



Extreme Weather Procedure

This document is part of North Yorkshire Police policy to which all Chief Constable personnel and the functions provided by the Deputy Mayor for Policing as part of the York & North Yorkshire Combined Authority are required to adhere.

Overarching Policies:

Working Arrangements & Flexibility Policy

Procedures:

Emergency Leave Procedure

Flexi Procedure

Other Documents:

Extreme Weather advice page

Process

1.0 Introduction

- 1.1 The purpose of this procedure is to deal with the difficulties of attendance at work during times of extreme weather, principally severe and heavy snowfall, flooding and storm conditions.
- 1.2 North Yorkshire Police (NYP) recognises that officers and staff may face difficulties attending their normal place of work when extreme weather is causing disruption.
- 1.3 NYP is committed to protecting the health and safety of all personnel; however, NYP must ensure that during such times we continue to deliver policing services to the communities of North Yorkshire and the City of York, and maintain force Critical Functions.

2.0 Procedure

- 2.1 All officers and staff are responsible for making every effort to attend their normal place of work; this includes making any necessary personal contingency plans or alternative arrangements in times of extreme weather.
- 2.2 Line managers should confirm arrangements with their team members, where possible in advance of the commencement of extreme weather. These arrangements should take into account personal circumstances of the team members (see equality analysis below) and the I.T provision available in line with agile working (e.g. working from home). Department Business Continuity Plans detail alternative locations for critical functions. The alternative locations may not be the nearest police stations in every instance. **Line managers should ensure that staff are aware of this information.**
- 2.3 The line manager should satisfy themselves that suitable working arrangements are available at the temporary place of work, including home. Line management approval is required for **all** alternative working arrangements.
- 2.4 Officers and staff prevented from attending their normal place of work should report for duty at the previously agreed alternative police premises or consideration given to agile working arrangements. Note should be taken of the Extreme Weather guidance when considering attendance at alternative locations.
- 2.5 All officers and staff who are affected by extreme weather conditions and unable to attend their normal place of work, should telephone their line manager **as soon as possible** to discuss their situation and contingency plans or alternative working arrangements, including agile working from home, if appropriate and as agreed in advance. This is to ensure that the Officer or Staff member is attending the most appropriate, yet accessible location, in the prevailing circumstances, for the purpose of maintaining delivery of Policing Services.
- 2.6 Where a line manager is not satisfied that the individual has made a reasonable effort to get to work, or the individual has been unable to arrange alternative methods of working, absence from work should be regarded as annual leave/TOIL/flexi or unpaid leave.
- 2.7 The Chief Constable/Chief Executive Officer or their nominated delegate will make a determination, based upon available information locally and across the Force, whether officers and staff should be sent home early from work, due to the current conditions or predicted severe or extreme weather affecting their journey. This will be communicated to teams via Heads of Function and Senior Operational Commanders, for them to implement, ensuring that a consistent approach is displayed across the Force at all times. Local circumstances and conditions must be considered to ensure Force critical activities are maintained.
- 2.8 If officers and staff are sent home early from their place of work as directed by Chief Officer Team due to the weather conditions, such time may be classed as time off work with pay.

- 2.9 Where individuals choose to leave work early or start work late without such direction, they should still obtain line management agreement. Such time should be covered by TOIL, Flexi, annual leave or unpaid leave.
- 2.10 If the Head of Function or Senior Operational Commander is satisfied that an individual has made every reasonable effort to attend work, they will have the discretion to grant a maximum of one day's paid leave, in any one financial year (i.e. April to March inclusive). The following **must** be taken into consideration before this decision is made;
- This decision is only taken in exceptional circumstances.
 - All NYP updates and directives are followed.
- 2.11 Time off in excess of one day will need to be covered by annual leave/TOIL/flexi or unpaid leave. In addition, line managers may also wish to consider whether any lost time through late arrival is to be classed as time off work with pay.
- 2.12 Where flexitime is used, it is possible, to carry a negative flexi balance of up to five hours debit, see the Flexi procedure.
- 2.13 Officers or staff who have unexpected childcare commitments, in times of extreme weather, should refer to the Emergency Leave Procedure for further guidance.

Responsibilities

Officers and staff

Must abide by this procedure during times of extreme weather. It is each individual's responsibility, along with their line manager, **to ensure the Resource Management Unit (RMU) is informed of the appropriate details for recording purposes.**

Line managers

Will ensure they fully understand the procedure and that it is adopted fairly and consistently across the Force. They will take into account issues raised in the equality analysis, through liaison with Heads of Function and Chief Officer Team. They will also consider business continuity, contingency plans and work priorities within their teams and ensure that RMU are informed of the appropriate details for recording purposes.

People Services

Must ensure that this procedure is being adhered to in a fair and consistent manner and will provide support and guidance to line managers on its interpretation and implementation as required.

Resource Management Unit

Will identify resources impacted by extreme weather and report to relevant Heads of Function, Senior Operational Commanders, Force Control Room, Chief Officer Team and where relevant Gold Command.

Heads of Function and Senior Operational Commanders

Will feed local information into senior management to aid their decision-making and will implement the Chief Constable/Chief Executive Officer or their nominated delegate's decisions ensuring that a

consistent approach is displayed across the Force at all times, whilst taking into account local circumstances and ensuring Force critical activities are maintained.

The Chief Constable/Chief Executive Officer or their nominated delegate

Will receive information about local weather and road conditions and will use their discretion to make appropriate decisions in relation to whether or not it is necessary to send staff and officers home early from their workplaces.

Definition of Special Terms

North Yorkshire Police – collectively the Police, Fire and Crime Commissioner and the Chief Constable in their respective corporate capacities as the employer of staff (or, in the case of the Chief Constable in so far as Police Officers are concerned, deemed or de jure employer.

North Yorkshire Police Personnel – Collectively, Police Service Personnel and Commissioner Staff as defined below.

Police Service Personnel – Police Officers under the direction and control of the Chief Constable and Police Staff in the employment of the Chief Constable.

Chief Constable's Staff – All staff in the employment of the Chief Constable of North Yorkshire Police

Deputy Mayor's Staff – All staff in the employment of the York and North Yorkshire Deputy Mayor for Policing, Fire and Crime.

DMS	Duties Management System
RMS	Resource Management System
TOIL	Time off in Lieu