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Policy / Procedure Review Report

People and Organisational
Development Committee
6 September 2022
Agenda Item: 3.1

Section 1 - Policy / Procedure Information

Policy / Procedure Title	Adverse Weather Conditions/ Transport Disruption Policy (PHW51)
Policy Owner	Sarah Psaila, People and OD Advisor
Lead Executive	Neil Lewis, Director of People and OD
PHW / All Wales?	PHW
Date of last Review	November 2019
Is the current policy / procedure within date?	No
Approving Body /Group	People and OD Committee
Version Number	1

Section 2 – Recommendation

The Business Executive Team reviewed this draft policy on 2 August 2022 and endorsed for submission to the Committee for approval.

The Committee is asked to **approve** the revised Adverse Weather Conditions/ Transport Disruption Policy (PHW51).

3 – Details of the Review:

Background:

Reason for review	The policy was reviewed in line the People and OD policy review schedule in 2019. However, due to the pandemic, the approval of the policy was paused. We have recently reviewed the policy again in partnership with staff side colleagues, the networks and relevant subject experts across Public Health Wales
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Consultation:

Has this Policy / Procedure been through the appropriate consultation process?	Yes, 28 day consultation
Date range of consultation:	November 2019

Please provide details of any feedback received and outline what changes if any were made to the document as a result:

Overall, we have updated the language and overall tone of the policy to reflect the following:

- We want to ensure policies reflect the culture we aspire to create and have included wording to reflect this.
- We want policies to go beyond legal compliance and reinforce the fact that we truly value our staff and want to create an environment where they can thrive.
- We want the language to be consistent with that outlined in our people strategy.
- We want to encourage feedback from those colleagues who use our policies and signpost sources of support and advice in the event that further support is needed.

Specific updates are detailed below:

Amendment to Policy statement to align more closely with the organisational culture we seek to develop.

3.4 Deteriorating weather conditions

In terms of Geographical basis, only sending staff home locally at locations where conditions appear to be worsening, or adverse weather conditions occur. Staff working in unaffected areas should remain in work.

3.7 Payment of Employees

Staff ask to leave early for other reasons such as school closures, managers should refer to the Special Leave Policy.

7.1.1 Emergency carers and dependant leave.

Any situation which is pre-planned or where the employee has prior knowledge of the arrangements. In these instances, special leave will not apply, and the expectations will be for the employee to make prior alternative arrangements such as requesting annual leave.

Employees who are already on planned annual leave will not be entitled to have their annual leave cancelled and leave entitlement reimbursed due to adverse weather conditions or travel disruption, that impact their workplace.

Had this policy / procedure been considered by any other groups?

Yes, Local Partnership Forum

If so, please provide detail of any comments / feedback or amendments made to the documents as a result of this

Appeal

If an employee disagrees with a decision made by their line manager, Public Health Wales encourages the matter to be resolved informally by the employee through discussion with their line manager, or through a process of mediation.

4 – Impact Assessments

Equality and Health Impact Assessment	Completed and submitted with the Policy to the approving body.
Risk and Assurance	No member of staff should take unacceptable risks with their personal health and safety when taking actions under this policy.
Health and Care Standards	These Policies support and/or take into account the Health and Care Standards for NHS Wales Quality Themes Governance, Leadership and Accountability Theme 7 - Staff and Resources Theme 2 - Safe Care
Financial implications	No financial implications have been identified.
People implications	This Policy supports other All Wales and PHW policies that are already in existence and so no additional people implications have been identified.

5 - Implementation

Implementation plan (with timescales)			
Next steps		Timescale	Responsible officer(s)
1	Once approved the updated policy will be launched via the staff and manager bulletins and updated intranet pages.	With 4 weeks of approval	Sarah Psaila