

DIRECTORATE CORPORATE SERVICES

For submission to Sec 79 Committee

REPORT ON REVIEW OF POLICIES AND DEVELOPED POLICY

PURPOSE

The report serves to inform the committee on the review of policies residing in Corporate Services.

BACKGROUND

Policies provide an organisation with a system that manages their risk by staying up to date with the current trends in legislation requirements.

Relevant and updated **policies** are important for the following reasons:

- to ensure compliance with legislation
- to ensure compliance with Bargaining Council Agreements
- to align with strategic organisational objectives
- to ensure equitable, fair and standard practices
- to drive corporate governance
- to adapt to market trends and best practice

Regular scheduled review of policies should take place to ensure alignment and compliance. This should happen annually.

DISCUSSIONS

There are various factors that necessitate the review , update and development of **policies** :

- Bargaining council resolutions impact internal conditions of service, which require updates to **policies** and **procedures**. Impact on **policies** should be assessed once an agreement is signed.
- A change in organisational strategy and objectives can also influence **policies**. organisational transformation.
- Operational process issues can highlight inadequacies in existing **policies**.
- Risk assessments or policy implementation audits can identify policy issues.

The following policies will be submitted for Council adoption:

Review

- Communication Policy
- Public Participation policy
- Delegation of authority
- HR training and Development
- Youth Development Plan
- Social Media Policy

Newly developed

- Employment Equity plan and policy

LEGAL IMPLICATIONS

Labour Relations act , 1995
Skills development act , 1998
Basic conditions of employment act , 1997
Main collective agreement- SALGBC
Employment equity act , 1998
Municipal Structures act, 1998
Municipal Systems Act, 2000

FINANCIAL IMPLICATIONS

None

RECOMMENDATION

The committee to deliberate on the policies and subsequent refers to Council for adoption.

SUBMITTED BY:

LV NQOKO RAMETSE
DIRECTOR CORPORATE SERVICES