POLICY

4.5 POLICY FRAMEWORK

Supporting Procedure:		
Other Related Documents:	All PHCC Policies	
Category:	Organisation	
Type:	Strategic	Dates:
1st Review By:	Jane O'Malley and Patricia Sutton	08/02/2017
2nd Review By:	Jane O'Malley and Patricia Sutton	01/02/2018
3rd Review By:	Jane O'Malley and Patricia Sutton	04/06/2020
Approved By:	PHCC Board	18/06/2020
Issued By:	Chief Executive Officer	16/06/2020

Introduction

Policies and procedures instil organisational values that allow people to work safely, confidently and to contribute to the overall culture of the workplace.

Policies ensure that the principles guiding work practices are clearly expressed, inclusive, appropriate and consistent.

They also provide consistency of operation and establish boundaries for acceptable behaviour. When operating within the parameters of the policies and procedures Board, Employees and Volunteers can rely on the full support of the organisation.

This Policy dictates how policies and their supporting documents are developed, reviewed and published and applies to all Board, Employees and Volunteers.

Definitions

For the purposes of this Policy:

'CEO' means Chief Executive Officer
'Board' means the Association Members of PHCC
'Documents' are other written material that provide information to support policies and procedures
'Employee' means all paid employed persons in PHCC
'Forms' are other written documents that are used to record information in a standard manner and to comply with policies and procedures
'Policies' are the rules under which PHCC require all Board, Employees and Volunteers to operate
'Procedures' are the documented practices that ensure alignment and compliance to policies
'Volunteer' means anyone providing unpaid assistance to PHCC (registered or under letter of arrangement)

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Policy Statement

1   Policy and Procedure Approval

1.1   Polices must be categorised as one of two types, Strategic or Operational, and the categorisation of the policy must be approved by the Board

1.2   Strategic Policies must be approved by the Board

1.3   Operational Policies must be approved by the CEO

1.4   Approval of policies by the Board must be recorded in the minutes of a Board meeting

1.5   Once approved by the Board, revised/new policy must be formally distributed to Employees and Volunteers

1.6   Interim policies of any kind can be distributed to the Employees and Volunteers by the CEO, pending approval by the Board

1.7   All procedures, documents and forms must be approved by the CEO.

2   Accessibility

2.1   Policies must be made digitally accessible to all Board Members, Employees and Volunteers and they must be formally informed of any policy changes and approvals

2.2   PHCC policies are copyright but can be made available to external parties on request

3   Review or Creation

3.1   The policy or procedure review process can be directed by the CEO or requested by any Board Member or Employee who identifies a deficiency

3.2   A request for policy/document creation or review must be accompanied by a written justification and submitted to the CEO

3.3   All interested Board Members and Employees may contribute to the creation or review process in consultation with the CEO

3.4   If consultation is warranted, the CEO may decide to schedule policy or procedure review for discussion at an Employee Meeting. Otherwise, the review process can be assigned to relevant individuals as directed by the CEO

4   Key Responsibilities

4.1   The CEO is responsible for ensuring that approved policies are effectively disseminated to Members, Employees and Volunteers and implemented throughout the organisation including any training deemed necessary to ensure compliance

4.2   Individual Board Members, Employees and Volunteers are responsible for reading and observing policies as a requirement of their appointment

4.3   It is the responsibility of the CEO, or their delegate, to monitor the policy maintenance schedule

4.4   The Board must annually review their compliance and effectiveness against governance policies

5   Registered Documents

5.1   In order to maintain consistent instruction for users, all Policies, Procedures, Documents and Forms must be registered (classified and numbered) and tracked through a maintenance register

5.2   The Maintenance Registers must be actively managed by the CEO, or their delegate, to keep policies, procedures and forms current and in alignment with the strategic direction of the organisation

5.3   A review rotation time period of 12, 24 or 36 months must be allocated to all policies, with the length of time being dependent on how rapidly the activities that they govern evolve

5.4   At any given time, the register must reflect the current status of all policies and procedures, including the last approved date, and provide an accurate forecast of when policies will fall due for review

6   Format

6.1   All policies, procedures, forms and reference documents should be written in concise, plain English and definitions provided where necessary

6.2   Standard templates must be used when generating new policies, procedures, forms and reference documents

6.3   These documents can be drafted by any Employee, however the CEO, or their delegate, should manage the approval and registering process

7   Storage and Management of Policy Documents

7.1   The naming and electronic location of all policies and their related procedures, forms and reference documents must follow a documented convention and protocol that protects and manages approved versions

7.2   All policies that are superceded by a new policy must be moved from the location of current policies to an electronic location specifically for superceded policies, and using a naming convention that identifies them as superceded