

## **Adverse Weather and Travel Disruptions Policy**

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Version	1.2
Owner	Ramya Pillay
Approving Committee	Executive Committee
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### **Version History**

<b>V.</b>	<b>Date</b>	<b>Status and/ or amendments</b>
<b>V1.0</b>	<b>Oct '15</b>	First draft
<b>V1.1</b>	<b>Nov '15</b>	Second draft following staff forum

## SUMMARY

Surrey Downs Clinical Commissioning Group (CCG) recognizes that staff may face difficulties attending their place of work during periods of public transport disruptions, adverse weather or other conditions which may result in journeys to work being extremely hazardous. While the CCG is committed to protecting the health and safety of its entire staff, it must ensure that disruption caused to its services remains minimal.

## Equality statement

Surrey Downs Clinical Commissioning Group (Surrey Downs CCG) aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others. It takes into account the Human Rights Act 1998 and promotes equal opportunities for all. This document has been assessed to ensure that no-one receives less favourable treatment on grounds of their gender, sexual orientation, marital status, race, religion, age, ethnic origin, nationality, or disability. Members of staff, volunteers or members of the public may request assistance with this policy if they have particular needs. If the person requesting has language difficulties and difficulty in understanding this policy, the use of an interpreter will be considered.

Surrey Downs CCG embraces the six staff pledges in the NHS Constitution. This policy is consistent with these pledges.

## Equality analysis

This policy has been subject to an Equality Analysis, the outcome of which is recorded below.

		Yes, No or N/A	Comments
1.	Does the document/guidance affect one group less or more favourably than another on the basis of:		

<p><b>Age</b></p> <p>Where this is referred to, it refers to a person belonging to a particular age (e.g. 32 year olds) or range of ages (e.g. 18 - 30 year olds).</p>		
<p><b>Disability</b></p> <p>A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.</p>		
<p><b>Gender reassignment</b></p> <p>The process of transitioning from one gender to another.</p>		
<p><b>Marriage and civil partnership</b></p> <p>In England and Wales marriage is no longer restricted to a union between a man and a woman but now includes a marriage between a same-sex couple. Same-sex couples can also have their relationships legally recognised as 'civil partnerships'. Civil partners must not be treated less favourably than married couples (except where permitted by the Equality Act).</p>		
<p><b>Pregnancy and maternity</b></p> <p>Pregnancy is the condition of being pregnant or expecting a baby.</p> <p>Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks</p>		

	after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.		
	<b>Race</b> Refers to the protected characteristic of Race. It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins		
	<b>Religion and belief</b> Religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief (e.g. Atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition		
	<b>Sexual orientation</b> Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes		
2.	Is there any evidence that some groups are affected differently?		
3.	If you have identified potential discrimination, are there any exceptions valid, legal and/or justifiable?		
4.	Is the impact of the document/guidance likely to be negative?		
5.	If so, can the impact be avoided?		

6.	What alternative is there to achieving the document/guidance without the impact?		
7.	Can we reduce the impact by taking different action?		

For advice in respect of answering the above questions, please contact the Corporate Office, Surrey Downs CCG. If you have identified a potential discriminatory impact of this procedural document, please contact as above.

Names and Organisation of Individuals who carried out the Assessment	Date of the Assessment

## **1. INTRODUCTION**

Whilst accepting that one should not take unreasonable risks in attempting to get to work in difficult weather conditions or travel disruptions, all staff do have an obligation to attend work and make every reasonable effort to do so.

This policy outlines the appropriate procedures that are to be followed when dealing with work related travel difficulties during exceptional circumstances. It aims to outline the responsibilities of all members of staff and Line Managers when considering attendance at work during such circumstances.

## **2 SCOPE**

This policy applies to all CCG staff, including resources contracted to the CCG and those obliged to work from CCG premises.

## **3 POLICY STATEMENT**

Staff should make every effort to attend work during adverse weather conditions or travel disruptions without putting their personal safety at risk. However if it is unavoidable for staff to be absent from the workplace, subject to operational needs and approvals, line managers may agree one of the following options:

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

## **4 RESPONSIBILITIES**

### **4.1 Responsibilities of Staff**

- All employees have the responsibility to familiarize themselves with this policy.

- Staff should not put themselves at unnecessary or inordinate risk when attempting to attend work.
- It is the responsibility of the employee to make every effort to attend work at their usual work premises, even if it includes adapting their means of travel or using a combination of travel options. It should be noted that where additional expenses are incurred, as a result of using different travel methods to travel to base, these expenses cannot be reimbursed by the CCG. Other additional travel expenses can only be reimbursed by the CCG if they have been preauthorized.
- Employees must ensure that they inform their manager of their inability to attend work as soon as possible and no later than one hour before their agreed start time. This will apply for each day that they are unable to attend work. Please note that failure to comply with reporting arrangements may amount to unauthorised absence and could instigate action under the disciplinary policy.
- Where staff are unable to attend work, any lost time will be treated in accordance with the options laid out in Section 5 below. One or a combination of these options may be applied on each day of absence.

## **4.2 Responsibilities of Managers**

- The line manager should ensure that all staff are made aware of the CCG's Adverse Weather and Travel Disruption Policy.
- It is the responsibility of the line manager to ensure that reporting arrangements are clearly communicated to all staff.
- It is the responsibility of the line manager to use a consistent and fair approach when determining how time away from the workplace should be categorised. While accepting that staff should not take unreasonable risks in attempting to get to work in difficult conditions, there should also not be a disincentive to staff that do make a particular effort.

- The following factors should be taken into consideration by the line manager when agreeing the appropriate action to take:
  - The employee's safety
  - The operational requirements of the CCG
  - Distance travelled to work
  - Prevailing weather conditions and their expected duration
  - Information and guidance from the Met office, police and/or local radio 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
  - Other factors pertaining at the time
  
- The line manager should decide on a case by case basis whether it is appropriate for staff to attend work/come in late/leave early. If the total time lost is no more than a quarter of the employee's normal working day, then no deductions in pay will be made. If the total time lost amounts to more than a quarter of the staff member's normal working day the provisions outlined in Section 5 should apply.
  
- In exceptional circumstances it may be necessary for relevant Director to close a department. In such circumstances staff will be paid as normal.

## **5. Policy Options**

- If a member of staff has made all reasonable efforts to travel to their place of work but has failed, then, upon agreement with the line manager the following options can be considered for the time lost:
  - a. Working from home (if practicable)
  - b. Making up the time/hours lost (within one calendar month)
  - c. Taking a day's/half day's annual leave
  - d. Taking unpaid leave
  - e. Apply a combination of the above options



- In certain situations, such as where schools/nurseries close without warning owing to adverse weather, and staff are unexpectedly required to provide/arrange care for their dependents, the CCG's carer leave provision under the leave policy may apply.

## **6 Other considerations**

- Special care should be taken when applying this policy where it is known that an employee has mobility problems or a medical/health condition which may be aggravated by adverse weather conditions.
- Staff who are already on leave (annual, maternity, sickness etc.) will not be entitled to a day off in lieu if their department is closed.

## **7 Associated documentation**

- This policy should be read in conjunction with the arrangements in place under the Business continuity management policy and the NHS terms and conditions of employment handbook.