



health

Department of Health
NORTHERN CAPE

Policy on Policies (Development, Writing and Implementation)

Version control

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Review Date : Within 3 years from the Publishing Date

Responsible Manager : Provincial Communication Manager

Approved by the Head of
Department:

MS GE MATLAOPANE

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DATE

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Policy Aim

1. The aim of this policy is to provide a standard framework for the development, writing and implementation of policy documents in the Northern Cape Department of Health. Additional guidance is provided in the Procedure on the Development, Writing and Implementation of Policy Documents.

Policy Scope

2. This Policy is applicable to all Chief Directors and Directors responsible for development, writing and implementation of Policy Documents

Policy Statement

3. It is the policy of the Northern Cape Department of Health that:
 - 3.1. All policies will be written in a standard format as prescribed in the procedure;
 - 3.2. Before a policy is considered, the need for such a policy should be agreed with the Policy Committee.
 - 3.4. Chief Directors and Directors will develop and write policy documents for their respective areas of responsibility, and implement these once endorsed by the Policy Committee and approved by the Head of Department.
 - 3.5. After the policy has been quality assured by the Policy and Planning Directorate, it must undergo a process of consultation involving all relevant stakeholders.
 - 3.6. Policies concerning the workforce must be subjected to a proper consultative process with the Bargaining Chamber lead by the Labour Relations Directorate.
 - 3.7. All Policies will be discussed and recommended by the Policy Committee prior to being approved by the Head of Department.
 - 3.8. Policies must have a version control with a review date of within 3 years.

- 3.9. It is the responsibility of custodians / policy developers to implement the approved policy and to ensure adherence thereto.

Roles and Responsibilities

4. The Head of Department is the ultimate owner of all policies and delegates custodianship to the relevant responsible manager.
5. The Director for Policy and Planning is responsible for the review, update and distribution of this policy.
6. The Policy and Planning Directorate has the responsibility to serve as the repository for all approved policies.

Review and Distribution

7. This policy will be reviewed within three (3) years after the publishing date.
8. The Director for Policy and Planning will distribute updated versions to:
 - Member of the Executive Council for Health
 - Head of Department of Health
 - All Chief Directors, Directors, Deputy Directors (who will in turn distribute to their staff as appropriate.)

Acknowledgements & Sources

9. Acknowledgement is given to the Policy Committee of the Northern Cape Department of Health for guidance in the development of this policy.