



Province of the
EASTERN CAPE
SOCIAL DEVELOPMENT

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STANDARD OPERATING PROCEDURE: COORDINATION OF LEGISLATIVE OVERSIGHT REPORTS

Title of SOP	Coordination of Legislative Oversight Reports
SOP number	HOD - 01
Purpose	Coordination of Oversight Report ie. National Parliamentary Questions, National Council of Provinces Questions, Legislature House Resolutions, Portfolio Committee Reports, SCOPA, Internal, Oral Question Papers and Petitions
Scope	Ensure efficient and timeous submission of Legislative Oversight Reports for Eastern Cape Department of Social Development
Definitions and Acronyms	NAPQ – National Assembly Parliamentary Questions NCOPQ – National Council of Provinces Questions HR – House Resolutions SCOPA – Standing Committee on Public Accounts PC – Portfolio Committee IQP – Internal Question Paper ORP – Oral Reply Paper

STEP BY STEP GUIDE

Consolidation of Legislative Oversight reports

Nr	Task Name	Task Procedure	Responsibility	Time Frame	Supporting Documentation	Service standard
		<ul style="list-style-type: none"> ○ IQP Oral Paper (8 days) ○ House Resolutions (30 days) ○ SCOPA (30 days) ○ PC (5-10 days) ○ NAPQs (3 days) ○ NCOPQs (3 days) ○ Petitions (7 days) - Submit to the Programme Managers to action and provide written responses/reports on Questions/Findings/Resolutions/Petitions 				
3.	Respond to Legislative Oversight Reports	<ul style="list-style-type: none"> - Receive written responses/reports on Questions/Findings/Resolutions/Petitions to process - Respond to the Questions/Findings/Resolutions/Petitions - Ensure written responses/reports on Questions/Findings/Resolutions/Petitions are submitted within the stipulated due date to the Office of the HOD 	<ul style="list-style-type: none"> • Programme Managers 	3-30 Days	<ul style="list-style-type: none"> • Received emails of Committee Findings/Resolutions/Petitions from the Office of the HOD • <u>Output</u> – Draft Written responses/reports on Questions/Findings/Resolutions/Petitions 	

STEP BY STEP GUIDE						
Consolidation of Legislative Oversight reports						
Nr	Task Name	Task Procedure	Responsibility	Time Frame	Supporting Documentation	Service standard
4.	Consolidate received Draft written responses	<ul style="list-style-type: none"> - Receive all written <u>draft</u> responses/reports on the Questions/Findings/Resolutions/Petitions from Programme Managers - Consolidate all written <u>draft</u> responses/reports from Programme Managers to the Questions/Findings/Resolutions/Petitions for submission to the HOD - Submit all written <u>draft</u> consolidated responses/reports from Programme Managers on Questions/Findings/Resolutions/Petitions to HOD for verification/perusal/inputs/comments, consideration and signing off 	<ul style="list-style-type: none"> • Deputy Director 	1 Day	<ul style="list-style-type: none"> • Received emails of Committee Findings/Resolutions (HR, SCOPA, PC) • <u>Output</u> - Draft Consolidated written responses/reports on Questions/Findings/Resolutions/Petitions 	
5.	Verify and Sign off	<ul style="list-style-type: none"> - Verifies and consider the <u>draft</u> consolidated written responses/reports on Questions/Findings/Resolutions/Petitions - Signs off the Final written responses/reports on Questions/Findings/Resolutions for submission to the Office of the Hon MEC 	<ul style="list-style-type: none"> • HOD 	1 Day	<ul style="list-style-type: none"> • <u>Input</u> - Received draft consolidated written responses/reports on Questions/Findings/Resolutions/Petitions • <u>Output</u> – Signed off verified <u>final</u> written responses/reports on Questions/Findings/Resolutions/Petitions by HOD 	



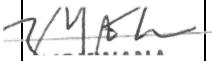

STEP BY STEP GUIDE						
Consolidation of Legislative Oversight reports						
Nr	Task Name	Task Procedure	Responsibility	Time Frame	Supporting Documentation	Service standard
6.	Submit to the Office of the MEC for final consideration oversight responses/reports	<ul style="list-style-type: none"> Submit the <u>final</u> consolidated and signed off written responses/reports on the Questions/Findings/Resolutions/Petitions by the HOD to the Office of the MEC for final consideration, signing off and submission to the Legislative Oversight Body. 	<ul style="list-style-type: none"> Deputy Director 	1 Day	<ul style="list-style-type: none"> <u>Input</u> - Signed off <u>final</u> written responses/reports on Questions/Findings/Resolutions/Petitions <u>Output</u> – Submitted email signed off final consolidated written responses/reports on Questions/Findings/Resolutions/Petitions 	
7.	Quality Check final consolidation oversight responses/reports	<ul style="list-style-type: none"> Quality check signed off consolidated written responses/reports on Questions/Findings/Resolutions/Petitions 	<ul style="list-style-type: none"> OMEC 	1 Days	<ul style="list-style-type: none"> <u>Input</u> - Received draft consolidated written responses/reports on Questions/Findings/Resolutions/Petitions <u>Output</u> – Quality checked consolidated written responses/reports on Questions/Findings/Resolutions/Petitions 	
8.	Sign off consolidated written oversight responses/reports	<ul style="list-style-type: none"> Receive quality checked final consolidated written responses/reports on Questions/Findings/Resolutions Consider and signs off the <u>final</u> consolidated written responses/reports on Questions/Findings/Resolutions Submit to the Legislative Oversight Body the final consolidated written responses/reports on Questions/Findings/Resolutions/Petitions 	<ul style="list-style-type: none"> MEC 	3 Days	<ul style="list-style-type: none"> <u>Input</u> -Quality checked consolidated written responses/reports on Questions/Findings/Resolutions/Petitions <u>Output</u>- Submitted signed off consolidated written responses/reports on Questions/Findings/Resolutions/Petitions to the Legislative Oversight Body 	

PROCESS RISKS

Risk Name	Risk Description	Probability (H/M/L)	Impact (H / M / L)	Control Description	System / Manual
Non-compliance and late submission	Non-compliance and late submissions of written responses to Oversight reports by the Programmes	H	H	<ul style="list-style-type: none"> Communicate submission of written responses timeously Set timeframes Remind Programmes a day before due date Escalate to HOD for intervention a day after due date 	Manual
Lack of due diligence on responses/reports submission to the Oversight Bodies	Lack of executing due diligence and ensuring quality checking on responses/reports to Oversight Bodies by Executive Management	H	H	<ul style="list-style-type: none"> Ensure that due diligence and quality checking of all responses /reports to Oversight Bodies by ALL Programme Managers. 	Manual

LEGISLATION, POLICIES, PROCEDURES & OTHER DOCUMENTATION

DOCUMENT NAME	DOCUMENT DESCRIPTION
Eastern cape provincial legislature Standing Rules	<u>Standing Rule 184 (5)</u> provides that if a question for written reply is not replied within the time frame set out in Rule 184 (1), the question for written reply must be transferred to the Question Paper and the relevant MEC must provide an oral explanation for his or her failure to reply within the time frame and hand the written reply to the Table.

Authorization:	Name:	Signature:	Comment:	Date:
Director: Office of the HOD	L Skosana			31/10/2022
Acting Chief Information Officer	M Gazi		Recommended	9/11/2022
Deputy Director General: Developmental Services and Operations	Dr NZG Yokwana		Recommended as requested	09/11/2022
Approved by Head of the Department	M.Machemba		Approved	10/11/2022
Distribution and Use of SOP	DDG, Chief Directors, Directors, District Directors.			