

## Lawford Parish Council



**Council Offices:** Ogilvie Hall, Wignall Street, Lawford, Essex CO11 2JG

### **Lawford Parish Council:- travel disruption and bad weather working policy \*\***

Travel disruption and bad weather can delay or prevent workers getting to work. The Parish Council need to adopt working arrangements or close workplaces as appropriate.

- Paying delayed or absent workers
- Paying workers when an employer decides to close
- Alternative arrangements for disrupted work
- Planning ahead to minimize difficulties

#### Paying delayed or absent employees

If the employee cannot get to work because of bad weather or travel disruption they must inform the parish council as soon as possible. A telephone call/text to chair/ vice chair of personnel will be sufficient in the first instance. The personnel chair will acknowledge the phone call/ text and inform the Chair/ Vice Chair of the council if the delay is likely to impact upon the working day, that is the absence is more than 1 hour. The employee will be expected to make the missing time up.

#### Paying workers where employer decides to close

Should the occasion arise where the employee is available and willing to work but the office is closed due to bad weather/or other reason the employee will be entitled to the normal pay. This includes should the caretaker deem the road access is unsafe or the building unsafe to use for whatever reason. However the employee will be asked in these special circumstances to work from home. The Chair / Vice Chair of the Parish Council and the Chair of the personnel committee will need to work with the employee and the caretaker of the building, currently Ogilvie Hall, Mr Huck 01206392794, to achieve a satisfactory answer to the situation.

#### Alternative arrangements for disrupted work

During bad weather the Parish Council will endeavor to work with the employee to show that they are being fair, flexible and consistent at these stress full times. The Chair/ Vice-Chair (one of whom will be the Chair of the personnel committee) will:-

- Allow the employee to come into work later than usual if the travel disruption/bad weather is likely to improve.
- Use flexible working to allow workers to make up for any lost working time.
- Allow working from home for a limited period.
- Agree, if so desired, to allow the employee to take time off as paid annual leave.
- Wherever possible notes of office closure will be placed on the council website and noticeboards. All Councillors to be informed of closure by email/telephone by the clerk or the Chair / Vice Chair of the parish Council.
- In an emergency situation involving a dependent/close relative the employee has the right to take unpaid time off.

\*\* Adapted from ACAS – Working for everyone – policy 17<sup>th</sup> September 2018

**Approved at the meeting of Full Council on 17 September 2018 – minute ref: 512018/19 k)  
For review May 2019**