

# Castle Cary Town Council

## Adverse Weather Policy

**Purpose: To define the Adverse Weather Policy for Council staff**

### Document Properties

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### Revision History

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| V1.0 Original   | T Philpott | 11 <sup>th</sup> February 2019 |
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## Adverse Weather Policy

### 1. Introduction/Context

The Council recognises that staff may face difficulties attending their place of work and returning home during periods of adverse weather conditions such as heavy snowfall, flooding, or other adverse weather conditions which may result in journeys to work being extremely hazardous. However, while the Council is committed to protecting the health and safety of all its staff, it must ensure that the disruption caused to its services remains minimal.

The purpose of this policy is to outline the responsibilities when considering attendance at work during adverse weather conditions, and to outline the appropriate procedures.

This policy applies to all staff and is designed to promote fairness and consistency in the treatment of staff throughout the Council when considering attendance at work during adverse weather conditions.

### 2. Policy Statement

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, the manager in discussion with the staff member may agree one of the options detailed below:

If a member of staff has made all reasonable efforts to travel to their place of work but has failed due to adverse weather conditions or disruptions to public transport, upon agreement with the line manager, and subject to operational needs, the manager may agree one of the following options to account for time lost:

- Work from home (if practicable).
- Make the lost time up.
- Take annual leave.
- Take unpaid leave.
- Or apply a combination of the above options.

If the staff member has made efforts to attend work on time and arrives late, they will not be expected to make the time up if the lateness in total is no more than half the staff member's normal working day, having regard to the severity of the conditions and the personal circumstances of individual staff members.

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## 3. Responsibilities of Staff

Staff should not put themselves at unnecessary or inordinate risk when attempting to attend work.

It is the responsibility of the staff members to make every effort to attend for duty at their normal place of work, in accordance with their contract of employment. This includes adapting their means of travel if necessary, or using a combination of travel options, even if this results in arriving late for work. It should be noted that where additional expenses are incurred as a result of using different travel methods these expenses cannot be reimbursed by the Council without prior agreement.

In the event of adverse weather conditions staff will take all reasonable steps to report their inability to attend work to their manager as soon as is practicably possible, this will apply for each day that the member of staff is unable to attend work.

## 4. Responsibilities of Managers

The line manager should ensure that all staff are made aware of the Adverse Weather Policy, and that all staff are treated fairly and proportionate to their needs taking into account individual circumstances.

There are a range of factors which should be considered when deciding how time away from the workplace should be categorised and it is the responsibility of each line manager to use a consistent and fair approach. While accepting that staff should not take unreasonable risks in attempting to get to work in difficult or extremely hazardous conditions, there should not be a disincentive to staff who do make a particular effort.

The following factors should be taken into consideration when agreeing the appropriate action to take:

- The employee's safety.
- The operational requirements of the Council.
- Distance travelled to work.
- Prevailing weather conditions and their expected duration.
- Information and guidance from the AA, police and/or local radio, e.g. about safe travelling.
- Modes of transport available to staff.
- The degree of effort exercised by staff and whether they have made attempts to make alternative travel arrangements.
- Working from home; this may be considered, dependent on the nature of employment and where circumstances permit. Any working from home arrangements should be closely monitored to ensure that it is productive.
- The caring or childcare responsibilities of the staff members.
- The health of the staff member; for example, where it is known that they have a mobility or other health/medical conditions, special care should be taken in reaching a decision relating to attendance and pay.
- Other factors pertaining at the time.

The line manager should decide on a case-by-case basis whether it is appropriate for staff to leave work early. In taking the decision, they should consider the factors

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outlined above. If the total time lost is no more than half the staff member's normal working day, then there will not be a deduction in pay.

In exceptional circumstances it may be necessary for Council facilities to close. In such circumstances staff should be paid as normal.