



## **Agenda Item 2: Governance Committee**

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### **Proposed Recommendations:**

The Board is invited to **note** the update on PIDC governance requirements and consider the proposed amendments to PIDC's Employee Regulations.

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### **Purpose**

This paper intends to propose guidance to the Employee Regulations on the creation of new positions in the Secretariat.

### **Background**

2. Reviewing PIDC's governance arrangements and foundation documents annually to stay relevant in an evolving operational landscape to support the productivity of the organisation is an important responsibility of the Governance Committee. Consequently, a recent assessment of PIDC's current operational landscape and organisational governance structure noted that there were some inconsistencies in guidance around the creation of new Secretariat staffing posts as opposed to vacancies of existing established positions. In anticipation of the organisation's growth and development into the future and the potential of new posts being created, it might be timely for the Governance Committee to review the current procedures guiding how new posts can be created at the Secretariat.

### **Proposed amendments to the PIDC Employee Regulations**

3. The Secretariat in reviewing current contracts and staffing needs identified an immediate shortcoming to the Employee Regulations in the definition and guidance around the creation of new positions in the Secretariat. While quite clear and specific on ongoing established vacancies, there wasn't any clear differentiation between vacancies and newly created Secretariat positions that potentially provide instruction on the governance process guiding the establishment of newly created position prior to the recruitment process when it is announced as a Secretariat vacancy.

4. General appointment provisions in Regulations 19 provides guidance on the appointment procedure guiding the recruitment process of any Secretariat vacancy. In anticipation of future staffing reviews and growth of the Secretariat, it is forecasted that the organisation would potentially need to create new positions to accommodate the growth in the organisation and operational demands of the PIDC Membership. To accommodate this and establish a clear set of procedures to guide this process, it is proposed that the following insertions outlined in table 1 are to be inserted into Regulations 19:

*Table 1: Proposed insertions into Regulation 19 to provide guidance on the creation of new positions at the Secretariat*

<b>Status</b>	<b>Recommendation</b>
Regulation 19 – General Appointment Provisions	<p>Insert as 19.20 the following:</p> <p>The creation or establishment of new staffing positions in the Secretariat will be guided by the following determination process:</p> <ul style="list-style-type: none"> <li>(i) Short Term positions: Less than 1 – 2-year period <ul style="list-style-type: none"> <li>(a) The Human Resource Committee in consultation with the Head of Secretariat will assess the need to create any interim or short-term position to support Secretariat operations based on staffing needs; and</li> <li>(b) The Board will subsequently determine and approve the creation and establishment of any interim or short-term position in the Secretariat.</li> </ul> </li> <li>(ii) Long term positions: 3 years plus contract period <ul style="list-style-type: none"> <li>(a) The creation of new long-term positions within the Secretariat will be approved through the following procedures: <ul style="list-style-type: none"> <li>(1) An In-depth review of Staffing needs will be independently undertaken to inform the Human Resource Committee on the viability to create and establish any new long-term positions;</li> <li>(2) The Human Resource Committee will undertake an analysis of the Human Resource Staffing Needs report to determine the viability of creating any new long-term position to be recommended for Board consideration; where</li> <li>(3) The Board will subsequently make the final determination to either approve or disapprove the creation and establishment of any new positions outside of the current established Staff positions for both professional and locally engaged staff.</li> </ul> </li> </ul> </li> </ul>