



# LIMPOPO

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**PROVINCIAL GOVERNMENT**  
REPUBLIC OF SOUTH AFRICA

## **Limpopo Provincial Policy Development Framework**

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## Acronyms

DG	Director General
EBPM	Evidence Based Policy Making
EXCO	Executive Management Committee
HOD	Head of Department
HR	Human Resource
GDS	Growth and Development Strategy
NDP	National Development Plan
LDP	Limpopo Development Plan
LPPDF	Limpopo Provincial Policy Development Framework
MEC	Member of the Executive Council
NSDP	National Spatial Development Perspective
PPC	Provincial Policy Council
SBU	Strategic Business Unit
TOR	Terms of Reference

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## **Definitions**

The following definitions are applicable for the purpose of the policy document:

Accountability - obligation to demonstrate that work has been conducted in compliance with agreed rules and standards or to report and accurately on performance results vis-a-vis mandate roles and plans.

Action – Activity to achieve identified goals/aims.

Benchmark – refers to the performance that has been achieved in recent past by other comparable organisations, or what can be reasonably inferred to have been achieved in the circumstances.

Coordination – is the act of making different people or things work together for a goal or effect to fulfil desired goals in an organization.

Evaluation – is the periodic assessment of performance against agreed upon objectives for the purpose of review.

Framework – An essential supporting or underlying structure or instrument.

Goals – indicate the ‘destination’ and articulate higher order or lower order specific objectives to be attained.

Guidelines – General policy principles, rules or advice to achieve an action.

Impact – long term effects or influence, to obtain a meaningful result.

Implementation – Putting a plan into effect. Implementation encompasses those actions by public or private individuals that are directed at the achievement of objectives set forth in prior policy decisions.

Indicator – is defined as a measuring instrument that is used to give a concrete, measurable but indirect value to an otherwise immeasurable, intangible concept.

Information – interpreted data. Items of knowledge or facts (usually) expressed in quantitative or statistical format.

Lead department – Department responsible for taking the initiative for a particular programme; department acting as custodian of the programme.

Management – is the process of planning, organizing, directing or controlling activities that will lead to an effective fulfilment of organizational objectives within the parameters set by society.

Monitoring - is seen as the ongoing recording and interpretation of information for the purpose of evaluation according to agreed upon strategic objectives/goals, anticipated outcomes (including targets), measurable indicators and reliable information base.



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Objectives – articulation of the intent of government (policy objectives or strategic objectives) and expresses what the policy or strategic direction is. Programme, project and other objectives can also be developed that cascade down, or relate to higher order objectives.

Outcome – an articulation of the type of results that the objective and outputs are meant to achieve. Outcomes can be seen as what outputs should lead to and in turn, outcomes should results in impact.

Outputs – are completed operational activities that were successfully accomplished in response to planning objectives, often stated in terms of the number of initiatives, services or product completed.

Plan – Detailed proposal for doing or achieving something. Quarterly, annual, or multiyear schedules of expected outputs, tasks, timeframes and responsibilities.

Planning – is a goal setting process that sets the scene for how the organizational programmes will be implemented and evaluated.

Policy – is deliberate and systematic plans that adopt a set of defined goals aimed at shaping a particular course of action. A policy embodies a position or intent on any issue where an intervention has to be made. It outlines roles, rules, processes, means and mechanism.

Policy agenda – is a list of subjects or problems to which people inside or outside government are paying serious attention to at any given time.

Policy Analysis – can be defined as the systematic analysis of the dimensions and variables influencing public policy.

Policy making – is a political problem-solving activity in the face of complexity rather than logical process involving well-informed calculations by rational actors who seek to maximize economic utility, political power, or organizational effectiveness?

Policy Management – refers to a deliberate method of dealing with policy issues and processes from start to finish.

Policy Sponsor- a member of the executive management committee under whose authority or guidance the policy will be drafted and will promote the policy within the executive management committee and at higher authority.

Procedure – is a method by which policy should be accomplished.

Strategy – Plan to achieve provincial as well as departmental goals and objectives.

Summative Evaluation – is an evaluation that focuses on the end product as well as on the impact or changes which policy or product brought about.

Targets – specific milestone set (as an anticipated outcome), normally in terms of targets dates and a stated quantified objective (e.g.6% annual economic growth).

## **1.1. INTRODUCTION**

The Office of the Premier is responsible for providing coherent strategic leadership and direction in Provincial policy formulation and review. The aim of this policy framework is to establish a consistent, coherent, integrated and shared policy framework for the Limpopo Provincial Administration and to develop, implement, monitor and evaluate policies. This is done by outlining processes that Limpopo Provincial Government policy initiatives should go through to ensure that policy harmonization is created as a means towards the attainment of policy outcomes.

The LPPDF is embedded with electoral mandate priorities that call for the need to respond to multifaceted challenges and opportunities as the prerequisites for development. The new mandate has been given material value through the Medium Term Strategic Framework (MTSF) priorities and the Outcomes-Based Approach (OBA).

The framework emphasizes the need for a shared policy approach to align different government institutions to the Limpopo Provincial Administration policy imperatives. The framework serves as a practical tool to inform, shape and guide a shared policy approach.

## **1.2. SIGNIFICANCE**

As part of the policy development process, the LPPDF pursue a broad range of policy outcomes that are aimed at contributing to a desired development trajectory. Given these variations, a coherent policy approach is thus necessary to lessen possible incompatibilities between policies, their implementation and ultimate expected outcomes.

The need for coherence in all varied dimensions yet integrated LPPDF policy objectives is thus important. Beyond transcending possible conflicting policy objectives, the framework also gives practical meaning to policy expressions and expectations through a structured policy development process. Coherence is also about methodical creation and promotion of policy opportunities and a key driven of development. This at the same time reinforces mutual accountability within the LPPDF and beyond which is the hallmark of cooperative action and policy implementation.

## **2. PURPOSE AND OBJECTIVES OF THE FRAMEWORK**

The purpose of this framework is to guide, inform and encourage the development, implementation, monitoring and evaluation of a common and integrated policy approach that is driven by the needs and priorities of the Limpopo Provincial Government.

The Limpopo Provincial Policy Development Framework should therefore be viewed as an instrument for understanding, developing, implementing, monitoring and evaluating the policies of the Provincial Administration, in their varied yet common outlook. The specific objectives are as follow:

- To inform, guide and support Limpopo Provincial Government shared growth and integrated, sustainable development through a common policy approach.
- To shape and support a focused and coherent Limpopo Provincial Government policy agenda through a common policy approach
- To coordinate and facilitate an environment conducive for common and integrated policy development, implementation, monitoring and evaluation within the Limpopo Provincial Government.
- To encourage and promote dialogue and wide range participation in the Limpopo Provincial Government policy development process (es).
- To develop processes and mechanism for *policy management*. Policy subject matter is varied and complex, therefore this framework is not prescriptive. It is rather a practical guide aimed at transcending policy overlaps and their likely unfavourable implications.
- To encourage and promote transparency, participation and varied inputs in the process of policy development within the Limpopo Provincial Administration.

## **3. TYPES OF POLICIES**

### **3.1 International Protocols, treaties and conventions.**

International protocols or treaties can be defined as agreements under international law entered into by actors in international law, namely sovereign states and international organization. For example, United Nations policy instruments such as Convention on the Rights of the Child

### **3.2 National Government policies and Acts (Macro and sectoral)**

This refers to policies developed and implemented by national government and serving as mandatory guides in developing provincial policies e.g For example, Gear, RDP and National Development Plan (Vision 2030)

### **3.3. Provincial government policies**

These are the policies developed and implemented by provincial government in order to deliver service to its people.



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### **3.4. Institutional Policies**

These are transversal policies, applied across all Provincial departments, as per national or provincial mandate, for example, Finance and Human Resource Policies.

### **3.5 Organizational Policies**

These are departmental policies that are developed and implemented by a specific department in order to deliver on its mandate. For example, ICT policy and Cell phone policy.

## **4. SCOPE OF APPLICATION**

This framework is designed to establish a common approach to the designation policies implemented in each department across Limpopo Provincial Administration. Departments will implement policies that are responsive to their own particular needs while being consistent with the framework.

## **5. PRINCIPLES (SERVICE DELIVERY PRIORITIES)**

This framework is aimed at contributing to the broader Provincial development pathways through a coherent policy development approach. Therefore, Limpopo Provincial Government is underpinned by the following strategic priorities:

- Job creation
- Quality education
- Reduction of social inequality
- Poverty reduction
- Fighting crime and corruption

These priorities have been given material dimension through the Medium Term Strategic Framework (MTSF) imperatives for the electoral mandate period. These also include the fourteen (14) Outcome- Based approach priorities. Therefore, the LPPDF espouses policy outcomes inter-linkages. The framework maps processes, standards and means intended to inaugurate a fundamental change in the province's socio-economic landscape through the policy development processes and ultimate expected policy outcomes.

## **6. LEGAL FRAMEWORK**

The policy framework is embedded within a complex relationship of national, provincial and local government policy making processes. This policy framework is guided by the following:

- The Constitution of the Republic of South Africa, 1998 (Act 108 of 1998)
- The National Spatial Development Perspective (NSDP)
- New Growth Path
- National Development Plan (vision 2030)
- Limpopo Development Plan (LDP)

### **6.1. The Constitution of the Republic of South Africa**

Fundamental human rights are entrenched in Chapter 2 of the Constitution of the Republic of South Africa, Act 108 1998. The Bill of Rights is the part of the Constitution that has had the greatest impact on everyday life since 1994.

### **6.2. National Spatial Development Perspective (NSDP)**

The NSDP is an important guiding strategy regarding spatial planning for development. In essence, it advocates a focus on areas with development potential and urges local authorities in localities of low development potential to demonstrate their comparative advantages in order to receive support from other spheres of government.

The NSDP proposes normative principles to be used as a guide by all spheres of government in order to achieve the objectives of national government, namely economic growth, employment creation, sustainable service delivery, poverty alleviation and the eradication of historic inequities.

### **6.3. New Growth Path**

New Growth Path aims to create 5 million jobs by 2020. It seeks to do so by providing a supporting environment for growth and development, while promoting a more labour-absorptive economy. Its proposal is intended to lower the cost of living for poor households and for business through targeted microeconomic reforms, especially in transport, telecommunications and food. Lowering the cost of living is a necessary adjunct to raising the standard of living and encouraging investment.

### **6.4. National Development Plan 2030**

National Development Plan 2030 have been adopted by the National government as one of the crucial guiding documents for policy development in South Africa. This plan is the direct response to the development challenges set out in the vision 2014. National Development Plan seeks to achieve the following:

- Seek to eliminate poverty and reduce inequality by 2030
- Seek a country wherein all citizens have capabilities to grasp opportunities available
- All people who are HIV positive must be on ARV's.

### 6.5. Limpopo Development Plan (LDP)

The Limpopo Development Plan (LDP) provides the Limpopo Provincial Government with a clear strategic framework for accelerated and shared economic growth through a thorough developmental intervention in Limpopo in favour of all its residents, particularly the poor, while restoring the ecosystems and resources essential to sustain shared economic growth within a coherent spatial development framework.

### 7. POLICY PRONOUNCEMENT

Policy development and management within the Limpopo Provincial *Administration* shall be guided by Batho Pele principles.

All policies should be anchored on the verifiable evidence and be consistent with the intent and purpose of the Limpopo Provincial Policy Development Framework. *Evidence based policy making (EBPM) is a combination of methods/approaches with an emphasis on processes, collection and utilization of data to develop policies. The evidence is obtained from various sources e.g. evaluation, monitoring, research, impact assessment, policy reviews, interviews, imbizos, social and economic commentators e.t.c*

### 8. ROLES, RESPONSIBILITIES AND POWERS IN POLICY MANAGEMENT

The roles, responsibilities, and powers for policy development and management within the Limpopo Provincial *Administration* are outlined in the table below. These roles, responsibilities and powers apply to department policies.

Authority/ Office	Policy Agenda	Formulation & Drafting Policies	Policy Approval	Policy Implementation	Monitoring & Evaluation
<b>Executive Authority</b>	<ul style="list-style-type: none"> <li>▪ Contributes to policy agenda</li> <li>▪ Approves development of new policies</li> </ul>	Might direct that certain policies be formulated or drafted.	Can approve policies relevant to the department in line with powers conferred by law or delegation	Oversees policy relationship of policy implementation with electoral mandates.	Approves amendment of policy resulting from a review

<b>Accounting Officer</b>	<ul style="list-style-type: none"> <li>▪ Contributes to policy agenda</li> <li>▪ Can approve development of new policies in line with powers conferred by law or delegation</li> </ul>	<p>Recommends approval of draft policy to The MEC on advise of Executive Management</p>	<p>Can approve policies relevant to the department in line with powers conferred by law or delegation</p>	<p>Oversees implementation of policies</p>	<p>Can approve amendments to policies relevant to the department in line with powers conferred by law or delegation</p>
<b>Executive Management / Senior Management</b>	<p>Inputs into policy agenda</p>	<p>Recommend the draft policy before submission to HOD /or The MEC</p>	<p>None</p>	<p>Implement policy within area of responsibility</p>	<p>Monitor and evaluate implementation of the policies at a strategic level</p>
<b>Labour Organization</b>	<p>Analyse and Inputs into policy agenda</p>	<p>Recommend the draft policy before submission</p>	<p>None</p>	<p>Check whether the rights of employer and employee are justifiably served in terms of policy implementation.</p>	<p>Monitor and Evaluate implementation</p>
<b>Policy Unit or Directorate</b>	<p>Inputs into policy agenda</p>	<ul style="list-style-type: none"> <li>• Supports all branches (Departments) in the drafting of policies;</li> <li>• Coordinate the consultation process</li> </ul>	<p>Initiates the development of the policy in linewith (EBPM approach) arguable research evidence and departmental priorities.</p> <p>Generates consolidated departmental input for consideration of Executive Management and Accounting Officer.</p> <p>Shall make</p>	<p>Ensures that all employees are informed of the new policy.</p>	<p>Supports branches and the Executive Authority/ Accounting Officer in <i>monitoring &amp; evaluating / alternatively analysis</i> implementation of policies</p>

			available the policy to all staff and/broadcast the existence of the current policy to all affected stakeholders		
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**9. PROVINCIAL POLICY DEVELOPMENT APPROACH/ MODELS**

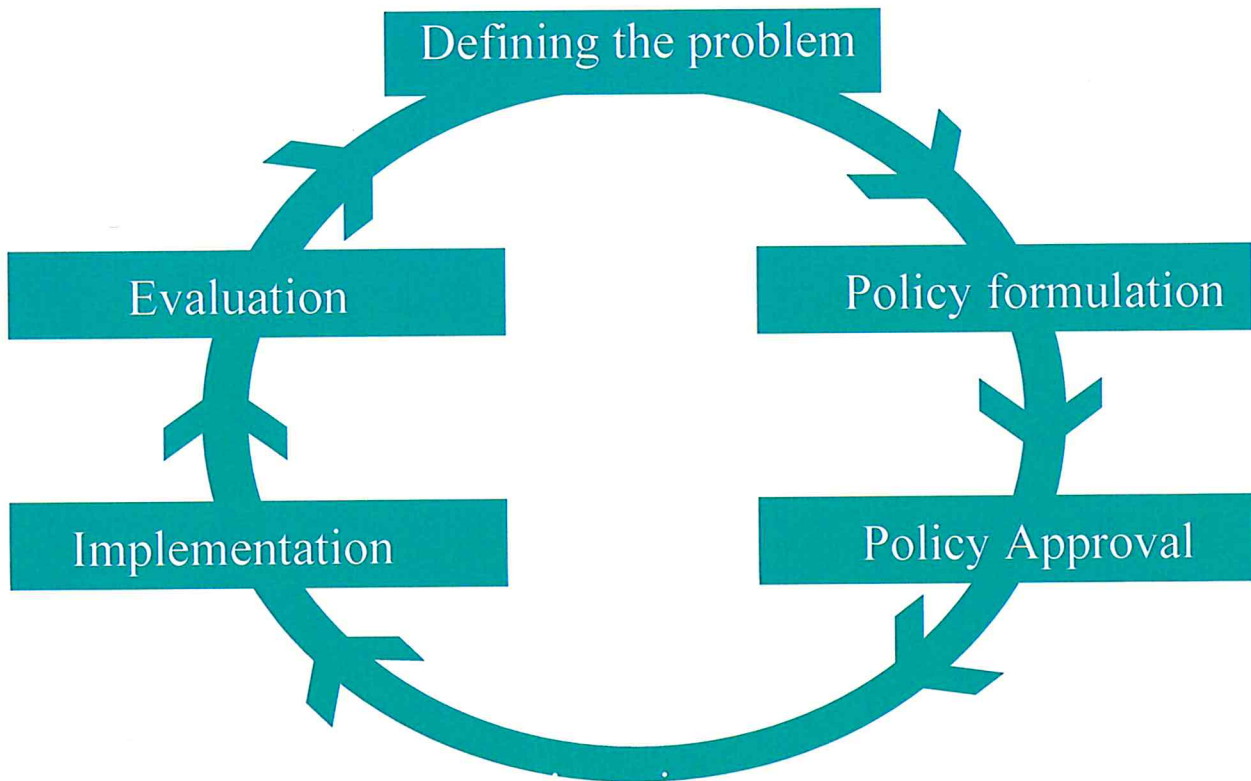
The policy development process entails a number of processes before a final policy is produced. These processes include extensive research, analysis, consultation and synthesis of information that lead to the compilation of the final policy document with specific desired outcomes.

The executive consultative style policy-making model (*CPS: Closing the gap between policy and implementation in SA, 2003*) is favoured and entails the following:

TOOLS	OUTCOMES	PLATFORM	ACTORS
Policy document	Presidential/Premier or MEC's framework for policy intervention	Working groups/Task teams	Various stakeholders e.g political parties, media, civil society and Private sector are invited to give inputs/comments
Working group framework	Consensus report covering diverse views of stakeholders	Publication, distribution, internet	Stakeholders can respond to the final report by making submissions
Revised Policy Framework	Implications for recommendations are teased out	Publication, distribution, repository	If the pressure for change is vocal and intense, provincial administration may ask for revision of policy

Adopted Policy statement	Policy framework adopted by EXCO, Premier or MEC	Consultative workshops and or portfolio committees	Relevant MEC will implement policy decisions approved by EXCO or Premier
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There are specific steps that need to be followed in developing a policy. Below are detailed processes that should be followed in developing policies within the Limpopo Provincial administration.



**9.1. Step 1: Define and detail the problem**

- The primary responsibility to determine the need for a policy resides with the SBU or directorate which is responsible for the issues addressed by the policy.

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- A higher authority such as the Premier, DG, MEC, HOD or Executive Management may identify the need for a new policy to be developed or review of current policy.
- Permission to commence with formulation or review of the Policy should be approved by the Accounting Officer.
- The policy sponsor shall inform the Policy directorate of the proposed policy.
- The Policy directorate shall maintain a record of the policy agenda.

## **9.2. Step 2: Policy formulation and drafting.**

- The SBU or directorate under which the policy issue resides will undertake the necessary research and consult with the relevant stakeholders including the Legal Services Unit and Policy coordination Unit.
- The policy shall be drafted to conform to the letter and spirit of legislation and higher level policies such as white papers and provincial policies.
- The policy shall be drafted in line with the formatting guidelines in Annexure 1.
- Policy be circulated to staff members in the department for inputs and comments.

## **9.3 Step 3: Policy approval process.**

- The draft policy shall be presented to the Executive Management Committee for inputs prior to submission to the Premier, the Director General or the HOD for approval.
- The memorandum covering the draft policy shall contain a summary of the key policy pronouncements as well as outline the consultative process followed.
- All submissions for approval of draft policies shall provide space for comment by the policy sponsor as well as the Policy directorate.
- The original signed copy shall be kept at the main registry and the Policy directorate shall keep copies of all policies.

## **9.4. Step 4: Policy implementation.**

- Implementation should be a partnership between policy makers and implementers. This is important in terms of ensuring that delivery structures give due priority to a policy and securing the interest and ownership applies.

- Piloting policies before adopting them more widely can be very helpful: in identifying issues which arise in delivery; in gauging the responses of service user; and in assessing how well they are likely to achieve their intended outcomes in practice.
- The policy sponsor must ensure that within 30 days after approval by the Accounting Officer, the policy is brought to the attention of all employees of the relevant department and other relevant stakeholders.
- Ensure that lower level personnel are educated in their own language.
- The HR unit must ensure that all new employees are informed of all policies applicable within the department.

**9.5. Step 5: Policy monitoring and evaluation.**

- The SBU or directorate responsible for the issues addressed by the policy shall develop a mechanism for monitoring and evaluating the implementation of the policy.
- The Policy directorate shall confirm that all policies are subjected to a monitoring and evaluation process.

**Policy analysis framework/ guide :**

<i>Effects</i>	<i>Effectiveness</i>	<i>What effect does the policy have on the targeted socio-economic problem?</i>	<i>Durability</i>
	<i>Unintended effects</i>	<i>What are the unintended effects of this policy?</i>	
	<i>Equity</i>	<i>What are the effects of this policy on different groups?</i>	
<i>Implementation</i>	<i>Cost</i>	<i>What is the financial cost of this policy?</i>	
	<i>Feasibility</i>	<i>Is this policy technically feasible?</i>	
	<i>Acceptability</i>	<i>Do the relevant stakeholders view the policy as acceptable?</i>	

**10. REVIEW AND TERMINATION OF DEPARTMENTAL POLICIES**

Limpopo Provincial Government policies will need to be reviewed periodically for improvement. Where it is concluded that a policy is not achieving the desired results, a policy review process, along the same lines as the policy development process, shall be undertaken.

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All policies will be reviewed by the relevant department at least every 36 months based on the comments and inputs from the stakeholders.

The policy will remain in force until and unless it has been withdrawn and amended by Accounting Officer/EXCO/Premier

The policy review process should not take longer than six months. Six months before expiry, the department shall start with the review process. In the event of no changes to the reviewed policy, the approval should be secured to confirm the existing policy is still relevant.

## **11. INSTITUTIONAL ARRANGEMENT**

The Province shall establish a Provincial Policy Council comprised of key representatives from all government departments, institutions of higher learning, state-owned entities and district municipalities.

## **12. DEPARTMENTAL POLICY SUPPORT**

Limpopo Provincial departments shall have policy support function. The responsibilities of the policy support function will be:

- To develop departmental policies
- To implement departmental policies
- To review and analyse departmental policies.
- To monitor and evaluate departmental policies.
- Creating capacity for other SBU to develop, implement, review, monitor and evaluate policies

## **13. PROVINCIAL POLICY COUNCIL**

The Provincial Policy Council is established in accordance with the Provincial Policy Framework. It shall oversee the coordinated development and implementation of provincial policies by state owned (enterprises) institutions and sector departments.

### **13.1. MEMBERSHIP OF THE PROVINCIAL POLICY COUNCIL**

The Council shall be constituted as follows:

- a. Management team of the Policy Coordination Unit.(OTP Policy coordination division as secretariat)

- b. Senior Manager: Research & Development, Office of the Premier.
- c. Senior Manager or duly-appointed person all provincial departments.
- d. One policy management person from the regional offices of all national departments.
- e. One person working in the policy management environment from Provincial State-Owned Entities.
- f. A representative from the Universities of Venda and Limpopo, who shall, preferably, be the Head of a graduate school or a department that is providing academic offerings in Public Policy and other Universities/ Policy Institutes operating in the province.
- g. One person with policy management background from each District Municipalities.
- h. Senior Manager : integrated Planning from OTP(Transversal)
- i. Senior Manager : knowledge and information management from OTP(Transversal)
- j. Senior manager : Monitoring from OTP
- k. Senior Manager : evaluation from OTP

### **13.2. FUNCTIONS OF THE PROVINCIAL POLICY COUNCIL**

The following are the functions of the Provincial Policy Council:

1. Advise the Limpopo Provincial Administration on the policy development and implementation challenges.
2. Provide platform for networking amongst relevant institutions on policy development and implementation.
3. Evaluate and input into the policy research/ development agenda projects to be conducted in the Province.
4. Facilitate knowledge sharing and integration *in policy development*.
5. Identifying capacity constraints related to policy development and implementation, share expertise and develop capacity building programmes.
6. Recommend the use of standardized concepts, definitions and quality standards.

### **13.2. PERIODICITY OF MEETINGS**

The Forum shall meet on a quarterly basis and in its first meeting shall determine the dates and times for the yearly meetings.

### **13.3. WORKING GROUPS**

The Council may constitute working groups as a way of responding to identified challenges. The terms of reference of the working groups shall be determined by the Council, including their

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reporting channels and frequency of meetings.( The subcommittees will meet once a month and will report to the council)The Council / working group may approve additional members and extend terms of reference based on the needs and challenges faced.

The main three working groups shall be established as follows:

1. **Social cluster working group** (Education, Health, Social Development, Department of Sports, Arts and Culture, Department of Safety and Security)

The committee will be composed as follows:

- 1.1. Sector Departmental planners, researchers, policy developers
- 1.2. Programme specialists (changing networks)
- 1.3. Representative target beneficiaries / stake holders
- 1.4. Sector departmental monitors and evaluators
- 1.5. Any external experts (by invitation)

**Functions:**

- 1.6. Social cluster policy agenda setting.
- 1.7. Collation of evidence in line with EBPM approach
- 1.8. Identify Policy gaps and recommend Policy research/ development projects to the council.
- 1.9. Development of Policy briefs
- 1.10. Facilitate knowledge sharing and integration in policy development

2. **Economic cluster working group** (Economic development, environment and tourism, Agriculture, Public Works, Roads and Infrastructure, Rural development and land reform, Transport and Cooperative Governance, Housing and Traditional Affairs)

The committee will be composed as follows :

- 2.1. Sector Departmental planners, researchers, policy developers
- 2.2. Programme specialists (changing networks)

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2.3. Representative target beneficiaries / stake holders

2.4. Sector departmental monitors and evaluators

2.5. Any external experts (by invitation)

**Functions:**

2.6. Economic cluster policy agenda setting.

2.7. Collation of evidence in line with EBPM approach

2.8. Identify Policy gaps and recommend Policy research/ development projects to the council.

2.9. Development of policy briefs

2.10. Facilitate knowledge sharing and integration in policy development

**3. Governance and Administration cluster working group**

The committee will be composed as follows:

3.1. Sector Departmental planners, researchers, policy developers

3.2. Programme specialists (changing networks)

3.3. Representative target beneficiaries / stake holders

3.4. Sector departmental monitors and evaluators

3.5. Any external experts (by invitation)

**Functions:**

3.6. Government and Administration cluster policy agenda setting.

3.7. Collation of evidence in line with EBPM approach

3.8. Identify Policy gaps and recommend Policy research/ development projects to the council.



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3.9. Development of Policy briefs

3.10. Facilitate knowledge sharing and integration in policy development

#### **13.4. COORDINATION OF THE PROVINCIAL POLICY COUNCIL**

The activities of the Council shall be coordinated by the Policy Coordination Unit (division) of the Office of the Premier. The Unit/division shall facilitate the proceedings of the Council and also take full responsibility for the management of its records.

#### **14. DEFAULT**

Any policy, procedure, or guideline that does not follow the procedures and processes outlined in this policy will not be approved by the relevant authority and remains void.

Any employee who contravenes the provisions of the policy which may lead to violations of the Public Service Code of Conduct or any rules or policies, that employee shall be charged with misconduct and the necessary disciplinary measures will be taken against him or her

#### **15. INCEPTION DATE**

The inception date for the framework will be within 30 days after the approval by the Accounting Officer.

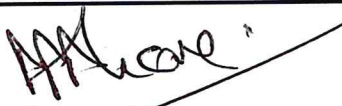
#### **16. REVIEW OF THE FRAMEWORK.**

The framework shall be reviewed after thirty six months from the date of approval by the Executive Authority or sooner as per decision or directive of the Executive Authority. Such review process shall be in line with the set procedure for reviewing of departmental policies.

#### **17. ENQUIRIES**

Enquiries regarding this policy should, in the first instance, be directed to the Policy Coordination directorate or unit.

APPROVED BY:

Dr.P.P Pheme   
Acting Director General

Date: 4/5/2015

## **ANNEXURE 1 FORMAT FOR DRAFTING POLICY DOCUMENTS**

### **1. COVER PAGE**

- 1.1. The cover sheet is the first page of the policy that any reader will come in contact with and has to include the following information:
  - The fact that the policy is that of the Limpopo Provincial Government
  - The name of the policy
  - The revision/ version of the policy
- 1.2. The design of the cover page has to be in line with the province's corporate image.

### **2. CONTENTS PAGE**

- 2.1. The contents page should at the very minimum indicate on which page the main headings indicated in this annexure appear within the policy.
- 2.2. A policy containing less than 5 pages does not need to have a contents page.

### **3. ACRONYMS AND ABBREVIATIONS**

All the acronyms and abbreviations should be clarified in this section of the document.

### **4. EXECUTIVE SUMMARY**

- 4.1. It is not always necessary to include an Executive Summary, however if the policy is more than ten (10) pages it is advisable that it should be included.
- 4.2. The Executive Summary should not exceed a page and always starts on a new page.

### **5. INTRODUCTION**

- 5.1. The introduction should provide the necessary background and context of the policy as well as any preamble.
- 5.2. The introduction should always start on a new page.

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## **6. PURPOSE AND OBJECTIVES OF THE POLICY**

The purpose as well as all the objectives of the policy should be included in this section. These form the basis of the policy pronouncements.

## **7. AUTHORITY OF POLICY**

This section will mention the authority which issues the policy and thus reinforce the scope of application.

## **8. LEGAL FRAMEWORK**

This section will list all the legal prescripts that form the basis and authority for the policy pronouncements within the policy.

## **9. SCOPE OF APPLICATION**

9.1. A statement along the following lines will almost always be part of this section: "This policy, except otherwise indicated, is applicable to ..."

9.2. The scope could be clarified in terms of the type of activities and/or programmes the policies covered as well as the organizational depth and width of the policy.

## **10. DEFINITIONS**

Special focus should be on defining words and concepts with special meanings or interpretation.

## **11. POLICY PRONOUNCEMENTS**

11.1. This section is the core of the policy document and requires to be particularly well crafted and explain the expectations.

11.2. Every objective of the policy has to be addressed by the policy pronouncements.

## **12. DEFAULT**

This section should state the consequences of non-compliance with the policy.

## **13. INCEPTION DATE**

Extreme caution should be taken regarding backdating the inception date of a policy; this should generally be avoided.

Confidential

**14. TERMINATION AND REVIEW CONDITIONS**

This section should indicate under which conditions would the policy reviewed or terminated.

**15. ENQUIRIES -**

The unit, rather than the individual officer, to which enquiries on the policy are made, should be stated here.

MP



Theories and models for analysing public policy

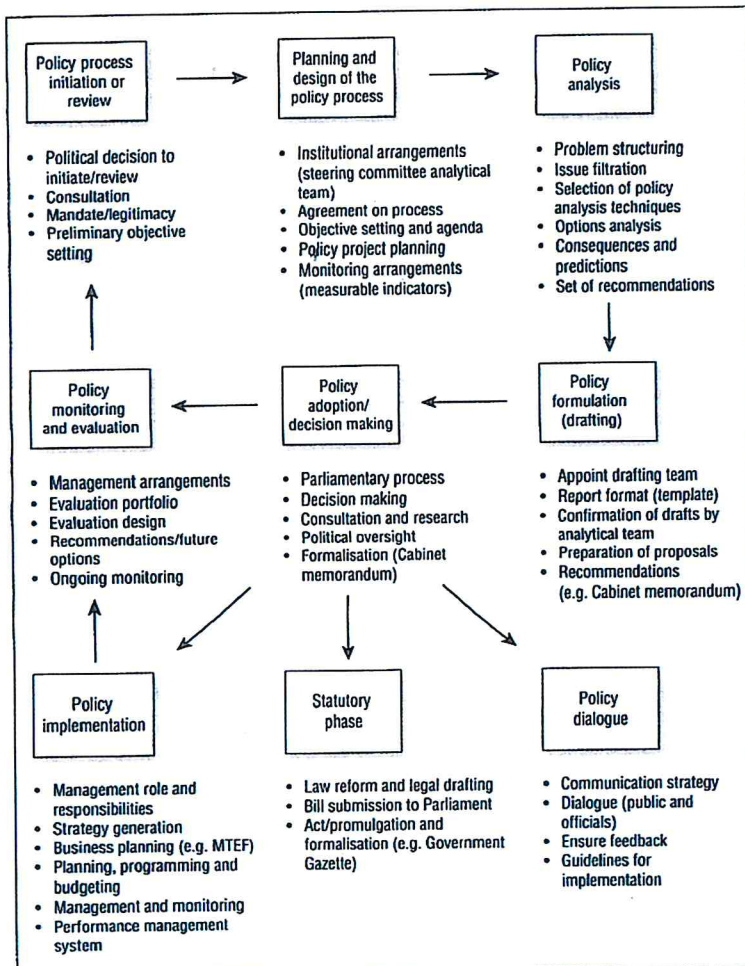


Figure 2.9 Key considerations for phases of the generic policy process model

Source: Adapted from De Coning (1995)

For more information on specific policy phases, see Chapter 5 (Policy agenda setting), Chapter 6 (Policy design), Chapter 7 (Policy decision making), Chapter 9 (Policy management) and Chapter 10 (Policy assessment).



*PIP*