

Didcot Railway Centre, Living Museum of the Great Western Railway Policy approval

Background

The majority of GWS policies and procedures have been approved by the GWS Board and their introduction has varied according to their subject. Over the past year a number of issues have arisen that have prompted a more consistent approach to their implementation. This paper proposes a set of processes to address this.

Operational

Operational procedures are set out in the Rule Book. Changes are notified to operational staff at the Annual Ops Meeting and take effect from that date.

Disciplinary, grievance and problem solving procedures

Changes to the Disciplinary, Grievance and Problem Solving Procedures affect both the Staff Manual and the Volunteer Handbook. Once approved, the procedure will come into effect when it is published on the DRC website (a paper copy will also be posted on the Notice Board in the Journal Room). Changes should be incorporated into the Staff Manual and Volunteer Handbook at their next review and in the interim the new procedures will apply.

Staff and volunteers will be notified of the new policy through the Didcot Flyer and through their line managers and group leaders. Staff will be formally notified of changes through their line management structure.

Other policies and procedures

Other policies will come into force when they are published on the DRC website and posted in the Journal Room. There are two locations on the DRC website – public policies are available to everyone (Support us/Policies and Procedures) and more private or less relevant policies are available through the password protected, but not secure, Virtual Journal Room (Staff Log In on the Home Page).

There are a few specialist policies and procedures (eg documentation procedures) that are only relevant to a few individuals who will have been involved in their development. Others (eg Emergency Plan) are not relevant for general publication as they contain personal data. These are not on the website or in the Journal Room but will be communicated to those involved and their implementation will be announced in the Didcot Flyer.

Communication

Once approved by the Board, this process will be communicated through the Didcot Flyer and the line management structure.

Decision

This process was approved by the GWS Board on Sunday 27 January 2019.

Ann Middleton, January 2019