

Employment Committee

Meeting to be held on 23 March 2017

Electoral Division affected: None

Global Renewables Lancashire Operations Limited

Company HR Policy & Procedure Review

(Appendices 'A - D' refer and policy and procedure documentation)

Contact for further information:

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Executive Summary

In September 2016 the Board approved the review of all company Human Resources (HR) policies and procedures and the development of an 'Authority Matrix' to set out the controls and approval arrangements in respect of company HR policies and procedures. It was envisaged that, in so far as is possible and practical, these procedures and policies would be aligned to those of the County Council. Where this was not possible, they were to be reviewed and amended to take into account the reduction in headcount and the new structure of the Company.

The review of the company HR policies and procedures is now complete and the associated documentation presented to the board for approval in November 2016 and January 2017. The reviewed policies and procedures are detailed in Appendix 'A'.

As the Company has never had a documented Overtime Policy, a policy has now been developed which includes changes from the approach that has previously been applied. As this will result in a change to employee terms and conditions, approval of Lancashire County Council's Employment Committee is also required. The Whistleblowing Policy has also been reviewed and amended to incorporate into the procedure a final stage which directs employees to the LCC Whistleblowing Complaints line. Both of these policies would be subject to consultation. Refer Appendix 'B'.

The proposed 'Authority Matrix' which sets out the controls and approval arrangements in respect of company HR policies and procedures is attached at Appendix 'C'; this was presented to the Board for approval in November 2016.

Appendix 'D' summarises for the Employment Committee the changes that have been made to the existing policies and procedures that are detailed in Appendix A. It also details as a comparator document for the newly developed Overtime Policy. In November 2016 & January 2017 the Board approved:

- Amended policy and procedures as detailed in Appendix 'A'.
- Authority Matrix as detailed in Appendix 'C'.

In November 2016, the Board agreed the submission of the company Overtime Policy and Whistleblowing policy to the Employment Committee for further review and approval prior to employee and Trade Union consultation and implementation.

Recommendation

The Committee is asked to:

1. Approve the Overtime Policy and Whistleblowing Policy as detailed in Appendix 'B'.
2. Approve the implementation of the Overtime Policy and Whistleblowing Policy as detailed in Appendix 'B'.
3. Approve the 'Authority Matrix' (Appendix 'C') which sets out the controls and approval arrangements in respect of company HR policies and procedures.
4. Approve the policies and procedures listed in Table 1 and their implementation by the Company.

subject where necessary to Trade Union consultation

Background and Advice

To summarise for the Employment Committee, the policies and procedures as detailed in tables 1 and 2 have now been reviewed and amended, and where practicably possible aligned with that of the County Council.

The Board was presented with the policies and procedures as detailed in table 1 during the November 2016 and January 2017 Board meetings. These policies and procedures were approved during the meetings, and their implementation agreed, subject to Employment Committee approval.

Policy	Level 3 SOP (Standard Operating Procedures)	Level 5 Policies
Disciplinary	Reviewed & amended	
Grievance	Reviewed & amended	
Capability	Reviewed & amended	
Data Protection	Reviewed & amended	Reviewed & amended
Immigration		Reviewed & amended
Dress Code		Reviewed & amended
Death In Service		Reviewed & amended
Parental Leave	Reviewed & amended	Reviewed & amended
Shared Parental Leave	Reviewed & amended	
Maternity & Adoption	Reviewed & amended	Reviewed – no change

Flexible Working	Reviewed & amended	Reviewed & amended
Probation		Reviewed & amended
Retirement		Reviewed – no change
Gifts & Hospitality		Reviewed & amended
Organisational Communications	Reviewed & amended	
Social Media		Reviewed & amended
Shift Swaps		Reviewed & amended
Stop & Search		Reviewed & amended
Cycle to Work	Reviewed – no change	
Bribery Corruption & Fraud		Reviewed – no change
Objectives & Appraisals	Reviewed & amended	
Time off to deal with emergencies for dependants		Reviewed & amended
Redundancy		Reviewed & amended
Voluntary Redundancy		Reviewed – no change
Drugs & Alcohol	Reviewed & amended	
Induction and Training	Reviewed & amended	
Recruitment	Reviewed & amended	
Medical Assessment		Reviewed – no change
Equal Opportunities & anti-Harassment		Reviewed – no change
Electronic Communications		Reviewed – no change
Working Time Directive		Reviewed & amended
Equality	Reviewed & amended	
Paternity	Reviewed & amended	Reviewed & amended
Absence	Reviewed & amended	

Table 1

Appendix 'D' provides an overview of the key changes to these policies and procedures.

The policies and procedures as detailed in table 2 were agreed by the Board in November 2016. These policies and procedures are being presented to the Employment Committee for approval prior to commencing consultation and implementation.

New Policy:	Status:	Requirement to consult:
Overtime Policy	New	Yes
Whistleblowing Policy	Reviewed and amended	Yes

Table 2

Consultations

Consultation will be carried out with the Trade Union (GMB) and employees if required for specific changes. In particular, consultation will take place in respect of the Overtime Policy and the Whistleblowing Policy. It has been agreed with the Trade Union that we will provide them with a copy of all the policies that have been reviewed and amended to take into account the new structure of the Company.

Implications

N/A

Risk management

No significant risks have been identified.

Local Government (Access to Information) Act 1985

List of Background Papers

Paper	Date	Contact/Directorate/Tel
N/A	N/A	N/A

Reason for inclusion in Part II, if appropriate

N/A