

# Core Module Manual

Full Care Lifetime

## SUCCESSION PLANNING POLICY AND PROCEDURE

The purpose of this policy and procedure is to set out Full Care Lifetime system for ensuring it is able to continue operating effectively and meet the business' Mission and objectives when key personnel vacate their position.

### POLICY

Full Care Lifetime conducts succession planning that identifies current and future workforce needs, as well as specific replacement strategies for key personnel.

#### Definitions

**Key personnel** - a member of the group of people responsible for the executive decisions of a business or any other person who has authority or responsibility for (or significant influence over) planning, directing or controlling the activities of the business. A person who is responsible for the executive decisions of a business includes a member of the business' governing body, including a body corporate that is incorporated, or taken to be incorporated, under the Corporations Act 2001 (Cth).

### PROCEDURES

- Implement sound corporate governance including budgeting processes and regular audits.
- To develop a sustainable workforce for Full Care Lifetime, its Management Team must develop and continuously review a Succession Plan for all key personnel.
- Full Care Lifetime Succession Plan must assess key personnel positions, both now and for the future; objectively identify high potential internal candidates; and develop strategies to ensure continuity for key personnel positions.
- The Succession Plan should align with Full Care Lifetime Strategic and Operational Plans and consider Full Care Lifetime's future direction, continuity risks or areas where significant disruption may be experienced if key staff leave; age profiles and retirement plans of key personnel; and performance assessments of key personnel.
- The Management Team will formally review and update the Succession Plan each financial year and at times of significant and unanticipated change.
- Operational Plans are reviewed at monthly Management Team meetings as well as at performance reviews for Management Team members.

#### Monitoring and Review

Our management team will review this policy and procedure at least annually. This process will include a review and evaluation of current practices and service delivery types, contemporary policy and practice in this clinical area, the Incident Register and will incorporate staff, participant and another stakeholder feedback. Feedback from service users, suggestions from staff and best practice developments will be used to update this policy.

Full Care Lifetime Continuous Improvement Plan will be used to record and monitor progress of any improvements identified and where relevant feed into Full Care Lifetime service planning and delivery processes.

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