**APPENDIX A - Employment Committee**

Meeting to be held on Monday 20 February 2017

**Global Renewables Lancashire Operations Limited**

**Review of Company Human Resources Procedures and Policies**

(Not for publication – Information relating to the financial and business affairs of the company and its members)

Policies and Procedures reviewed and amended where required.

|  |  |  |
| --- | --- | --- |
| **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 |  |

**APPENDIX B - Employment Committee**

Meeting to be held on Friday 17th February 2017

**Global Renewables Lancashire Operations Limited**

**Review of Company Human Resources Procedures and Policies**

(Not for publication – Information relating to the financial and business affairs of the company and its members)

Policies subject to consultation:

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

**APPENDIX C - Employment Committee**

Meeting to be held on Friday 17th February 2017

**Global Renewables Lancashire Operations Limited**

**Review of Company Human Resources Procedures and Policies**

(Not for publication – Information relating to the financial and business affairs of the company and its members)

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| **Human Resources – Authority Matrix** |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **01** | **POLICES AND PROCEDURES** | | **EC** | **BOD** | **DCS** |  | **GM** | **ELT** | **Document** |
| 01 | 01 | Changes to policy due to statutory and legislative changes with financial implications / changes that will impact on company terms and conditions (with the exception of statutory rate increases). | **X** | **X** | **X** | **X** | **X** | Policy Approval |
| 01 | 02 | Changes to policy due to non-statutory and legislative changes (operational) with financial implications / changes that will impact on company terms and conditions. | **X** | **X** | **X** | **X** | **X** | Policy Approval |
| 01 | 03 | Changes to procedures due to statutory and legislative changes with financial implications / changes that will impact on company terms and conditions (with the exception of statutory rate increases). | **X** | **X** | **X** | **X** | **X** | Procedure Approval |
| 01 | 04 | Changes to procedures due to non-statutory and legislative changes (operational) with financial implications / changes that will impact on company terms and conditions. | **X** | **X** | **X** | **X** | **X** | Procedure Approval |
| 01 | 05 | Minor changes to policies and procedures, no financial impact (operational changes) / changes that will impact on company terms and conditions. |  |  | **X** |  | **X** | **X** | Policy & Procedure Updating |

**Note:**

1. ‘**X’** or other entry in the cell denotes the need for authorisation from that party (if meeting the condition or any instance marked X)
2. Anypolicy or procedural changes that have financial implications **must** be approved through ‘**Financial Authority’** matrix.
3. Any proposed changes to policies and procedures that impact on employee terms and conditions will be subject to consultation with trade union; in all other cases copies will be shared with the trade union for their information.

**Authority Matrix Definitions**

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| --- | --- | --- |
| Term | Definition | Person or Members in Group |
| **BOD** | Board of Directors (GRLOL) | LCC Shareholder Representatives (Chairman: Councillor D Borrow) |
| **DCS** | Director of Community Services | Phil Barrett |
| **EC** | Employment Committee | LCC Employment Committee |
| **GM** | General Manager | Paul Brindle |
| **ELT** | Executive Leadership Team (GRLOL) | Phil Barrett, Paul Brindle, Joanne Fish, John Watters, Andy Mowatt |

**APPENDIX D - Employment Committee**

Meeting to be held on Friday 17th February 2017

**Global Renewables Lancashire Operations Limited**

**Review of Company Human Resources Procedures and Policies**

(Not for publication – Information relating to the financial and business affairs of the company and its members)

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| --- | --- | --- | --- |
| **Policy** | **Level 3 SOP (Standard Operating Procedures)** | **Level 5 Policies** | **Brief Summary of Changes to Policies and Procedures** |
| Overtime |  | New Policy | No written policy previously. Same calculations for overtime as previously applied, with the exception of that paid for bank holidays. See separate comparator document below.  Requirement to consult with TU & Employees. |
| Whistleblowing |  | Reviewed & amended | Amended to take account of changes to the reduced company structure. Replaced Step 3 with LCC Step 3 - now directed to LCC Whistleblowing complaints line/email rather than referring to GRLOL Chief Executive. Requirement to consult with TU & Employees. |
| Disciplinary | Reviewed & amended | Reviewed & amended | Procedure more prescriptive to aid managers and employees understand what happens. No changes to sanctions. |
| Grievance | Reviewed & amended |  | Amended to take account of changes to the reduced company structure, therefore reference to HR Manager replaced with management responsibility. |
| Capability | Reviewed & amended |  | Amended to take account of changes to the reduced company structure, therefore reference to HR Manager replaced with management responsibility. Added further clarity regarding the appeals process. |
| Data Protection | Reviewed & amended | Reviewed & amended | Amended to take account of changes to the reduced company structure, therefore reference to HR Manager replaced with management responsibility. |
| Immigration |  | Reviewed & amended | Minor changes explaining where confidential information is stored. |
| Dress Code |  | Reviewed & amended | Amended to take account of changes to the reduced company structure, therefore reference to HR Manager taken out. |
| Death In Service |  | Reviewed & amended | Amended to take account of changes to the reduced company structure, therefore reference to HR Manager replaced with Business & Finance Manager / Service. |
| Parental Leave | Reviewed & amended | Reviewed & amended | Amended to take account of changes to the reduced company structure, therefore reference to HR Manager replaced with Business & Finance Manager / Service and amended to take account of legislative requirements. |
| Maternity & Adoption | Reviewed & amended | Reviewed – no change | Amended to take account of changes to the reduced company structure, therefore reference to HR Manager replaced with Business & Finance Manager / Service. |
| Flexible Working | Reviewed & amended | Reviewed & amended | Amended to take account of changes to the reduced company structure, therefore reference to HR Manager replaced with management responsibility and updated to take account of legislative changes |
| Probation |  | Reviewed & amended | Amended to increase probation period from 3 months to 6 months to all employees irrelevant of grade/pay; this does not affect any current employees and will be applied to any new starters. |
| Retirement |  | Reviewed – no change | No change. |
| Gifts & Hospitality |  | Reviewed & amended | Amended to take account of changes to the reduced company structure, therefore reference to Ops Director replaced with General Manager. |
| Organisational Communications | Reviewed & amended |  | Amended to take account of changes to the reduced company structure, therefore reference to HR Manager replaced with management responsibility/General Manager/SHEQ Manager. |
| Social Media |  | Reviewed & amended | Amended to take account of changes to the reduced company structure, therefore reference to HR Manager replaced with management responsibility/General Manager. |
| Shift Swaps |  | Reviewed & amended | Amended to take account of changes to the reduced company structure, therefore reference to HR Manager replaced with management responsibility/payroll. |
| Stop & Search |  | Reviewed & amended | Amended to take account of changes to the reduced company structure, therefore reference to HR Manager replaced with management responsibility. |
| Cycle to Work | Reviewed – no change |  | No change |
| Bribery Corruption & Fraud |  | Reviewed – no change | No change |
| Objectives & Appraisals | Reviewed & amended |  | Amended to take account of changes to the reduced company structure, therefore reference to HR Manager replaced with Business & Finance Manager / Service. |
| Time off to deal with emergencies for dependants |  | Reviewed & amended | This policy was included in the Parental Leave Policy and has been separated to make it a stand-alone policy so that it is easier to recognise and access. |
| Redundancy |  | Reviewed & amended | Amended to take account of changes to the reduced company structure, therefore reference to HR Manager replaced with management responsibility. |
| Voluntary Redundancy |  | Reviewed – no change | No change |
| Drugs & Alcohol | Reviewed & amended |  | Amended to take account of changes to the reduced company structure, therefore reference to HR Manager replaced with management responsibility and/or SHEQ Manager. |
| Induction and Training | Reviewed & amended |  | Amended to take account of changes to the reduced company structure, therefore reference to HR Manager replaced with management responsibility/Business and Finance. |
| Recruitment | Reviewed & amended |  | Amended to take account of changes to the reduced company structure, therefore reference to HR Manager replaced with management responsibility/Business & Finance. |
| Medical Assessment |  | Reviewed – no change | No change |
| Equal Opportunities & anti-Harassment |  | Reviewed – no change | No change |
| Electronic Communications |  | Reviewed – no change | No change |
| Working Time Directive |  | Reviewed & amended | Amended to take account of changes to the reduced company structure, therefore reference to HR Manager replaced with Business & Finance Manager / Service. In addition, updated to include WTD opt out and opt in forms. |
| Equality | Reviewed & amended |  | Amended to take account of changes to the reduced company structure, therefore reference to HR Manager replaced with management responsibility / Business & Finance Manager / Service. |
| Paternity | Reviewed & amended | Reviewed & amended | No change other than reference to HR Manager replaced with management responsibility in the procedure. |
| Absence | Reviewed & amended |  | Amended to take account of changes to the reduced company structure, therefore reference to HR Manager replaced with management responsibility. In addition, the different stages have been amended to bring in line with those in the disciplinary procedure. |
| Shared Parental Leave | Reviewed & amended |  | Amended to take account of legislative requirements; in line with LCC Shared Parental Leave policy. |

**Comparison of current GRLOL rates and application and proposed new Overtime Policy**

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| --- | --- |
| **GRLOL rates and application** | **Proposed new Overtime policy** |
| **Overtime Rates:** |  |
| Overtime rates applied after 37.5 hours per week:   * Monday to Saturday paid at time and a half * Sundays paid at double time | No change |
| **Bank Holiday Rates:** |  |
| **Non Shift Workers**  All Bank Holidays:  *Double time plus day off in lieu* | **Non Shift Workers**  All Bank Holidays:  *No change* |
| **Shift workers (not on shift)**  All Bank Holidays:  *Double time (Note: not given day off in lieu as entitlement to bank holidays is already included as part of the 18 day rest period)*  **Shift Workers (on shift as part of their rota)**  Bank Holidays but **not** including Christmas Day, Boxing Day and New Year's Day:  *Single time plus day off in lieu. (Note: included as part of the 18 day rest period).*  Bank Holidays – Christmas Day, Boxing Day and New Year's Day:  *Triple time plus day off in lieu (Note: only paid double time as single time and day off in lieu is included as part of the 18 day rest period).* | **Shift workers (not on shift)**  All Bank Holidays:  *No change*  **Shift Workers (on shift as part of their rota)**  All Bank Holidays:  *Double time plus day off in lieu. (Note: only paid single time as single time and day off in lieu is included as part of the 18 day rest period).* |