

**BRECON TOWN COUNCIL**  
**CYNGOR TREF ABERHONDDU**  
**INCLEMENT WEATHER POLICY**

*Adopted on the 2 March 2020*

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Town Clerk

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Mayor

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INCLEMENT WEATHER POLICY**

**1. Purpose**

1.1 This document sets out Brecon Town Council's policy in relation to the impact on services and the requirement for employees to attend work during severe or inclement weather. Its purpose is to:

- Ensure the safety and wellbeing of all employees should a building or service have to deal with severe, inclement weather;
- Ensure that all employees are clear about their roles and responsibilities in the event of severe weather.

1.2 Due to the vagaries of British weather conditions it is impossible to provide a more detailed policy which will give clear concise guidelines of what is expected of managers and employees. Each occasion of severe weather conditions will be considered on its individual impact.

**2. Definition**

2.1 Inclement weather can be defined as weather which is sufficiently adverse as to cause reduced visibility, where there are very high winds, where road surfaces become hazardous due to snow, ice or floods, or where there is a danger of vehicles becoming stranded in remote locations.

**3. General Principles**

3.1 All employees must take every reasonable effort to attend their usual place of work unless a specific announcement is made to Council staff by the Council not to do so. Staff must not interpret general radio or television announcements, announcements by other employers or generalised advice from the Police to the effect that only essential journeys should be made, as an approval to remain at home. Authorisation to remain at home may only come from the Staffing Committee (e.g., line manager / Chair of Planning, Guildhall and Staffing Committee).

3.2 The decision to close a building or service should not be taken lightly. The responsibility for deciding to close because of severe inclement weather lies with the Town Clerk who may refer their decision to the Chair of the Planning, Guildhall and Staffing Committee. The decision to close must be taken in light of local circumstances.

3.3 This policy aims to maintain Council services for as long as is reasonably practical and a partial closure of a building or service should be considered before complete closure.

- 3.4 It is considered appropriate for employees to walk a reasonable distance to their place of work or nearest available transport, dependent on the nature of the route.
- 3.5 Due regard will be given to staff who are disabled or have a disabling medical condition.
- 3.6 On no account should staff place themselves at risk – the interests and safety of employees are paramount under these circumstances.

#### **4. Practical Arrangements for Dealing with Inclement Weather Events**

- 4.1 The Town Clerk is responsible for making suitable emergency operational plans aimed at maintaining essential services in the event of minimal employee attendance. Consideration should be given to forward-planning, for example, making sure that staff have contact details of their line managers with them so that they can keep in touch if unable to attend work, or planning appropriate work which could be taken home in anticipation of possible disruption to travelling.
- 4.2 It is essential that employees who are going to be late or are unable to attend work, telephone their line manager or nominated officer as soon as reasonably practicable and no later than fifteen minutes before the start of the working day. There may be times when this is not possible, and allowances will be given in circumstances where there is no access to a telephone. However, contact must be made as soon as is reasonably practicable in such instances.
- 4.3 Employees are advised that, in circumstances where conditions prevent their attendance at their normal place of work, then they and their line manager must agree an appropriate course of action or suitable alternative, such as:
  - working at home;
  - taking annual leave;
  - taking flexi time;
  - taking time off in lieu provided it is already owing to them;
  - if part-time, making up the time lost by working on a non-rota day;
  - any other reasonable local arrangement as agreed between employee and manager, e.g., attendance at another functioning Council office/building.
- 4.4 Employees may be allowed to go home early if there is a genuine need on the basis of their personal safety, or that of a dependent, but decisions must be made on an individual basis and sanctioned by line managers, and consideration given to adopting one of the alternative provisions stated in paragraph 4.3.
- 4.5 Employees who attend their normal place of work (or an agreed alternative place), but arrive after normal starting time because adverse conditions have delayed their journey, will be paid at their normal daily rate.

- 4.6 If the place of work has been closed as a result of a management decision and all employees at that place have been sent home, they will be paid at their normal daily rate.
- 4.7 Employees who fail to notify an appropriate manager that they are unable to attend work will be regarded as having taken unauthorised absence and therefore not be paid for the period of absence.
- 4.8 In the event that the building/service remains closed, and the weather conditions do not improve, resulting in absence of more than one day, employees should maintain regular contact with their line/senior manager so that appropriate arrangements can be made.
- 4.9 In the event of very hot weather Brecon Town Council is happy to allow a relaxed dress code to permit the wearing of items such as shorts, and will provide water and sun cream if considered necessary by the Chair and/or Vice Chair of the Planning, Guildhall and Staffing Committee. Employees working outside are requested to not do so between the hours of 11:00am and 3:00pm if this can be avoided when the weather is extremely hot.

**Adopted** 2 March 2020

**Signed**

**Review Date** February 2022