

## WILTSHIRE COUNCIL

### STAFFING POLICY COMMITTEE

16 December 2010

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## EMPLOYEE BUSINESS CONTINUITY POLICY

### Purpose of Report

1. This report presents the new employee business continuity policy which applies to all staff in an emergency situation and where the Corporate Business Continuity Plan has been invoked.

### Background

2. The council have not previously had formal employee policies for business continuity, and have been requested by the emergency planning team to put some procedures in place.

### Main Considerations for the Council

3. In compiling this policy key stakeholders were consulted including the emergency planning team, the legal team and the unions.
4. This policy is a temporary one designed to be activated during emergency situations such as:
  - a declared civil emergency
  - loss of staff e.g. due to a communicable, contagious, or pandemic disease
  - loss of access to work premises e.g. due to fire, asbestos, flooding
  - loss of utilities
  - loss of transport
  - loss of IT system/telecommunications
  - loss of key suppliers/contractors.
5. The policy addresses employee issues that could arise in maintaining key services to the public and service users during these emergency situations.
6. The policy is designed to inform staff and managers of the specific amendments to normal working arrangements which could apply in the event of the council responding to a major incident or emergency.
7. The policy covers the following arrangements:
  - the identification of key roles within the service area
  - temporary working arrangements, deployment elsewhere and alternative duties
  - working additional hours and non-standard patterns of work
  - temporary honoraria and acting up
  - working from home
  - special incident leave
  - flexitime arrangements, travel claims, annual leave and sickness leave
  - caring responsibilities

- reserved forces and other volunteers
  - contact arrangements
  - unreasonable refusal to work
8. The manager's toolkit also contains further information on dealing with a pandemic situation and making reasonable adjustments for those staff covered by the Disability Discrimination Act.
9. Points of particular note include:
- the possible consideration of payment of overtime to all grades of staff in an emergency situation rather than just those who are on grade SCP 28 or below (point 19).
  - the introduction of paid special incident leave for staff where a service is suspended and there is no suitable redeployment (point 39).
  - the carry over of annual leave into the next financial year where an employee is asked by the council to change their holiday plans even when this exceeds the current allowance of 5 days carry over per year (point 48).
10. Amendments to this policy may be required if updated information is received for the Government, for instance in the case of a pandemic.

#### **Environmental Impact of the Proposal**

None.

#### **Equalities Impact of the Proposal**

11. An equalities impact assessment will be undertaken on this policy on 14<sup>th</sup> December.

#### **Risk Assessment**

None

#### **Options Considered**

None.

#### **Recommendation**

12. To recommend Council approve the new business continuity policy.

**Barry Pirie**  
**Service Director**  
**HR & OD**

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**The following unpublished documents have been relied on in the preparation of this Report:** None