

## **Introduction to the Public Service Commission Human Resource Compliance Inspection (HRCI) System**

The Public Service Act identifies the core functions of the Commission which include:

- *To facilitate, monitor and evaluate performance by officials in the Service to secure results oriented management*
- *To call upon all executives in the service to account for their performance*
- *To issue guidance, to monitor and to conduct merit based recruitment in the public service*

The design and implementation of a Compliance inspection system has been identified as the means by which the Public Service Commission will be able to achieve these monitoring functions.

### **What is Compliance?**

In management, **compliance** is the act of adhering to, and demonstrating adherence to a rule or regulation.

### **What is a Compliance Inspection?**

A **compliance inspection** is an independent, unbiased assessment as to the extent to which legal and/or administrative rules and regulations are adhered to.

## **Why conduct HR compliance inspections?**

### **What could a compliance inspection identify? (data/results)**

- Percentage compliance to the defined HR procedures
- Time taken to complete a procedure (i.e. to recruit a new employee or discipline an employee)
- Factors that are limiting an employer's ability to follow HR procedures (external and internal)

### **What are the Benefits?**

- Identification of weaknesses and strengths of HR departments
- Identification of training needs
- Identification of shortcomings of regulations, policies, procedures and statutory forms.

### **Who benefits?**

- Public Service Employers, as inspections should assist them in identify and then correcting weaknesses in HR procedural implementation.
- Public Servants, as inspections should identify where procedures affecting them are weak and assist in improving those procedures.
- The Public, as the inspections should assist in making the service more effective and efficient.

**Which HR Procedures are to be assessed?**

- Recruitment (including promotions and transfers)
- Discipline (formal proceedings)
- OPRA
- Annual Leave
- Sick Leave

**How were the five procedures selected for the Inspection?**

The procedures should:

- Be paper based (evidence)
- Be relevant to organisational success
- Have documented procedures and legislation
- Have been used in the previous year
- Be planned to be used in the future
- Be in use across sufficient departments, stations or organisations