



OFFICE OF THE CHIEF DIRECTOR: CORPORATE STRATEGY MANAGEMENT

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INTERNAL MEMORANDUM

TO: DEPUTY DIRECTORS GENERAL
ALL CHIEF DIRECTORS
ALL DIRECTORS
ALL EMPLOYEES

FROM: CHIEF DIRECTOR: CORPORATE STRATEGY MANAGEMENT

DATE: 10 MARCH 2022

SUBJECT: DEVELOPMENT AND REVIEW OF POLICIES & SOP

1. This memo seeks to request that all Branches, Programme Managers and Directorates to embark on review of policies and SOPs within their applicable line functions. The development, review and implementation of policies has an important role in channelling decisions, practices in a direction that promote good strategy execution. All branches within the department should have documented policies and procedures that guide their operations to comply with relevant legislation and regulations.
2. According to the findings of the 2020/21 audit the department received negative audit outcomes in Planning: deficiencies in internal controls – Key policies were not reviewed or updated. Therefore, for all the Directorates with policies that are supposed to be reviewed annually must do so without fail as we are forging ahead to obtain Clean Audit Outcome.
3. The Corporate Planning directorate is available to assist and support all Chief Directorates/Directorate to ensure that policies are developed for each area of operation. Kindly forward your policies and queries at corporateplanning@ecd.gov.za or contact 040 408 4691/4001.
4. The templates for the development of Standard Operating Procedures and Policies are attached. The Directorates are requested to submit their policies **by 29 April 2022**

Your cooperation is highly appreciated.

T. MASOEU
CD: CORPORATE STRATEGY MANAGEMENT