



# **WATER AND SANITATION SERVICES PESHAWAR**

(A COMPANY SET UP UNDER SECTION 42 OF THE COMPANIES-ACT 2017)

## **SUCCESSION PLANNING POLICY**



## **1. Objective**

- 1.1 The purpose of this policy is to ensure replacements for key job incumbents at executive, management, technical, and professional positions within Water and Sanitation Services (WSSP).
- 1.2 The desired results of the succession planning program are to:
  - Enable WSSP to identify and prepare the right people for the right positions at the times when they are needed.
  - Identify high-potential employees capable of rapid advancement to positions of higher responsibility than those they presently occupy.
  - Provide a continuous flow of talented people to meet the organization's management needs.

## **2. Application**

- 2.1 In compliance with the requirements of Rule 5, Clause-7(q) of the Public Sector Companies (Corporate Governance) Rules, 2013, a policy on succession planning needs to be developed and implemented.
- 2.2 This policy shall apply to all middle management and above positions within Water and Sanitation Services (WSSP).

## **3. Policy Guidelines**

- 3.1 WSSP shall ensure that depth of competencies exist, especially at key management, leadership and technical positions where skills are both critical and scarce. Pro-active and deliberate planning must be ensured so that WSSP can sustain effective continuity where incumbents in such selected position(s) vacate such post(s).
- 3.2 Succession planning shall be owned by the line management, driven by top management, and guided and supported by the Human Resources (HR) department.
- 3.3 The succession plan shall focus on long-term strategic and mission-critical organizational requirements.

## **4. Succession Planning Model**

Through this policy, WSSP shall:

- i. Plan and shape the progression of employees by aligning individual expectations and preferences for defined development against company's imperatives and resourcing requirements up to the point of selection and placement.
- ii. Identify "scarce, critical and specialists" posts and develop employees for these posts.
- iii. Develop employees internally to address the competitive nature and uniqueness of WSSP's resourcing requirements and build a potential development pool for the future.
- iv. Improve and positively impact upon retention, performance and motivation through a recognized and proven program of succession planning.



*Company incorporated u/s 42 of the Companies Act 2017*

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- v. Ensure there is a “return” for the substantial investment to be made in learning and development activity.
- vi. Use selection decisions based on fair and objective criteria.

## **5. Monitoring**

- 5.1 A suitable mentor/coach shall be assigned where appropriate to monitor and report on the progress of the plan.
- 5.2 Board HR Committee, shall periodically review the effectiveness of HR Department in implementing this policy and any deviations from the Policy and desired outcomes shall be highlighted and appropriate directions shall be issued to the CEO.