**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**