

A radically new corporate policy framework

The way forward for the design phase
[a three-page summary]

Strategy

Our brief from leadership

- Do it differently
 - Focus on self-responsibility
 - Be brave
 - Work with & empower staff
- Key/ small number of policies:
 - Simply expressed
 - Principles-focused
 - Separate policy from operational & procedural
- Don't overdo
- Finish soon

Basics

- We know enough from past experience to do this at pace

Design Strategy

- 1. Remove operational & procedural***
 - 2. Reconfigure to simplest structure***
 - 3. Re-present in simplest format***
 - 4. Rewrite to simplest content***
- ***Do this as quickly as possible***
 - ***Do this with a design team of 6***

Design team: Emma Mosely, Leanna Chappell-Kairua, Stephen McKernon, 3 work stream leads

Do the right thing – our proposed framework

OVERALL
PRINCIPLE

BUILD TRUST

We trust our people to take responsibility and do the right thing

DO THE RIGHT THING
GUIDERAILS AND GROUND RULES

SAFETY & WELLBEING

Look after yourself
and others

INTEGRITY

Can I explain this to
family and friends?

RESPONSIBLE OWNERSHIP

Look after valuable
information

Hard rules (non-negotiables) in place for each area
AND always follow the legislation

EMBEDDING THE CHANGE

Guidance for people leaders, and support to identify and manage poor behaviour
Simplified policy detail, supported by user-friendly operational procedures
Storytelling and recognising success
Safe environment for staff to raise concerns

Policies covered by three clusters

SAFETY & WELLBEING	INTEGRITY	RESPONSIBLE OWNERSHIP
Look after yourself and others	Can I explain this to family and friends?	Look after valuable information
<ul style="list-style-type: none">• Drug and alcohol• Health & Safety• Personal safety and security, bullying and harassment• Vehicle usage• HR policies e.g. Recruitment; L&D; Leave; Promotion; Flexible working; Remuneration; Termination; Medical incapacity; communication and social media)	<ul style="list-style-type: none">• Conflict of interest• Fraud and integrity• Procurement• Disposal of assets• Travel and accommodation• Gifts and hospitality• Expenses• Koha• P Cards	<ul style="list-style-type: none">• Privacy• LGOIMA• Protected disclosures• Records management• ICT policies