**UPPINGHAM TOWN COUNCIL**

**STAFFING POLICY DURING TIMES OF DISRUPTION DRAFT**

**Introduction**

1.1 The work of the Town Council may at times be disrupted due to extreme events (e.g. very bad weather, widespread health emergencies, etc). Council staff, and Councillors on Council business, are encouraged to make every effort to continue to work normally, and to attend the Town Hall if that is where they would normally be. However, this is subject to taking into account their personal safety in the prevailing conditions, and also any national or local guidance which may restrict people’s movements. If a staff member expects to be unable to travel to work, (s)he must advise the Clerk as soon as practicable.

**Deteriorating conditions**

2.1 Council staff, and Councillors on Council business should monitor emerging conditions. Those who are likely to face a particularly difficult journey home, or whose family commitments are adversely affected by the deteriorating conditions, should leave early wherever appropriate. Emergency leave may be granted in some circumstances for unexpected events (e.g. closure of a child’s school or nursery).

2.2 Decisions regarding staff leaving early or being granted emergency leave are at the discretion of the Clerk.

**Maintaining service levels**

3.1 Contingency arrangements should be in place to maintain levels of service wherever possible, including consideration of:

• cover arrangements provided by any staff who do not have particularly long/difficult journeys home

• diverting telephone and email facilities to elsewhere as appropriate (e.g. staff’s homes)

• employees taking work home with them, taking into account issues relating to security and confidentiality of information

• providing members of the public with essential contact numbers in the event of complete closure of the Council’s premises

3.2 Where Council staff remain at work, health & safety requirements must continue to be met.

**Time lost**

4.1 Council staff are expected to make up time missed due at times of disruption (except where authorised emergency leave is taken) by use of accrued time-off-in-lieu and/or annual leave.