GLENFIELD Community Centre

Policy Guide
Definition and Establishment of Policy

Section	Management
Contact	GCC Manager
Last Review	June 2019
Next Review	June 2022
Approval	Governance Motion#:6/19/3
Effective Date	January 2016
Version	1.0

Purpose:

The purpose of this policy is to ensure that Glenfield Community Centre Incorporated (GCC) policies are developed and established in an appropriate and consistent manner.

Policy:

All policies at the GCC are to be established in accordance with this policy.

Definitions:

A **Policy** is a written statement that articulates the principles, values, and statements of intent and compliance requirements of the GCC. A policy is **not** a statute, procedure, guideline, framework or a regulation, which are defined below. A full suite of Definitions is provided separately.

Procedure:
Established steps or methods that must be performed to obtain a specified outcome or output. Describes the steps to be performed to obtain a specified outcome or output. Establishes the purpose of the activity and who is responsible for the action. Communicates acceptable practice and sets boundaries.

Guidelines:
A series of steps, factors or considerations that should be worked through when making decisions or coming to conclusions on matters that are subjective in nature or have complex legal requirements to be met. Guidelines assist and guide people to achieve tasks using a recommended course of action or in consideration of an agreed set of principles.

Policy Development:

Policies **must**:
- Comply with relevant legislation.
- Consider strategic implications as well as risk.
- Consider the effect on staff.
- Be feasible to implement.
- Align with the GCC's Constitution and Strategic Plan

All policies must be set out as directed in the policy template provided in **Appendix One**.

Wording of policy documents is critical, as are legislative and/or ethical considerations. Wording needs to clarify the "must" inherent to the policy. It is the "must" that will constitute the obligations that are central to the policy

Other considerations are:
- Who will be responsible for implementation, day-to-day operation of the policy and monitoring for compliance?
- Proximity – is the policy responsibility related to accountability of function?
- Indicators – what are the mechanisms that indicate the policy is effective?
- Feedback – what are the processes for reviewing and updating the policy?
- Externality – does this policy represent 'best practice'?
- Clarity and Transparency – Is the policy easily understood and clear in intent?
- Access – e.g. via the web for staff and members
- Consistency – with other GCC policies

Policy Approval:

Principles of Policy Approval
- Policy approval is by the GCC Governance Group for policies where the legislative accountability is with the Governance Group and the Governance Group has the competence to consider the subject of the policy.
- Policy approval of policies, where the accountability is with the Governance Group but the Governance Group does **not** have the competency to consider the subject or considers it more appropriate to delegate may delegate to the GCC Manager or other agent as they determine appropriate.
- Policy approval of policies pertaining to management accountabilities to be delegated by the Governance Group to the GCC Manager or Glenfield Early Learning Centre (GELC) Manager.

Policy Approval level is dependent on the above principles and the type of policy being developed:
- The Governance Group will approve Governance Group Policies.
- The Governance Group will approve policies to ensure that the GCC is managed in accordance with the GCC Constitution and approve policies in relation to the management of the GCC's affairs.
- Where policies have an impact on the terms and conditions of employment of staff the designated Policy Owner will be required to consult appropriately with all staff, and staff representative groups before seeking approval for any revision. Similarly, where policies impact on other key stakeholders (e.g. members/ external stakeholder groups), the designated Policy Owner will be expected to consult before seeking Governance Group approval.

The **Policy Approver** has formal authority to establish policy, and as the Governance Group has authority to establish policy, the authority to approve policy will sit with the Chair of that Committee or delegated individual (e.g. the GCC Manager, or the GELC Manager.)

The **Policy Owner** has functional responsibility for implementation and accountability in the area covered by the policy. The Policy Owner is responsible for carrying out the process for obtaining policy approval.

Management Policies
Owners of each Management policy will be the GCC Manager and GELC Manager, who have functional responsibility for implementation and accountability in the area covered by the policy.

Governance Policies
The Chair of the Governance Group is the Policy Owner of all Governance related policies. Other Policy Owners are as designated on individually approved policies.

Policy Guide
The GCC Policy Guide is the authorised and definitive catalogue of approved policies within the GCC. Policies will be added or updated on the Policy Guide once formally approved, and upon the instructions of the Policy Owner. All policies will include confirmation of approval (i.e. the relevant meeting minute reference number).

The Policy Guide is maintained by the GCC Manager and available to all Staff and Governance Group members. Policies are deemed Vital Records and will be managed in accordance with the Records Management Policy.

Policies are public documents. Procedures and related documents are restricted to GCC Staff only, unless otherwise specified by the Policy Owner. Procedures will be approved by the Policy Owner.

Review and Revision
The Policy Owner will specify a review date not later than three (3) years and complete a review of the policy within three (3) months of the review date specified. Procedures should be reviewed by the relevant section following the revision of any overarching Policy, or at intervals of no greater than 3 years. For purposes of clarity it should be noted that policies posted on the GCC website remain valid and in force, irrespective of whether the review date has passed.

Audience:
All GCC Governance, Executive, Staff, members and external stakeholders.

Legal compliance:
Policies must comply with New Zealand law.

Related procedures / documents:
- Policy Template for the approved format of policies
- Procedure Template for the approved format of procedures
- Delegations Document
- Records Management Policy

Document Management Control:

Prepared by: GCC Manager
Authorised by: Governance Group
Approved by: Governance Group Motion#:6/19/3
Date issued: July 2017
Last review: June 2019
Next review: June 2022
Effective Date: July 2017

APPENDIX ONE—POLICY TEMPLATE

Section	Choose appropriate section: Governance/ Executive/ Management/ ELC
Contact	Person to be contacted if there are any questions
Last Review	Month and year
Next Review	Month and year
Approval	Governance Group/ Executive Minute Reference
Effective Date	Month and year

Purpose:

A statement indicating the reason for the document's existence and importance. It should be brief and one sentence only.

Policy:

Statement of specific policy:
- Use one-sentence statements only.
- Always word the statements concisely to avoid ambiguity.
- There may be more than one policy statement in a policy document. If so, list them down the page.

Definitions:

(Optional) Some policies may require a definition section. The purpose of this section is to define areas that may need clarification. Reference may be made to the Glossary of Definitions that includes reference to all definitions that appear in GCC Policy including common acronyms.

Audience:

Each policy should identify who the audience is in terms of Staff, Members, Executive, Governance, and any external bodies (e.g. Kaipātiki Local Board).

Relevant Legislation:

State the relevant legislation this policy must comply with or is referenced to.

Legal compliance:

If this policy has obligations for legal compliance, these should be explained briefly.

Related procedures / documents:

If any policy has a number of procedures and/or documents associated with it, these should be listed in this section of the policy statement.

This means that the procedures do not necessarily have to reside with the policy documents but need to be recorded in a prominent place within the policy.

Document Management Control:

All policies should have a footer that indicates the document number (if any); person who prepared the document; person/position who authorised the document (Policy Owner); the body that approved the policy (Executive Committee, ELC Executive Committee, ELC Governance, Governance Group); the date the document was issued or last reviewed; the date the policy is to be next reviewed; and a statement that this policy is the property of the Glenfield Community Centre Incorporated.

This information should be set out as follows:

Document #:	E.g. DEP (Definition & Establishment of Policy)
Prepared by:	Title of person drafting policy e.g. GCC Manager
Authorised by:	Title of Policy Owner e.g. GCC Chair
Approved by:	Approved by: e.g. Governance Group Motion 1 January 2015
Date issued:	Day—Month—Year
Last review:	Month—Year
Next review:	Month—Year
Effective Date:	Day—Month—Year