

Jackie Towell

From: Jackie Towell
Sent: 10 June 2019 16:19
To: CNC-Site Personal; CNC-Site List; CNC-Contracts Team
Cc: Ashley Davies; Steve Evans
Subject: Line Manager Information
Attachments: 190610 Contract Operations Chart.pdf; 190610 Site Escalation Process.pdf

Hi all, during the recent site manager and foreman meetings we advised that we are doing a variety of things to try and improve the communication links between our office and site staff.

One of the key changes is to ensure that everyone has a named line manager, somewhere to get support and escalate any issues, and also to provide continuity for things like training & development and performance reviews.

You will find attached the new structure for Contract Operations which confirms who your line manager is along with the process flow for how things will be managed and who you should go to for support.

Holiday approvals will continue to be managed by Sian and will be approved fairly swiftly if four weeks (or more) notice is given. Holiday requests with less than four weeks notice may take a day or two longer to approve as this requires amendments in the labour programmes, so please wait for your confirmation before committing financially to any holiday booking.

As always if you have any questions or concerns, please give me a ring or drop me an email.

Thanks

Jackie

Employee Engagement Survey closes on Friday – Don't forget to take 5 minutes to complete if you haven't already - <https://www.surveymonkey.co.uk/r/22SSQGR>

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