

GWENT POLICE INCLEMENT WEATHER PROCEDURE



1.0 Procedure

Gwent Police recognises that in cases of extreme weather conditions members of staff may experience difficulty in reporting for duty at their normal workplace and that some individuals, despite good intentions, may be prevented from reporting for duty at any location. (In relation to agency staff they should seek the advice of their agency regarding working arrangements and payment during inclement weather).

[Area/LPU/Departmental Heads](#) will manage such circumstances by ensuring that the following procedures are complied with:-

1. Personnel who are unable to get to their normal place of work should report for duty at a main Gwent Police station/location and may be required to perform duty which may not necessarily form part of their role. They should contact their line manager at the earliest opportunity to inform them of their whereabouts. In applying this procedure careful consideration will be given to the needs of disabled colleagues and nothing will be done which is likely to discriminate against personnel because of their disability.
2. Members of staff who are able to attend work as at 1 above, will be regarded as having completed their normal working hours even if they arrive late or leave early, subject to 4 and 5 below. In a minority of cases it might be appropriate for the manager to approve a very short period of home working. This decision will be at the managers discretion.
3. Where members of staff are unable to attend work as at 1 above, they will be required to make up the lost time (subject to the general duty to make reasonable adjustment under the Disability Discrimination Act). This may be by taking, for example, annual leave, flexi-time, time recovered or time to be worked back at a later date. The method of working the time back will be at the discretion of the [Area/LPU/Departmental head](#) in consultation with the individual concerned. Time sheets must be completed accordingly.

4. When extreme weather conditions necessitate leaving work early at the organisation's discretion, members of staff will be regarded as having completed their normal working hours. The decision to send staff home will be taken at local level based on weather conditions.
5. When extreme weather conditions commence and members of staff leave early at their own discretion (with the permission of managers) the provisions at paragraph 3 above will apply.
6. Normal working hours are seven hours 24 minutes for police staff. In relation to police officers working hours will be dependent on their shift pattern. There will be specific arrangements for part time workers according to the hours they work.
7. Managers are entitled to make the necessary enquiries and base decisions on information available, relating to attendance. Any action must be proportionate, necessary, reasonable, legal and will involve the principle of least intrusion.

PRINTED VERSIONS SHOULD NOT BE RELIED UPON. THE MOST UP TO DATE VERSION CAN BE FOUND ON THE INTRANET POLICIES SITE

2.0 The Legal Basis and Legitimate Aims

To secure an efficient and effective **Police Service (Section 6, Police Act 1996)**.

3.0 Human Rights Certification of Compliance

The procedure has been checked for compliance with the Human Rights Act; with particular reference to the legal basis of its precepts: the legitimacy of its aims; the justification and proportionality of the actions intended by it; that it is the least intrusive and damaging option necessary to achieve the aims; and that it defines the need to document the relevant decision making process's and outcomes of actions.

4.0 Compliance with The Welsh Language Scheme

This procedure aims to comply with the organisations Welsh language Scheme in terms of dealing with the Welsh speaking public, impact upon the public image of the organisation and the implementation of the language scheme.

5.0 Risk Assessment and health and safety Considerations

The Gwent Police Service Dynamic Assessment should be applied as necessary. A training package in the use of risk assessment will be provided to all police personnel if requested or required.

6.0 Procedure Identification Section

Procedure Title: Inclement Weather Procedure

Reference: 102/3 b issue 3

ACPO Lead: Business Support

Department Responsible: Human Resources

Links to other Policies/Procedure: Force's Equal Opportunities Policy and Strategy Information Security, Data Protection, Fairness at Work, Race Equality Scheme, Health and Safety.

Procedure Implementation Date: PSG 20th December 2006 reviewed 30th October 2009

Procedure Review Date: 2 years from last review