



# Severe Weather/ Late Arrival Policy



## Late Arrival Severe Weather Policy

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## Section 1 – Policy Intentions

### 1.1 Policy Statement

It is the Policy of the Police and Crime Commissioner and Chief Constable for Gloucestershire to consider the implications of severe weather conditions and/or civil emergencies upon the safe arrival of staff to their normal place of work. The associated procedures should be followed in such circumstances to ensure consistency and a fair application.

## Section 2 – Policy Wording and Procedural guides

### Procedures To Be Followed In The Event Of Late Arrival/Absence Of Police Officers and OPCC and Police Staff During Periods Of Severe Weather Conditions and/or Civil Emergencies

#### 2.1 Introduction

There may be occasions when severe weather conditions and/or a civil emergency (e.g. national fuel emergency) create difficulties for staff to report to work. This document sets out the process to be followed in these circumstances, however, these are not exhaustive and there may be other occasions where this action may be appropriate. Managers and staff should contact the People Service Centre (PSC) for guidance if required and view the intranet site for information.

#### 2.2 Notifying Procedures

All staff that are unable to attend work, or expect to be late, **must notify their line manager or appropriate duty supervisor or departmental manager**. The manager will take the individual circumstances into account and discuss and agree the most appropriate course of action to be taken, taking into account information available on the intranet.

#### 2.3 Late Arrival of Staff at Work and Early Release from Work

Provided managers are fully satisfied that late arrival at work is unavoidable due to the use of alternative travel arrangements, distance travelled or difficulties with public transport timetables etc, then attendance at work is to be regarded as if the employee had worked their normal hours. Managers must also be satisfied that there are justifiable reasons for agreeing to staff leaving work early, e.g. deterioration in weather conditions. There will be no deduction of pay where management is satisfied that late arrivals or early release from work are fully justified.

#### 2.4 Staff Who Are Absent from Work

Where employees report that they are prevented from attending work because of the direct effect of severe weather conditions or civil emergency they should be asked to give full details of the effort made by them to reach work by any alternative method to their normal means of travel (e.g. cycling, walking, public transport or a combination of these methods.) Where managers are fully satisfied that staff are unable to use alternative means of travel and cannot work effectively from home or at another local police establishment, then special paid leave should be granted. Managers will liaise with the PSC to establish whether it is necessary to consider a request to take annual leave or apply for special unpaid leave to cover the period of absence. Alternatively where



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approved flexi time or accrued overtime is available this may be used to account for the absent time.

## 2.5 Staff Who Could Report for Duty but Contact Their Manager to Request Annual Leave/Unpaid Leave etc

If requests for annual leave are acceptable to managers then such requests should be processed under the normal annual leave provisions. Where unpaid leave is granted, the manager must be explicit in informing the member of staff that they are required to submit a memo to their manager giving permission for a deduction from their salary for the agreed time. Written instructions should then be processed through the PSE to ensure payroll actions are taken.

## 2.6 Dependant Care Leave

Individuals are allowed reasonable time off to deal with a situation and to take action generally in the event of any unexpected or sudden problem that occurs involving someone who depends on the individual's help or care.

Dependants can be:

Spouse

Partner

Child or Parent

Anyone living in the household as a member of the family

Anyone who reasonably relies on the individual for assistance

Please see **Section G (Dependants Leave)** of the Leave Policy.

## 2.7 Working From Other Police Establishments

It may be feasible for the member of staff to work at a local police establishment closer to their home where staffing levels may be low because of temporary difficulties. If the manager agrees this option, they must first ensure that the designated work location/station is suitable and can accommodate the arrangement. Staff must not work in local establishments if they put themselves, or anyone else, at risk or if they are not properly trained or competent to do the work required. Line managers must satisfy themselves that the working arrangements have been fully considered and agreed before approving this option, taking particular account of the health, safety and welfare of their staff.

## 2.8 Other Considerations:

In addition to the above, the following actions may also be considered:

- In adverse weather in particular it may be the normal mode of transport that is not suitable in which case car share arrangements may be a suitable alternative arrangement. In these cases, affected staff should be encouraged to make local arrangements with colleagues in advance.
- Working at home may be an option if there is suitable work to be completed and it is considered appropriate. This option should not be the first and preferred option unless the manager is satisfied that the work arrangement complies with Health and Safety and security/confidentiality legislation. In preparation for such circumstances, the manager and staff may consider discussing and agreeing arrangements in advance after taking advice from the Occupational Health Department and the PSC.



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- Managers should give consideration to directing staff to policies and information available on the Constabulary website or where appropriate to e-mail policies and information.

## Section 3 - Relevant Legislation

Equality Act 2010

Health and Safety at Work Act 1974

## Section 4 - Related References/Policies

Leave Policy

## Section 5 - Monitoring and Review

### 5.0 Monitoring and Reviewing

#### 5.1 Monitoring

The effectiveness of this policy will be monitored in its application. Experiential learning will be applied and may result in consequential changes to the policy.

#### 5.2 Review

This policy will be formally reviewed at periods as prompted by the Governance and Compliance Administrator. Experiential learning, legislative changes, and other influencing factors may also necessitate a review.

Feedback relating to this policy can be made by telephone, in writing, or by e-mail to People Services Centre.

The policy should enable consistent and effective decision making. Where operational or managerial circumstances require any decision making that would adversely affect adherence to the policy or procedure, in line with the 'Statement of Intent' of the constabulary and the police service 'Code of Ethics', if an officer/ police staff member believes that they need to make a decision that steps outside of policy and procedure they should do so, provided that:

- the officer/ police staff member raises the matter at the earliest opportunity (and ideally before any such decision is made) with their line manager declaring their intended (or actual) course of action if notification is made after the decision is taken,
- produces, in a timely manner, a signed and dated written explanation of why it is/ was deemed necessary to step outside of policy and procedure, and
- maintain an adequate record of this written rationale for audit purposes appropriate to the circumstances/ contravention



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|----------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|---------------------------------------------------------|
| Security Marking:                                                                                                                      |                 | OFFICIAL                                                                                                                                        |                         |                                                         |
| Document Title: POLICY / INFORMATION / PROCEDURAL                                                                                      |                 |                                                                                                                                                 |                         |                                                         |
| Late Arrival / Absence of Police Officers and Police Staff During Periods of Severe Weather Conditions and/or Civil Emergencies Policy |                 |                                                                                                                                                 |                         |                                                         |
| Type                                                                                                                                   |                 | URN                                                                                                                                             | Strategic Board         | Author/Reviewer                                         |
| Policy                                                                                                                                 |                 |                                                                                                                                                 | Monthly Executive Board | Tracey Webb – Author<br>Claire Roberts-Broom – Reviewer |
| Version                                                                                                                                | Date            | Changes (ensure public copy amended and uploaded to external website)                                                                           |                         | Complied with Policy Guidance<br>✓                      |
| Version 2.7b                                                                                                                           | 24/07/2018      | Annual Review.                                                                                                                                  |                         |                                                         |
| Version 2.7a                                                                                                                           | 20/12/2017      | Amended title from Late arrival/ severe weather policy as per Lisa Twynning's request                                                           |                         |                                                         |
| Version 2.7                                                                                                                            | 23/6/2017       | Review carried out by Claire Roberts-Broom, generic decision making wording added and GSC official marking amendment                            |                         |                                                         |
| Version 2.6                                                                                                                            | 3 May 2015      | Amendments to terminology and format change                                                                                                     |                         |                                                         |
| Version 2.5                                                                                                                            | 24 April 2014   | Amendments made to reflect 2 <sup>nd</sup> Transfer                                                                                             |                         |                                                         |
| Version 2.4                                                                                                                            | 19 June 2013    | Amendments made to reflect changes from SHRA to People Services Centre                                                                          |                         |                                                         |
| Version 2.3                                                                                                                            | 4 January 2011  | Section 2.2 updated to reflect Equality Act 2010<br><br>Section 3.6 Dependants Leave replaced with link to relevant section of the Leave Policy |                         |                                                         |
| Version 2.2                                                                                                                            | 2 November 2010 | Corporate logos and style updated.<br><br>Procedures unchanged                                                                                  |                         |                                                         |
| Version 2.1                                                                                                                            | 5 January 2010  | Minor amendment at 3.1.1<br><br>Link removed from 3.6.1                                                                                         |                         |                                                         |
| Version 2.0                                                                                                                            | 5 August 2009   | Fully Revised and Formatted as Policy Document                                                                                                  |                         |                                                         |
| Next Document Review Date: 23/6/2019                                                                                                   |                 |                                                                                                                                                 |                         |                                                         |
| EIA                                                                                                                                    |                 | EIA Sign Off                                                                                                                                    |                         | EIA Review                                              |
| MEDIUM<br><a href="#">K:\Waterwells\Equality Impact Assessment\Late arrival and sever weather policy EIA 2018.doc</a>                  |                 | 18/06/2013                                                                                                                                      |                         | 18/06/2015<br>18/05/2017<br>24/07/2018                  |
| SIA                                                                                                                                    |                 | SIA Sign Off                                                                                                                                    |                         | SIA Review                                              |
|                                                                                                                                        |                 |                                                                                                                                                 |                         |                                                         |



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