

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(Not for publication – Information relating to the financial and business affairs of the company and its members)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(Not for publication – Information relating to the financial and business affairs of the company and its members)

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:

- i. 'X' or other entry in the cell denotes the need for authorisation from that party (if meeting the condition or any instance marked X)

- ii. Any policy or procedural changes that have financial implications **must** be approved through '**Financial Authority**' matrix.
- iii. 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

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

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Review of Company Human Resources Procedures and Policies

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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-		Reviewed – no change	No change

Harassment			
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

GRLOL rates and application	Proposed new Overtime policy
OVERTIME RATES:	
<p>Overtime rates applied after 37.5 hours per week:</p> <ul style="list-style-type: none"> Monday to Saturday paid at time and a half Sundays paid at double time 	No change
BANK HOLIDAY RATES:	
<p>Non Shift Workers</p> <p>All Bank Holidays:</p> <p><i>Double time plus day off in lieu</i></p>	<p>Non Shift Workers</p> <p>All Bank Holidays:</p> <p><i>No change</i></p>
<p>Shift workers (not on shift)</p> <p>All Bank Holidays:</p> <p><i>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)</i></p> <p>Shift Workers (on shift as part of their rota)</p> <p>Bank Holidays but not including Christmas Day, Boxing Day and New Year's Day:</p> <p><i>Single time plus day off in lieu. (Note: included as part of the 18 day rest period).</i></p> <p>Bank Holidays – Christmas Day, Boxing Day and New Year's Day:</p> <p><i>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).</i></p>	<p>Shift workers (not on shift)</p> <p>All Bank Holidays:</p> <p><i>No change</i></p> <p>Shift Workers (on shift as part of their rota)</p> <p>All Bank Holidays:</p> <p><i>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).</i></p>