**Adverse Weather Guidance**

The Adverse Weather Policy (attached) details arrangements for dealing with situations where, as

a result of severe weather conditions, employees are significantly delayed in getting to work, cannot

attend work or have to leave work early. The Policy however precedes the Hybrid Working Scheme

(where staff may undertake some of their work at home, depending on roles and where agreed by

management), and the cessation of flexitime.

Please therefore see undernoted which reflects above changes, and other minor updates and should be used in conjunction with the Policy.

* The Policy currently states at 2.5 that contingency plans should also extend to agreeing arrangements with Service Managers (or equivalent) to work from a different council location or from home (where such options are feasible) in cases where employees may have to walk a reasonable distance to their place of work or to the nearest available means of transport.

This may need to be revisited to take advantage of the arrangements now in place in respect of Hybrid Working – can hybrid working be extended and/or rotas amended at short notice in cases of adverse weather – are contact details up to date to facilitate this.

If weather warnings indicate bad weather may be on the way it may be wise for employees to take laptops etc. home with them even on days when they are due to be in office the following day, in case the weather suddenly changes

* In the current policy it states at para 3.5 that where an employee is prevented from attending their normal place of work due to a day of severe weather they can request to take annual leave/make up lost hours etc. It also states employees on the flexible working hours scheme may request to “take flexi leave”. Para 3.6 refers to utilising flexi to arrive late/leave early

The flexible working hours scheme has been discontinued and employees no longer have the same opportunity to have accrued hours as there is now an expectation that an employee works their contractual hours over the working week.

Managers should therefore consider increased flexibility, dependent upon operational requirements, in allowing employees to build back time over a period longer than a week where time has been lost due to adverse weather

**Snow Wardens /Volunteers**

# 4 Council Employee Volunteers

4.1 All Council premises will have carried out a winter gritting/snow clearance plan and risk assessment at the start of the winter season. This will identify key gritting routes and snow clearance for the premises. In establishments covered by facilities management this will generally be carried out by janitorial staff. Where there is no Janitorial support, lead officers in buildings are required to ensure that staff are aware of their responsibilities and make arrangements in relation to gritting of the premises.

### Paragraph 4.2 – 4.4 refers to Snow Wardens and Staff Volunteers

Please note there is currently no register of Volunteer Snow Wardens or Staff Volunteers.