



**POLICY DEVELOPMENT FRAMEWORK FOR THE JOHN TAOLO GAETSEWE
DISTRICT MUNICIPALITY**

Policy Resolution Number:6.4.29/05/2018	Approved Date:29 May 2018
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SIGNATURE OF THE MUNICIPAL MANAGER

SIGNATURE OF THE SPEAKER

Ms P Q Mogatle

Speaker.

4. 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:

4.1. 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.

4.2. 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.

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

4.4. 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.

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

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

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5. The format of the policy

All policies will have to adopt this 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 require 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 public 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, In all the sessions, management are supposed to attend. 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.
- 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 policy consultation with the entire staff will be called in order to present all the inputs to staff members. Another option will be communicate the inputs through email. (No new inputs will be entertained at this stage).
- 6.4.6 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.
- 6.4.7 Head of departments have the responsibility of sharing policy information with employees during their departmental meeting.

6.5 External consultation

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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. All policies new and reviewed will to go to LLF.** 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 but as a final draft.**

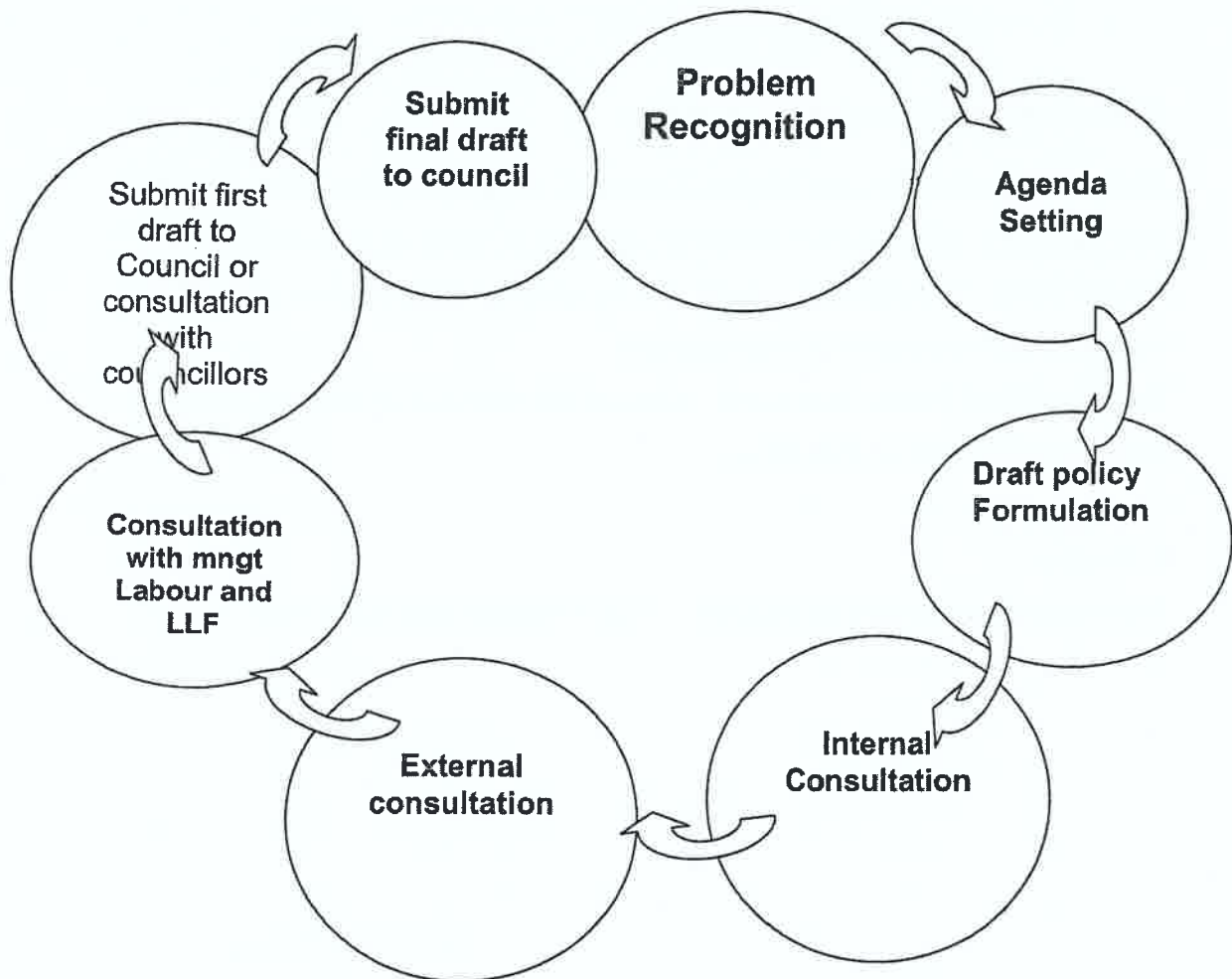
6.8 Submission of the final draft

Here council will adopt the final draft or the final reviewed policy as a fully policy of Council.

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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 (if the policy involves the public)
- Request for comments internally through departmental meetings

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- **Seven days' notice period, to staff members**
- **Consultation with staff or information through the email.**
- Consolidation including legislation and bargaining council considerations
- Consultation with Management and Councillors
- Submission to L.L.F and
- Submission to Council for adoption

7.2 Procedure for evaluation of policy

Before the review process begins, a panel of experts, will meet to discuss the shortfalls and problems encountered and also to come up with measures to correct them. The panel of experts will be comprised by Mayoral committee members and members of management.

The Municipal Public Accounts Committee (MPAC) of council will also play a critical role at this stage.

8. Review

The policy development framework will be reviewed after two years.