



Saltash Town Council



Policy/Procedure:

Adverse weather working policy

Date of Adoption:

2011

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

Current Status			
Version	1	Approved by	FTC
Date	15.11.2011	Date of approval	01.12.2011
Responsible Officer	ajt	Minute reference	250/11/12
Responsible Committee	Staffing	Review date	As required

Version History			
Date	Version	Author/Editor	Comments
15.11.2011	1	A K	

Review Record				
Date	Type of Review	Date of completion	Summary of actions	Completed by

Adverse Working Weather Policy

In the event of severe adverse weather:

1. Staff who are unable to get into work safely should attempt to contact the Guildhall and leave a message. In the event that they are unable to do this they should attempt to contact the Town Clerk at home. If he is on leave or not contactable they should contact the Chairman of Staffing at home or by email.
2. The Town Clerk, or if he cannot be contacted, the Chairman of Staffing will each have individual authority to make a decision regarding:
 - a. The closure of the Guildhall entirely, where there is no safe and sensible alternative.
 - b. The closure of the Guildhall to the public, where opening is like to result in unacceptable lone working.
 - c. The voluntary calling in of additional staff, otherwise not on duty, to cover for colleagues not able to get into work.
 - d. Where adverse weather begins whilst staff are at work the Clerk or Chairman of Staffing may also give permission for staff already at work to leave early.
 - e. Where circumstances necessitate the cancellation of bookings.
3. With regard to point 2, where staff are unable, following reasonable efforts, to contact the Town Clerk or Chairman of Staffing, they should:
 - a. Attempt to contact, in this order, the Vice Chairman of Staffing, Town Mayor or Deputy Mayor who may then make a decision on any of the above points.
 - b. Where they are unable to make contact with any of these councillors, or the weather is of such severity that the time delay may create additional risk, the staff on duty shall have the authority to make a decision on these points.
4. Members of staff unable to get into work due to adverse weather, or where the Guildhall is closed entirely, should endeavour to work from home.

In any case they will be paid as though the Guildhall had been open and they had worked as scheduled.

Version History

Date	Details
September 2018	Note: Words importing the masculine gender only shall include all other genders and vice versa.