings. It is also important that Managers are aware of employees that require reasonable adjustments during adverse weather conditions.

Managers should consider the following during periods of adverse weather:

- appropriate locations that are available for work
- home working (if the employee is not already designated a home or agile worker)
- whether any meetings or work scheduled for the day needs to be cancelled/re-arranged. Although in a manager li

Where it is difficult to travel due to poor road conditions, employees should consider alternatives i.e. walking or other means of transport such as public transport (if operating). Employees should check with their manager about their business continuity plan as there may also be a pool of off-road vehicles that have been identified to help transport employees to work.

Employees must maintain regular contact with their manager during periods of adverse weather; should weather and road conditions improve, employees will be reasonably expected to travel to their normal workplace.

Managers are responsible for ensuring services continue to run as effectively as possible for the public. Time recording arrangements will be as normal unless CLT communicates otherwise. Arrangements for snow clearance and gritting at Council buildings are detailed in the Health and Safety document "[Managing the Risk of Ice and Snow in Workplaces](#)" available on the Intranet.

## 4. Equal Opportunities and Reasonable Adjustments

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During adverse weather conditions the Council recognises that there are employees who have specific physical or health conditions that will cause them difficulty in attending work or remaining in work in adverse weather.

The Council undertakes to comply with the requirements of the Equality Act 2010 ensuring that employees are treated in a fair, equitable and consistent manner. The Council will identify appropriate reasonable adjustments and options for those employees who may require specific support during such conditions. This may range from enabling employees to leave work early, arranging homeworking opportunities (where service based), transportation to and from work or the option to take annual or flexi leave as required.

Employees should raise their specific concerns, in confidenceW\*nBT/F1 12 Tf1 0 0 1 432.24

## 5. Continuation of Services/Business Continuity Plans

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Each service will have its own Business Continuity Plan. Managers should ensure prior to any adverse weather that employees are familiar with the plan in order to ensure that services continue to operate as smoothly as possible for the community.

Essential services are required to continue as normal, as far as reasonably practicable in line with business continuity plans.

If the service is not identified as critical (for example there is not an unacceptable risk to the community if the service is suspended for a few days) employees should check with their manager which other services, they could link with and support in these emergency situations. Managers should refer to the Corporate Business Continuity Management Plan for information on priority services.

During adverse weather employees who are operating in a frontline service or are assigned to support the adverse weather response because their normal service is suspended should be provided with suitable equipment, personal protective equipment, and available welfare facilities. Supervisors/managers will make the necessary arrangements.

Consideration must be given to the security and safety of buildings and employees, particularly in the situation where a number of employees leaving early due to adverse weather could result in a building being un-manned.

Commuting to meetings in adverse weather whilst at work is a health and safety at work issue. Managers and employees should use a simple local risk assessment



However, employees and Managers must be aware that **the Central Depot is not deemed to be a suitable alternative location from which to work from**, due to the frontline services operating from this location.

Employees should not unreasonably refuse to comply with temporary redeployment to an alternative base or undertake other duties required of them. However, consideration will be given to how appropriate it is for employees to travel to another location if their building is closed, depending on the travel

The table below details work and pay arrangements for a range of different circumstances that may occur during periods of adverse weather:

<p>CLT or ERT suspend/close services <b>during the day</b>.</p>	<p>All employees who have attended work (their normal workplace or alternative office/location agreed in advance) in non-essential services or where they cannot be deployed to the adverse weather response or to support a designated essential service will be credited up to the maximum number of hours of that shift/normal working day. Home and agile workers should work from home.</p>
<p>CLT or ERT suspend/close services <b>in advance</b> (i.e. the day before).</p>	<p>All employees in non-essential services, where they cannot be deployed to the adverse weather response or to support a designated essential service, or where there are no other alternative working arrangements identified by their manager, will be credited for their shift/normal working day. Home and agile workers should work from home.</p>
<p>Employees who are required to undertake work during periods of extreme weather i.e. frontline services, in instances when non-essential employees are not required to work.</p>	<p>Paid in line with normal terms and conditions which will not include any additional recompense.</p>
<p>Employees who are required to work additional hours <b>outside of their normal working pattern</b> e.g. required to cover additional hours to meet service demand.</p>	<p>Paid in line with normal terms and conditions for additional hours and overtime.</p> <p>Where managers ask employees to work additional hours in adverse weather, consideration should be given to the health, safety and wellbeing of employees to ensure excessive working hours are managed and regular breaks are taken.</p>
<p>Employees who form part of the Emergency Response Team or senior officers who are called upon to respond to the management of services in adverse weather. This covers employees responding to an “emergency situation” both via the telephone and attendance at sites.</p>	<p>Paid for in accordance with the “Emergency Response” payment structure as detailed in the</p>



## 10. School Closures

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In the event of a school closure, teaching staff will usually be asked to deliver b

## **13. Services Operating at Weekends or Outside Core Hours**

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Some services operate during the evening or on a weekend. The departmental business continuity plan will identify the responsible manager who will need to ensure that all the necessary arrangements are made for the safe running of the service where possible, and for notifying employees, the public and the contact centre of the situation.

## **14. Disclosure and Barring Service – DBS**

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If a role needs to be covered that normally requires a DBS check and there are no DBS approved employees available managers must give due consideration to risk and where possible, the employee should be from a similar role to the one requiring cover.

## **15. Abuse of the System**

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Anyone suspected of wilful abuse of the arrangements stipulated in this guidance will be subject to the Council's [Disciplinary Code](#).