

Procedure on the Development, Writing & **Implementation of Policy Documents**

Version control

Version

V003

Publishing Date

October 2015

Review Date

After 3 years but not later than 5 years from the publishing date

Responsible Manager :

Director for Policy & Planning

Approved by the

Head of Department

_ Date: 25/01/2016

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Aim and Objective

1. The aim of this procedure is to equip Senior Managers with the knowledge, skills and techniques for developing, writing, implementing and managing the process related to policy development.

Stages in Policy Development

2. As per the steps below:

Steps

Develop Draft Policy

- Develop a draft policy
- •Submit to Policy and Planning Directorate for quality assurance
- Policy and Planning to quality assure and submit comments
- •Developer distributes 1st draft to the key stakeholders. These may include but is not limited to All Department Employees and Labour Relations Office, who in turn will liaise with the Organised Labour
- Assess comments and incorporate as appropriate
- Distribute 2nd draft for a second round of consultation to key stakeholders and incorporate comments

Prepare the Final Draft

- Prepare final draft
- •Submit to Policy and Planning who will in turn forward to the Policy Committee members
- •Presentation is made to the Policy Committee by the relevant Chief Director or Director
- Policy Committee recommends Policy to the Head of Department for approval

Implement

- •The Policy is distributed by Policy and Planning to all Executive Managers, Senior Managers and Deputy Directors who must in turn distribute to their staff accordingly
- •Developers of the Policy are responsible for holding information sessions with all staff groups
- •Developers are responsible for the implementation of the policy

Monitor, Evaluate and Review

- •Policy and Planning shall monitor and evaluate the implementation of the Policy
- •The developers of the Policy must review the Policy no sooner than 3 years and no later than 5 years after approval. The Policy will only be revised sooner than 3 years if there is any major legislative or policy priority changes.
- •If necessary an updated version will be issued to supplement the cover of the Policy, identifying an amended publication date.

Policy and Procedure Format

- 3. All policies and procedures shall take the following format:
 - 3.1. The Northern Cape Provincial Crest must be on the title page
 - 3.2. The version of the draft must appear on the title page, together with the publishing date, review date, title of responsible manager and signature of the Head of Department
 - 3.3. The title of the Department will appear as a header
 - 3.4. The title of the policy or procedure and page number must appear as a footer
 - 3.5. The title of the policy or procedure will be written in Cambria or Arial 14pt
 - 3.6. The version will be written in Calibri or Times New Roman 12pt
 - 3.7. All titles or headings will be written in Cambria or Arial 14pt and all paragraphs shall be written in Calibri or Times New Roman 12pt
 - 3.8. The line spacing must be 1.5 and paragraphs must be 12pt after
 - 3.9. The definition and acronyms must appear on the page 2
 - 3.10. The table of contents must appear on page 3
 - 3.11. All paragraphs, including headings must be numbered
 - 3.12. The bullets are not allowed to be used in the policies or standard operating procedures
- 4. The following headings must be used for all policy documents:
 - 4.1. Policy Aim
 - 4.2. Policy Scope

- 4.3. Policy Statement
- 4.4. Roles and Responsibilities
- 4.5. Review and Distribution
- 4.6. Acknowledgements and Sources
- 5. This procedure and its policy document can be used as a template for writing new procedures and policies

Roles & Responsibilities

- 6. The Director for Policy and Planning is responsible for the review, updating and distribution of this Procedure.
- 7. The Director for Policy and Planning is the custodian on behalf of the Head of Department of this Procedure in the Department.
- 8. The Director for Policy and Planning is responsible for keeping a register of policies in the Department as well as prompting responsible managers to review the policies at the appropriate times.

Review and Distribution

- 9. This Procedure will be reviewed after 3 years but not later than 5 years from the publishing date,
- 10. The Director for Policy and Planning will distribute updated versions to
- 10.1. Member of the Executive Council
- 10.2. Head of Department of Health
- 10.3. All Chief Directors, Directors and Deputy Directors (Who in turn will distribute to their staff appropriately)

Acknowledgements and Sources

11. Based upon recommendation of the Northern Cape Department of Health's Policy Committee.