

# Healthwatch Cambridgeshire and Peterborough

## Bad Weather Policy

### Introduction

Healthwatch Cambridgeshire and Peterborough strives to be a fair and reasonable employer and is acutely aware that good staff relationships are central to a successful organisation. Healthwatch Cambridgeshire and Peterborough is keen to take a flexible approach in the handling of bad weather and travelling difficulties. It is important to recognise that whilst wishing to be flexible, Healthwatch Cambridgeshire and Peterborough needs to ensure service delivery and equity and fairness amongst staff. ACAS guidance has been taken into account in developing this policy.

When staff do not come into the office due to bad weather they will be paid if the decision has been made by the CEO to close the office. If the office is not closed and staff do not come into work, in discussion with their line manager, they will have the option of working at home, taking annual leave, TOIL, taking unpaid leave or making up the time. Depending upon local conditions this will apply equally to office-based staff and home-based staff who are unable to travel to meetings.

### Guidance for staff

- Staff are asked to think ahead and stay informed about weather forecasts, so that everyone can be kept informed and plan work flexibly. However it is appreciated that there is not always warning of bad weather.
- Where the weather is too bad to travel and the office is closed, office-based staff are able to work at home. To help with this staff are asked to ensure that they think ahead and take work home with them. If at all possible phone lines should be forwarded to mobiles.
- Staff will keep their line manager informed about travel problems and discuss any working at home or other arrangements.
- Home-based staff need to consider the importance of work, such as travelling to meetings, and make an assessment whether it is safe and good use of time to travel in bad weather.

**Approved by Healthwatch Cambridgeshire and Peterborough Board of Directors**

Date: September 2021

For review: September 2024

**Responsible Officer**

Chief Executive Officer of Healthwatch Cambridgeshire and Peterborough