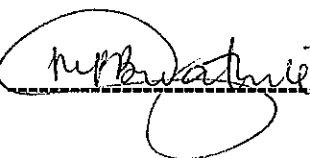




Policy Development Framework for the Taolo Gaetsewe District Municipality

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1. Speaker: 

2. Municipal Manager: 



Policy Development Framework for the John Taolo Gaetsewe Municipality – 2015

Purpose

The purpose of this policy development framework is to give guidance to policy makers on how to develop policies, to review them and how to evaluate progress. This policy formulation process will ensure that all relevant stakeholders are informed before policies are taken before committees and council for approval. In that way a collective ownership of all approved policies and compliance will be ensured.

1. The Public Policy Process

The Public Policy process is essentially the movement from the emergence of a problem, to it being placed on the policy agenda, and finally to its enactment and reflection on its effectiveness.

2. What is policy Formulation

Policy formulation is the development of effective and acceptable courses of action for addressing what has been placed on the policy agenda.

According to William Jenkins in *Policy Analysis: A Political and Organizational Perspective* (1978) a Public Policy is a set of interrelated decisions taken by a political or group of actors concerning the selection of goals and the means of achieving them within a specified situation where those decisions should, in principle, be within the power of those actors to achieve'. Thus Jenkins understands Public Policy making to be a process and not simply choice.

3. What informs policy reviews and policy development

There are various occurrences that necessitate the review, update or development of new policies and some of them are:

New updated legislation – New legislation may impact on the condition of service, which requires updates to policies and procedures. As legislation is passed, the impact on policies should immediately be assessed.

Bargaining Council Resolutions

Bargaining Council Resolutions will impact on the internal condition of service, which requires updates to policies and procedure. Impact on policies should be assessed once an agreement is signed.

Organizational objectives/ Strategy – A change in organizational strategy and objectives can also influence policies.

Periodic Review – Regular scheduled review of policies should take place to ensure alignment and compliance. It should happen at the date in which the policy was adopted by council the previous year.

Operational Issues – Operational issues can highlight inadequacies in existing policies.

Risk assessment and Audit - Policy issues can be picked up during these processes.

5. The format of the policy

All policies will have to adopt this format as a basic format.

- Introduction
- Purpose

- Policy objectives
- Scope
- Legal Framework
- Definition of terms
- The policy content and procedures
- Responsibilities and Roles
- Implementation and Monitoring and
- Date of the policy review.

Policies will have an implementation plan which will guide management on how to implement adopted policies. Not all policies will have an implementation plan.

6. Stages in the policy development cycle

6.1 Problem Recognition: - Problems that may potentially make their way onto the municipal agenda are recognized. For example the need for a telephone policy to regulate the use and accounting for official and private use of official telephones, and ultimately the effective and efficient management of the telephone votes.

6.2 Agenda Setting - Problems that are deemed worthy of attention are placed on the agenda. Management, council are the only forums that can decide on the development of a new policy.

6.3 Policy Formulation – Various policies are crafted to deal with the problems that has been set on the agenda. This is followed by a consultative process with various stakeholders such as labour organizations, political heads, Managers and other key stakeholders.

6.4. Internal Policy

For a policy that is internal, consultation will be done with stakeholders such as the staff members, including management.

The labour component; councilors study group, management and the L.L.F.

All the policy ideas will be consolidated, and a draft framework will be prepared.

6.4.1 The policy officer will circulate the draft policy for inputs by means on an email to all employees.

6.4.2 The Head of Department will during a departmental meeting, also solicit policy inputs from staff, those inputs will be provided to the policy officer. The policy officer may be invited a departmental policy session.

6.4.3 Directors will ensure that all concerns, and issues that are not policy related are addressed during a departmental meeting and only real policies issues will be forwarded to council Consultation.

6.4.4 The time frame of seven days will be attached and after that all inputs will be consolidated for further consultation with councilors.

6.4.5 A report back consultation with the entire staff will be called in order to present all the inputs to staff members. Report back can be emailed to staff as well. (No new inputs will be entertained at this stage).

6.4.6 Consultation with council will then unfold.

6.4.7 During consultation, the policy officer will be accompanied by a staff member from the relevant department whose responsibility will be to facilitate and to serve as a resource person.

6.4.8 Head of departments have the responsibility of sharing policy information with employees during their departmental meeting.

6.5 External consultation

For a policy that requires external consultation, a notice will be placed on the press to inform the public about the need to submit their inputs.

At this stage community members will be informed about the need to develop the policy and the legislative importance of the policy. Where necessary a thorough community participation programme will unfold in order to solicit public opinion. Arrangements will be made to meet with identified stakeholders depending on the nature of the policy. Surveys and questionnaires will also be used. Their inputs will be assessed and considered. All the policy ideas will be consolidated and a draft framework will be prepared.

6.6 Consultation with Management, Local Labour Forum and Council

There will be a separate consultation session for management, after wards all the policies will be presented to the Local Labour Forum. Another session will be convened with all councilors before a formal council meeting. Council will be the final decision making body to approve or to disapprove the policy.

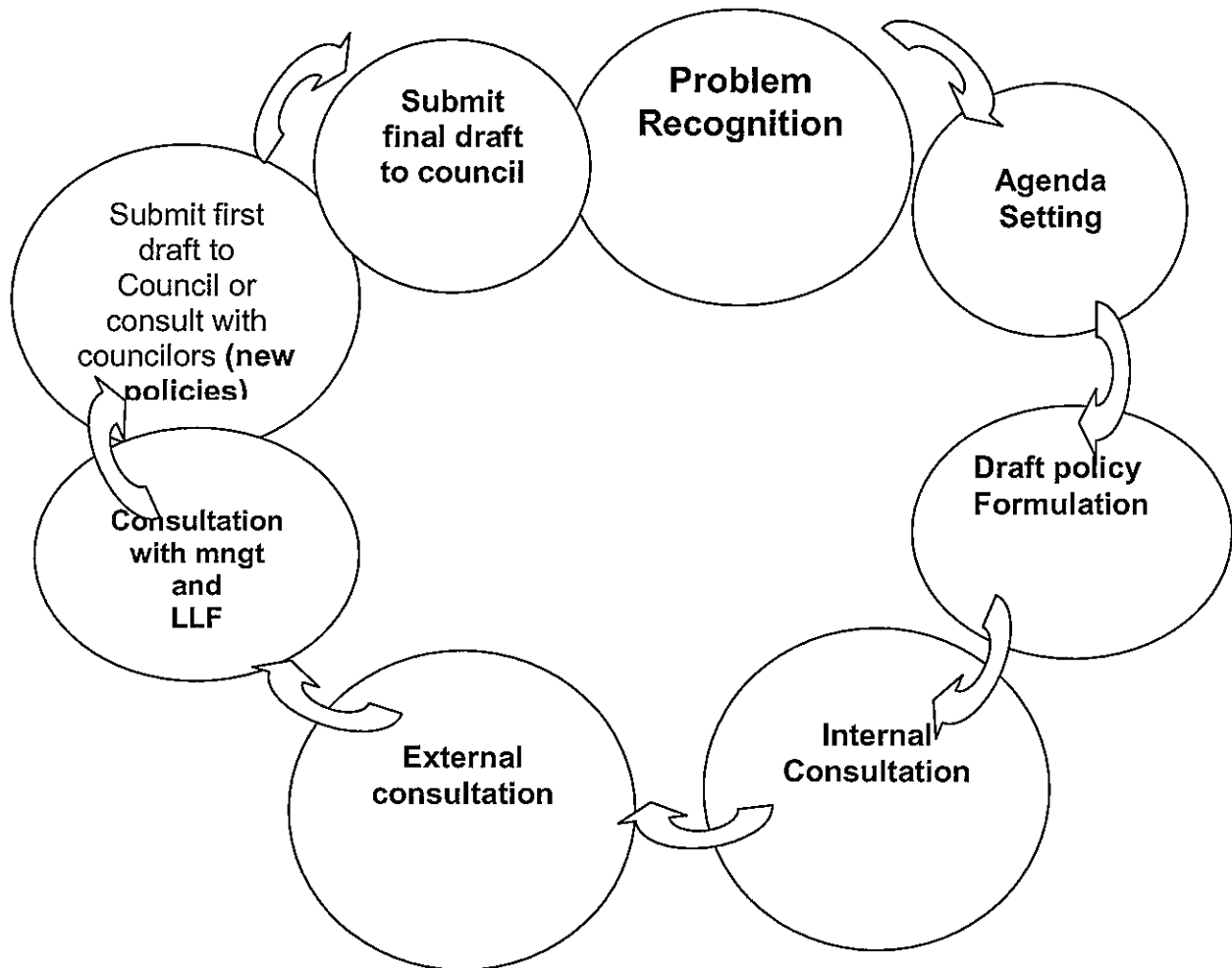
6.7 Submission of the first draft

In a case of an entirely new policy, council will be presented with a first draft. In order for them to go through and make their inputs before it is submitted as a final draft to council to adopt as a policy. If there was a consultation with councilors before full council, there will be no need for submission as the first draft.

6.8 Submission of the final draft

Here council will adopt the final draft as a policy, or the final reviewed policy

Policy development cycle (as explained above)



7. Procedure for a policy review

7.1 The procedure for the policy review is as follows:

- The policy review date
- Request for comments from the public/members of staff (**if the policy involves the public**)
- Request for comments internally **through departmental meetings**
- Consolidation including legislation and bargaining council considerations
- Consolidation and consultation with Management and Councillors
- Session with staff/Circulation of inputs through emails.

- Submission to L.L.F and
- Submission to Council for adoption

7.2 Procedure for evaluation of policy

Before the review process begins, a **committee on policies** will meet to discuss the shortfalls and problems encountered and also to come up with measures to correct them. The committee on policies will be appointed by the municipal manager.

8. Review

The policy development framework will be reviewed after two years.