**PROVINCE OF THE EASTERN CAPE**

**DEPARTMENT OF EDUCATION**



**NAME OF THE DIRECTORATE: CORPORATE PLANNING, MONITORING , POLICY AND RESEARCH COORDINATION**

**NAME OF THE POLICY: DEVELOPMENT AND REVIEW OF POLICIES**

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# DEFINITIONS

**Policy:** a concise statement of the intent, actions and position in relation to a particular matter.

**Policies:** written statements or sets of statements that describe principles, requirements, and limitations and are characterised by indicating "what" needs to be done rather than how to do it. Such statements have the force of establishing rights, requirements and responsibilities.

**Institutional policies, procedures and guidelines**: those that have general applicability throughout the ECDoE. Policies, procedures and guidelines that are unique to one particular part of the ECDOE e.g. schools and other institutions have separate approval processes delegated to the aforementioned.

**Procedures:** established methods or courses of action used to achieve a particular result and that may reflect a legal requirement.

**Guideline:** a statement which provides additional detail and context for the implementation of the policy.

**Framework:** is a structural device that organises policy and associated documentation into groupings and categories to make it easier for users to find and understand policy direction. Policy frameworks can also be used to help in the planning and development of the policies for an organisation.

# PREAMBLE

According to the findings of the 2021/22 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.

The development, review and implementation of policies has an important role in channeling 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. Regularly reviewing of policies and procedures keeps an organization up to date with the latest regulations and technology, as well as consistent with the organisation’s best practices. Outdated policies can leave an organization at risk. Old policies may fail to comply with new laws and regulations. They may not address new systems or technology, which can result in inconsistent practices. Therefore, all Directorates without policies and procedures must develop them without fail as failure to do so will attract consequence management.

An appropriate amount of planning and effort should go into the development and review of a policy before it is presented for approval. The goal is to ensure that policies are consistent with the vision, mission and values in the strategic plan of the ECDoE and are developed and maintained in a logical and consistent manner.

It is thus essential that the development and periodic review of policies should originate in the responsible line function, or "owner" Directorate/Chief Directorate as they are the most knowledgeable about their related requirements, needs and processes. In cases where more than one-line function(s) has significant responsibility, Directorates/Chief Directorates must work together to draft a comprehensive policy.

Policy in education is what establishes what education systems and schools are trying to achieve and how education goals should be achieved. The Constitution is the founding law of our country and all other laws must flow from the principles established by the Constitution. No education law or policy may contradict or be in conflict with these principles.

The implementation of new policies and revision of existing policies have an important role to play in any organisation, as well constructed policies assist in channeling actions, behavior, decisions and practices in directions that promote strategy execution.

1. **PURPOSE**

The purpose of this document is to provide guidelines and recommendations for the formulation, development and review of policies and institutional policies of the Eastern Cape Department of Education "ECDoE".

1. The purpose of this policy is to provide a consistent/uniform approach to the development, approval, implementation, communication, monitoring and evaluation of policies; provide guidance to all those involved in policy development and associated documentation to ensure it complies with government requirements and departmental goals.
2. Policies assist in providing guidance with regard to the execution of actions, promote efficiency, ensure compliance and consistency with legal and other requirements, and serve as a tool for quality improvement.
3. The Eastern Cape Department of Education is committed in developing policies and associated documentation that:
4. Supports the ECDoE strategic priorities and broader government policy
5. manages strategic and operational risk
6. Sets clear parameters within which day-to-day operational decisions can be made; and
7. Are developed, documented, approved, implemented, communicated, monitored and evaluated in a consistent manner.

# SCOPE OF THE POLICY

Each policy should state the ECDOE's position, course or general plan of action on a particular issue and should include procedures and or guidelines for compliance. This is normally not included in a policy, but issued separately in a circular to bind all employees. Procedures should not be confused with policy. A policy is a predetermined course of action established as a guide toward accepted objectives and strategies of the Department. It is at a much higher level than a procedure. Procedures are methods or ways of carrying out a policy. The connection of policy-to-procedure-to-form is an important point in policy development and needs to be coordinated with procedures and forms management. New policies or revisions to old policies may spawn new procedures. New procedures may require revision of old forms or the creation of new ones

# POLICY PROVISIONS

1. **Considerations in the drafting and revising of policies of the ECDoE**

In the selection of a policy instrument, careful consideration has to be given to the context within which the particular policy will operate. Consequently, it is impossible to have a uniform model of policy formulation and implementation in Provincial Departments within the ECDoE as they require different approaches enabling the achievement of their respective values and objectives. An informed decision needs to be made whether the policy will be:

1. Internal Provincial Policy — binding only on employees
2. Public Policy (Acts and Regulations — binding on the wider community as well as employees.
3. Only Acts and not Regulations need to be passed by the Provincial Legislature.
4. Notwithstanding the aforementioned, certain guidelines and prescriptions, stipulating at least the minimum requirements to be contained in any policy within the ECDoE, will be prescribed herein, in order to ensure a greater degree of consistency and uniformity in all Eastern Cape Department of Education policies.
5. **Recommended steps in the development of policies**

When embarking on the development of a new policy or the review of an existing policy, it is recommended that the following steps be taken:

1. Identification of need or need to update. The need/issue/problem to be addressed should first be assessed and then ascertain the relevant owner for consideration and direction.
2. Necessity for a new policy. In consultation with the appropriate individuals, consider whether a new policy is required to address the issue/problem. Consider whether the issue/problem can be addressed in other ways, for example by establishing clearer communication channels in terms of existing policies or by developing a policy or procedure at a lower level. Is the new policy evidence based or based on assumptions?
3. Consultation with the appropriate line manager. If after consultation with the appropriate individuals, it is established that a new policy or policy revision is required, consult with the Chief Directorate: Strategic Management Monitoring and Evaluation, the appropriate line manager who has jurisdiction over the proposed policy development or revision/amendment. Enhancing compliance to policies also begins with staff participation. New policies are more readily adopted and followed by the staff when the staff has had some significant role in their development. Therefore, it may make sense to distribute appropriate sections of the Office Ready Draft Policy to the staff of the Department. Presenting these sections as drafts and soliciting feedback and then incorporating revisions into the sections, maximizes the chance of compliance to the policy. The policy cycle of the department is a useful tool to follow. Support can also be enhanced if the policy's impact on the Department is clearly explained; the impact that will be most meaningful to managers is the financial loss that can result from failing to implement the policy. The ideal situation is when management and staff can see how a particular policy helps promote the achievement of the Department's vision and mission, strategic goals and objectives.
4. Determination of assistance required. It should be determined who will be affected by the proposed policy or revision and who should assist in the development of the proposed policy or revision. It is also important that those who will be affected by the proposed policy or revision should be consulted throughout the drafting process and their inputs and comments obtained.
5. Collect information. Collect information from other institutions or internal functional units regarding related policies. Other provincial departments of education, tertiary institutions and even private institutions can be approached in order to obtain ideas and insights into the manner in which they have addressed the problem or a specific portion of the problem in a policy. However, one should guard against an entire policy being merely duplicated but rather ensure that it is drafted to accommodate those whose needs it is intended to address. A list of all the provincial education departments' websites can be obtained from Strategic Planning Policy and Research.
6. Draft the policy in accordance with the guiding principles and proposed format contained herein. As stated before, no hard and fast rules can be prescribed for the drafting of a policy. It is, however, recommended that the policy should contain at least the minimum requirements as set out and should be presented in accordance with the format contained herein.
7. Distribute the policy draft/revision to the appropriate groups. The proposed policy should be presented to the appropriate groups or individuals to be affected by the proposed policy or review. It is important that feedback, comments and suggestions should be obtained from such individuals or groups and that these, if appropriate, should be accommodated in the proposed policy by means of changes and revisions. The policy should then be redistributed to such individuals or groups, as appropriate, for final comment/review.
8. Submit the proposed policy or revision to the appropriate line manager. Upon final amendment of the policy and acceptance thereof by the appropriate groups or individuals, the proposed policy or revision should be submitted to the appropriate line manager for submission to the appropriate approval structures.
9. Distribution and implementation of the approved policy. After final approval by the appropriate structures, the next step will be to plan and implement broad communication and distribution of the new policy and inclusion in the Policy Registers.

## Guiding principles in the drafting of a policy

In drafting any policy, the following important guiding principles must be adhered to:

1. Any policy should be structured, drafted and presented in a way that makes the policy understandable, easy to read and interpret.
2. The content of a policy should be concise, to the point; action orientated and should have a logical and coherent structure.
3. Plain language should be used that can be readily understood by the intended audience. A policy that is easy to understand is less likely to result in dispute and also assists those involved in administering the policy. The objective should be to produce a policy that is easily read and understood legally and practically effective in achieving the desired policy objectives. When policies are edited make changes that promote the three Cs: clarity, conciseness, and coherence.
4. In a policy, content and language should be used in ways that promote effective communication. This can be achieved by using clear, concise text, by ensuring that internal consistency regarding the use of language is achieved and by avoiding ambiguity in the policy. It is also suggested that the active instead of the passive voice should be used.
5. In drafting the policy it must be made clear whether any matter or action prescribed in the policy is mandatory or discretionary by using the words "must", "may", "shall", "will".
6. Gender-neutral language should be used, for example: "chairperson" rather than "chairman".
7. Policies should be written in the present active tense for example: "the ECDoE believes that" . "the ECDoE therefore does this".
8. In a policy the presentation or layout should be used to promote effective communication. Presentation techniques include the use of headings, tables of provisions, page headers, white space and typefaces that help readability.
9. The format of policies of the ECDoE should be the same and drafted in the same style, font and font size. It is suggested that all policies of the ECDoE should be drafted in Arial 11 with single line spacing the format contained in paragraph 5 hereof.
10. Provisions in a policy should be numbered numerically.
11. Figures should be used in the numbering of divisions and subdivisions and the following sequence is recommended:
    * 1. ALPHA: A, B, C, D, E, etc. Numerals: 1, 2, 3, 4, 5 etc.
      2. Alpha: a, b, c, d, e, etc.
      3. Roman numerals: i, ii, iii, iv, v, etc.
12. Letters may be added to figures for a new paragraph between existing paragraphs that use figures, e.g. between paragraph 19 and paragraph 20, the paragraph inserted will be paragraph 19(a).
13. Policies should be drafted in English and if possible, translated in the preferred Languages.
14. Provincial Public Policies (Acts and Regulations) must be enacted in law as it is primary and secondary legislation. This means there must be an enabling policy to write the policy. Example: The enabling legislation for the Eastern Cape Education Advisory Council Regulations is the Eastern Cape Education and Schools Act 1 of 1999.

# LEMENTS OF THE POLICY

A policy of the ECDoE's must contain the elements and conform to the proposed format as set out in clause 6.1.

* 1. **Institutional policies must:**

1. State the ECDoE position on issues which have provincial-wide application;
2. Embody the ECDoE governing principles that mandate and constrain actions, helping to ensure compliance with applicable laws and regulations;
3. Promote operational efficiency within the ECDOE;
4. Enhance the ECDoE's mission or reduce institutional risk;
5. Provide decision makers with limits, alternatives and guidelines;
6. Change infrequently, and set a course for the foreseeable future;
7. Be approved by the appropriate management structure.
   1. **A policy may also contain the following optional elements:**
8. Reference to other relevant policies and procedures
9. Examples to illustrate the working of the policy
10. Where in the policy "hierarchy" the policy fits, i.e. how it interacts with other policies
11. Enforcement mechanisms and appeal processes (if applicable)
12. Exceptions to and exemptions from the working of the policy

## WRITING A POLICY BRIEF/PROPOSAL/SUBMISSION

What kind of questions have been asked to arrive at the Policy?

1. Problem identification

What is the problem? How was the problem identified? What is the issue that is to be addressed? How was it identified? How is the problem defined? Who brought it to the attention of the agenda?

1. Causes of the problem

Identify causes of the problem (the policy context) and whether it is institutional or provincial?

1. Fact gathering and Information

This is the substance of all the steps. Fact gathering is key to the process of a policy brief. Was all the information available? Where did the information come from? Is it the reality? Is the information needed by the ECDoE?

1. Option identification/financial implications

Implications for Human cost, moral cost, ethical cost, image of the Department... The cost benefit — what are the positive and negative implications. Printing costs, consultation costs, costs for policy writers (if needed); distribution costs; training costs. (One Government Gazette costs more or less R25).

1. Spell out goals/objectives.
2. Spell out the process. Who must be involved?
3. Which divisions in the ECDoE will be involved?
4. How was the implementation of the policy designed?
5. Monitoring and evaluation - how will it be done? How will the policy be implemented?
6. Budgetary implications. Cost for meetings, printing, and distribution?

# PROPOSED FORMAT OF POLICIES OF THE ECDOE

The format ensures that all policies are uniform and meet the identified needs which led to the decision to make the policy. Refer to the National Policy Development Framework 2020, as an example of a guide, to help you understand the required format of policies. It is suggested that all policies should contain the items below.

1. **Title**

A policy should be given a title to reflect its subject matter. The title of the policy should be written in plain language that would be understandable to the uninformed reader.

1. **Preamble**

(Give Introduction and background to the development of this policy)

* + Policy issue identification
  + Policy context and environment, links to other policies
  + Brief overview of the policy process followed

1. **Definition of terms**

(Provide description of all terms used in the policy and acronyms)

1. **Purpose**

(State clearly the purpose of this policy)

1. **Scope of Application**

(Who is affected by the policy (identification and consultation process)

1. **Governing Prescripts/ Legal Framework**

(State all the governing prescripts guiding the policy)

1. **Policy Provisions**

(All the details of the policy)

1. **Roles and Responsibilities**

( Give Key role players in relation to the policy)

1. **Monitoring, Evaluation and Reporting** (in relation to this policy)
2. **Implementation**
   1. This policy was approved by the Superintendent General; and the Department’s Senior Level Management Committee on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date) and is effective from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date).
3. **Review of the Policy**

(Provide the policy review schedule)

1. **Annexures**

Annexure A:

# ROLES AND RESPONSIBILITIES

1. The Head of Department**:**

Oversee provision of integrated planning and corporate management services.

To ensure development and maintenance of sound financial management system in terms of public finance management Act of 1998 and related norms and standard.

Authenticate policy proposals for education management.

Oversee the implementation of education Polices.

1. The Deputy Director General:
2. Formulate and oversee the implementation of strategic plans
3. Oversee the development, implementation and maintenance of relevant policies, standard operating procedures, guidelines and processes, achieving compliance in line with legislation.
4. Develop sound strategic relationships with relevant stakeholders to serve the interest of the department.
5. Align plans to meet department needs, while achieving stipulated objectives.
6. Oversee the provision of accurate, current advice regarding Corporate Services to all stakeholders.
7. Oversee the application of principles of good governance and legislative compliance to the operation of the programmes.
8. Oversee the analyses of service delivery gaps and challenges, define service delivery, operational measures and targets and implement remedial action strategies.

## The chief Director Corporate Strategy management

1. Provide strategic planning, policy, research coordination and enterprise-wide monitoring evaluation and reporting services.
2. Formulation the policy formulation process
3. Provide organisational development, business process and change management services

## The Director Corporate Planning, Monitoring, Policy and research coordination:

1. Plan the implement education policies and the evaluation of the efficacy of policy.
2. responsible for the coordination and the consolidation of the departmental strategic plan, annual performance plan and operational plan documents as required by the Revised Framework for Strategic Plans and Annual Performance Plans
3. Conduct Cycle review off all departmental policies and policy gaps
4. Promote and coordinate Policy Departmental Policies and standard operating procedures
5. Develop and maintain Research agenda.

## Policy Owner

1. Identify need for a new policy or review of an existing policy (in case of review of policy, annually)
2. Draft submission to request line function managers to develop or review policies based on the identifies need
3. Perform stakeholder consultation (internal/external)
4. POLICY MONITORING, EVALUATION AND REPORTING(in relation to this policy)
5. **Programme performance measurement indicators**

The performance indicators on policy development and review are consigned in the Annual Operational Plan of the Department.

1. **Monitoring processes**

The monitoring of this policy rest with the Director: Corporate Planning, Monitoring, Policy and Research Coordination. In relation to the process Refer to the Roles and Responsibilities of the Director Corporate Planning and the Standard Operating procedure (Annexure)

1. **Evaluation of the policy**

This policy will be evaluated at the end of the performance audit cycle.

1. **Policy review schedule**

This Policy will be reviewed every 3 years, or when there are significant changes made in the National Policy Development Framework published in 2020.

1. **ANNEXURES**

Annexure A: Policy Development Template

Annexure B: Standard Operating Procedures

Annexure C: Policy circulation Rout Form

1. **APPROVAL**

**Developed by:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Directorate responsible for the policy)

Date of review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reviewed by DDG**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (DDG of the branch relevant to the Directorate)

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Authorised by HoD:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Authorised: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This policy replaces: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of the policy it replaces)

Next date of Review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **STANDARD OPERATING PROCEDURE** | | | | | | |
| **SOP INFORMATION** | | | | | | |
| **SOP TITLE** | Policy Development and Review | | | **PROCESS OWNER** | Ms. M Nonkasa | |
| **EFFECTIVE DATE** | 17 April 2019 | | | | | |
| **AREA OF RESPONSIBILITY** | | | | | | |
| **CHIEF DIRECTORATE** | Corporate Strategy Management | | | | | |
| **DIRECTORATE** | Corporate Planning Monitoring Policy and Research | | | | | |
| **SUB-DIRECTORATE** | Policy Research and Evaluation | | | | | |
| **REVIEW** | | | | | | |
| **DESIGNATION** | | **FULL NAMES** | **SIGNATURE** | | | **DATE** |
| **AUTHOR**  \*Process owner | | Mandlakazi Nonkasa |  | | |  |
| **REVIEWER** | | Tshepo Masoeu |  | | |  |
| **APPROVER**  \*HoD | | Dr. S Nuku |  | | |  |

| **REVISION HISTORY** | | | |
| --- | --- | --- | --- |
| **REVISION** | **DATE** | **PAGE(S)/SECTION(S) REVISED** | **DESCRIPTION OF CHANGE** |
| 1st Draft | 01 April 2023 | All | 1st Draft |
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| --- | --- | --- |
| **SOP DETAIL** | | |
| **PURPOSE**  *\*Objectives of the Guideline* | The purpose of this SOP is to provide a detailed explanation of how to evaluate policies and provide guidance to all relevant stakeholders in policy development and associated document to ensure it complies with government requirements and departmental goals. This SOP will be used by the policy evaluation team and any relevant stakeholder with regards to Policy Development and Review. The SOP will be the mechanism to assist policy makers and the unit to have uniform understanding of the policy. | |
| **SCOPE** | This SOP is applicable to the Eastern Cape Department of Education. | |
|  | | |
| **STAKEHOLDERS** | | |
| **EXTERNAL** | | **INTERNAL** |
| Office Of the Premier  Department Of Performance Minoring & Review  Department Of Public Service & Administration  And All Stakeholder in partnership with ECDoE | | All 12 Districts  All Circuit Offices  All Schools  And all Internal Directorates |

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| --- | --- |
| **PROCESS INTEGRATION** | |
| **PROCESS NAME** | **DEPENDECY** |
| *\* This SOP defines the steps / procedures to be followed by the designated Persons/Unit responsible for the activity.\* This process must NOT be read in isolation, but in recognition and cognizance of: the overall End-to-End process; it’s inter-dependencies (integration points) with other processes; and the impact each process has on the other.* | |
| N/A | |

| **IDENTIFIED RISKS** | | | | |
| --- | --- | --- | --- | --- |
| **PROCESS NAME** | **RISK DESCRIPTION** | **PROB­ABILITY (H/M/L)** | **IMPACT (H/M/L)** | **CONTROL DESCRIPTION** |
| *\* Describe any procedure(s) of higher risk than usual. This will alert the staff so that sufficient attention be paid.* | | | | |
| Communication Policy | Publishing or circulating the older version of this SOP.  Misinterpretation/ Misunderstanding of the SOP | M | H | Ensure that a correct version is circulated.  Clarify the purpose of this SOP to all stakeholders |
| None review of policy by Policy owners. | Policy owners not checking the relevance of existing policies. | M | H | Branch Heads to appoint responsibility managers within their branch to constant review and development of policies.  To send out reminders timeously to all policy owners  And escalate the matter to the Head of Department. |
| None submission of approved policies to Policy, Research & Evaluation and to website. | Once the policy is approve by the HOD the owners do not submit the signed copy to Policy, Research & Evaluation and website. | M | H | To send out reminders timeously to all policy owners |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PROCEDURE (STEP-BY-STEP GUIDE)** | | | | | |
| **STEP** | **ACTIVITY** | **ACCOUNTABILITY** | **TURNAROUND TIME** | **SUPPORTING DOCUMENTATION** | **SERVICE STANDARD** |
| **1.** | Identify need for a new policy or review of an existing policy (in case of review of policy, annually) | Policy owner/ Policy, Research and Evaluation | Continuous | Existing policy register  And relevant legislation | Policy development process requires consultation  centrality,  competency, consistency, coordination, communication  continuity |
| **2** | Draft submission to request line function managers to develop or review policies based on the identifies need request based on identified need | Policy ,Research and Evaluation | 1 Day | Approved memorandum by HOD |
| **3.** | Submit the submission to supervisor for quality check | Policy, Research and Evaluation | 1 Day | Submission |
| **4.** | Supervisor to quality check the memo and forward to HOD for Approval | Dir: Policy Research and Evaluation | 1 Day | Submission |
| **5.** | Receive the approved submission and email to Internal Communication for submission to be disseminated to line function managers | Policy ,Research and Evaluation | 1 Day | Submission |
| **6.** | Line Function Managers to Submit the draft Policy with memorandum to the corporate planning directorate | Policy Owner | 7 Day | Policy Request signed by the relevant Chief Director and memorandum |
| **7.** | Receive and acknowledge the request for policy review | Policy, Research and Evaluation | 1 Day | Draft Policy |
| **8.** | Communicate policy development/review process with policy owner (give them policy template, advise whether there is an existing policy or not) | Policy, Research and Evaluation | Within 5 days of receipt | Policy Template |
| **9.** | Complete the policy template (draft policy) | Policy owner | 7 Days | Draft Policy |
| **10.** | Consult with internal stakeholders (service users, line mangers and staff) on the draft policy and Incorporate inputs from the consultation | Policy owner | 14 Days from the day of receipt | Existing policy/draft policy  and relevant legislation |
| **11.** | Send draft policy to relevant DDG for presentation to the SLMC | Policy owner | 1 Day | Draft Policy |
| **12.** | Receive draft policy with notes and incorporate to inputs the policy | DDG | 7 days | First draft of the new policy |
| **13.** | Receive draft policy with comments incorporate input from the SLMC | Policy Owner | 3 Days | Draft Policy with Inputs |
| **14.** | Submit signed final draft policy to the Head of Department for signature |  |  |
| **15.** | Receive and sign final draft policy and return it to corporate planning | HOD | 2 Days | Draft Policy |
| **16.** | Receive policy and Update policy register and File copy | Admin Officer. Policy , Research and Evaluation | 1 Day |  |
| **17.** | Send the copy of approved policy to Communication Directorate for Publishing to the Departmental Website |  |
| **END** | | | | | |

|  |  |
| --- | --- |
| **ABBREVIATIONS & DEFINITIONS** | |
| **ABBREVIATION** | **DEFINITION** |
| SLMC | Senior Level Management Committee |
| HoD | Head of Department |
| DDG | Deputy Director General |
| CD | Chief Director |
| SOP | Standard Operating Procedure |
| ECDOE | Eastern Cape Department of Education |
|  |  |
|  |  |

| **REFERENCES** | |
| --- | --- |
| **TYPE OF REFERENCE** | **REFERENCE** |
| *\*TYPE OF REFERENCE (e.g. relevant legislation, policies, documents, manuals and handbook systems)* |  |
| Framework | National Policy Development Framework 2020 |
|  |  |
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| **POLICY REVIEW FORM** | |
| **DETAILS OF THE POLICY** | |
| **NAME OF THE POLICY** |  |
| **AREAS OF RESPONSIBILITY** | |
| **CHIEF DIRECTORATE** |  |
| **DIRECTORATE** |  |
| **SUB-DIRECTORATE** |  |

| **REVIEW NOTES / RECOMMENDATIONS** | | | |
| --- | --- | --- | --- |
| **DESIGNATION** | **AREARS REVIEWED**  *(Please indicate page number of the area reviewed and the heading)* | **Date** | **Signature** |
| **POLICY OWNER**  **(Deputy Director / Director/ CD)** |  |  |  |
| **Policy, Research & Evaluation Directorate**  **(Deputy Director /Director)** |  |  |  |
| **Chief Director: Corporate Strategy Management** |  |  |  |
| **DDG:**  **(DDG of the Policy owner’ Branch)** |  |  |  |
| **HEAD OF DEPARTMENT** |  |  |  |