

4.1	<b>STRATEGIC PLANNING</b>
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<b>Applies to: All Staff, Management Committee</b>
<b>Specific responsibility: HECIS Co-Ordinator, Management Committee</b>

<b>Version: 1</b>
<b>Date approved: 11.11.14</b>
<b>Next review date: Aug 21</b>

<b>Policy context:</b> This policy relates to	
Standards or other external requirements	
Legislation or other requirements	
Contractual obligations	

## **POLICY STATEMENT**

The Management Committee will set the strategic directions for the work of the organisation through an annual strategic and business planning process involving consultations with the Committee, staff, HECIS members (Child Care Centres), client and community representatives and other stakeholders.

The Strategic Plan outlines the key goals and objectives of HECIS, as well as broad strategies to meet these objectives.

The Strategic Plan will be the main reference point for any work undertaken by the organisation.

## **PROCEDURES**

### **Strategic Planning**

Strategic planning is conducted annually, and will involve:

- a review of the existing Strategic Plan and its implementation
- an analysis of achievements, changes in the operating environment and available resources
- consultations with all stakeholders, including staff, members (Child Care Centres), client/families, and other services/professionals who refer clients to HECIS. This will include a review of the results of all surveys undertaken/received during year.
- identification of key challenges, objectives and strategies for the coming period
- drafting of a Strategic Plan for the coming period.

The planning process will usually commence at the beginning of the final six month period covered by the current Strategic Plan. The process will be led by The HECIS Co-Ordinator and may be conducted as an internal process, or with the assistance of external facilitators.

A draft Strategic Plan will be submitted to the Management Committee and the final document then formally adopted by the Management Committee.

Once adopted, the Strategic Plan will be made available:

- to all HECIS members, who will be provided with a copy or a point of access to an electronic copy
- to the public via the HECIS website
- in hard copy available from the HECIS office.

## HECIS: Strategic Planning

### Documentation of plan

The Strategic Plan will include:

- The HECIS Philosophy statement
- Goals that HECIS will meet
- Strategies to achieve the goals
- Specific activities to implement each strategy
- Details of service location and demographic profile

To assist with identifying HECIS strengths/weaknesses and to set goals within the annual plan additional information may be included in the strategic plan including:

- Details of service location
- Demographic profile
- Legislative framework
- The governance and management profile
- Staff and staff positions, key personnel & role requirements
- Training and skill building strategies
- Business and other risk assessments
- Legal compliance schedules
- Assets register
- Budget projections
- Succession planning for staff and management roles
- Current committee management qualifications and experience,

### Monitoring of plan

The HECIS Co-Ordinator will be responsible for reporting to the Management Committee on the extent to which goals are being met.

### DOCUMENTATION

Documents related to this policy	
Related policies	
Forms, record keeping or other organisational documents	Strategic Plan HECIS Key Agencies/Services survey HECIS Client Survey HECIS Playgroup Survey HECIS Staff Survey

Reviewing and approving this policy		
Frequency	Person responsible	Approval
Annually	HECIS Co-Ordinator	Management Committee

Policy review and version tracking			
Review	Date Approved	Approved by	Next Review Due
1	24.11.15	HECIS Co-Ordinator	Aug 2016
2	28.7.16	HECIS CoOrdinator	Aug 2017
3	14.8.17	HECIS CoOrdinator	Aug 2018
4	31.8.18	HECIS CoOrdinator	Aug 2019
5	20.8.19	HECIS CoOrdinator	Aug 2020
6	15.9.20	HECIS CoOrdinator	Aug 2021

**INDEXING**

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