



co-operative governance
& traditional affairs

MPUMALANGA PROVINCE
REPUBLIC OF SOUTH AFRICA

**POLICY ON MANAGING PERFORMANCE
INFORMATION
2018/19**



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1. PREAMBLE

The Treasury Regulations (section 5.3.1) states that the Accounting Officer of an institution must establish procedures for monthly and quarterly reporting to the Executive Authority in order to facilitate effective performance monitoring and corrective actions. It is against this background that the Department of Cooperative Governance and Traditional Affairs through its Directorate of Planning and Programme Management develops this policy with standard procedures on Monthly and Quarterly Performance, signed by the Head of Department.

2. PURPOSE OF THE POLICY

To ensure that all Departmental Programmes submit accurate, verified and validated performance information in a timely manner.

3. OBJECTIVES OF THE POLICY

- To plan, coordinate, monitor, evaluate and report on the implementation of all Departmental programmes and projects.
- To improve integrated structures, systems and processes required to manage performance information.
- To act as an early warning indicator to the MEC, Accounting Officer and Senior Management by diagnosing challenges, instigate necessary interventions strategies in a timely manner.
- To initiate benchmarking or learning from best practices to reduce operational risks.

4. REGULATORY FRAMEWORK

- The Constitution of the Republic of South Africa
- Public finance management Act (PFMA), 1 of 1999 as amended
- Division of Revenue Act (DoRA)
- Treasury Regulation (TR)
- Public Audit Act (25 of 2004)
- Framework for managing Programme Performance Information
- Framework for Strategic Plans and Annual Performance Plans
- Mpumalanga Provincial Framework on monitoring and Evaluation
- Government-wide Monitoring and Evaluation Framework (GWM&EF)

5. DEFINITIONS

- **“Accounting Officer”** refers to the Head of Department (HOD)
- **“Department”** refers to the Mpumalanga Department of Cooperative Governance and traditional Affairs (CoGTA)
- **“Programmes”** refers to Departmental Chief Directorates
- **“Inputs”** refers to resources or what we use to execute work
- **“Outputs”** refers to what we produce / services that we render
- **“Outcome”** refers to what we desire to achieve
- **“Impact”** refers to what we aim to change
- **“Indicator”** refers to a measure of performance
- **“Performance Target”** refers to an expression of a specific level of performance that we aim to achieve at a given time
- **“Performance standard”** refers to an expected level of performance

6. PROBLEM STATEMENT

The Department of Cooperative Governance and Traditional Affairs (CoGTA) is encountering challenges in accuracy, validity, reliability and completeness of the reported information. This is as a result of lack of proper quality assurance, ownership, accountability and control. The results of ineffective current systems for managing performance information resulted to a need for the development of this Policy guideline to ensure information integrity.

7. THE IMPORTANCE OF PERFORMANCE INFORMATION MANAGEMENT

Performance information indicates how well an institution is meeting its goals, objectives and which policies & processes are working by making the best use of available information, tools and knowledge. Performance information is key to effective management, including planning, budgeting, implementation of, monitoring and reporting.

It also facilitates effective accountability, enable provincial legislature, members of the public and other interested parties to track progress in relation to the implementation of institutional programmes / mandates.

8. SCOPE OF APPLICATION

This application applies to all officials of the Department of Cooperative Governance and Traditional Affairs (C0GTA).

9. ROLES AND RESPONSIBILITIES

- **Role of Accounting Officer**

- The Accounting Officer must use the performance reporting as an enabling mechanism that allows him / her to track progress against what has been planned and achieved in a form of service delivery output. He / She is required to submit monthly or quarterly departmental performance reports to the MEC and also providing necessary interventions for the identified barriers that may compromise achievement of set objectives.

- **Role of Programme Managers**

- The Programme Managers (Chief Directors) will be responsible for coordinating performance reports from the Senior Managers (Director) within their programmes. They will serve as an entry point for Planning and Programme Management Directorate during the gathering of performance information. In essence, the management of performance information for individual programmes will be done at the offices of Programme Managers and the signing off thereof.

- **Role of Senior Managers**

- The Senior Managers (Directors) will be responsible for coordinating performance reports from the Line Managers within their Sub-programmes(Directorates. They will also be responsible for ensuring alignment of performance information with the Annual Performance Plan. They must facilitate for the timeous submission of performance reports. Consolidation of performance information reports must be done at this level.

- **Role of Line Managers (Responsibility Managers)**

- The Line Managers (Deputy Directors) are responsible for reporting performance against predetermined objectives. Each line manager must compile a report regarding the outputs generated within that Sub-programme to allow for consolidation of the Directorate's performance report.

NB: Delegation of this function to junior officials may result in inaccurate, incomplete and sub-standard reporting. This means that Line Managers must compile monthly / quarterly reports and submit to Senior Manager for accuracy, verification and validation.

- **Role of Planning and Programme Management Directorate**

The Directorate will be responsible for the overall monitoring of the strategic outputs as well as monitoring progress towards Departmental service delivery outcomes. The Directorate will make available Monitoring and Evaluation Reporting templates to be utilized by the Departmental programmes which must comply with regulatory frameworks.

They will also be responsible for the consolidation of programmes' performance information reports into a Departmental performance information report which must be approved by the Accounting Officer and submitted to statutory institutions (Premier's Office, Provincial Treasury, Legislature and National Departments) within set deadlines.

- **Role of Provincial Treasury**

The Provincial Treasury performs a monitoring role from an accountability perspective within the performance reporting practice. The implementation of Strategic Plans / objectives needs to be tracked. To execute this role, the Provincial Treasury needs the following documents:

- ✓ Five Year Strategic Plan
- ✓ Annual Performance Plan
- ✓ Quarterly Performance Reports and
- ✓ Annual Report

- **Role of National Departments (the Cooperative Governance and the Traditional Affairs)**

The National Department of Cooperative Governance and the National Department of Traditional Affairs will receive the quarterly performance

information from the provincial Department of Cooperative Governance and Traditional Affairs. They (the two National Departments) will further analyze the performance against the planned targets and the Grant spending according to the Business Plan and assist the provincial department on challenges beyond its control. The two National Departments are mainly playing an oversight role to the Province's accountability.

10. PROCEDURES FOR REPORTING

At the end of each quarter, each Senior Manager is required to:

- ✓ Compile a performance report according to the Annual Performance Plan / Operational Plan on an approved template and submit to Planning and Programme Management Directorate on or before the 5th of reporting month.
- ✓ Ensure that Sub-programme managers assess their performance objective / independently to promote transparency and accountability (**ownership**)
- ✓ Ensure availability of Portfolio of Evidence (POE) for every report submitted to Planning and Programme Management.
- ✓ Actual achievement submitted to Planning and Programme Management must be substantiated by Portfolio of Evidence (POE).
- ✓ No actual performance or achievement shall be reported or accepted by Planning and Programme Management without the Portfolio of Evidence (POE).

The Directorate Planning and Programme Management

- ✓ The Planning and Programme Management will ensure that only actual performance or achievements substantiated by Portfolio of Evidence (POE) are accepted and / or reported on Monthly and Quarterly Performance Information Report of the Department.
- ✓ The Planning and Programme Management Directorate will consolidate performance reports from all Departmental Programmes and submit to the Accounting Officer.

- ✓ The Planning and Programme Management Directorate will conduct verification and validation to ensure accuracy and technical adequacy of information provided.
- ✓ The Planning and Programme Management after compiling the Departmental Performance Analysis Report, will convene a Review Session and provide Management with comments, observations and recommendations for improvement to be effected on the report and in future quarterly reports.
- ✓ Furthermore, the Directorate will compile a Departmental Quarterly Performance Information presentations for the MEC, Portfolio Committee, PMC and EXCO through the Accounting Officer.

11. REVIEW OF PERFORMANCE REPORTS

Programme Managers will ensure that the content of the Performance Report satisfies the following:

- The 1st Quarter Report is a review of progress made in the first three (3) months (April – June) of a financial year under review, against predetermined objectives of the APP.
- The 2nd Quarter Report is a review of progress made in the second three (3) months (July to September) of a financial year under review, against predetermined objectives of the APP.
- The 3rd Quarter Report is a review of the third three (3) months (October to December) of a financial year under review, against predetermined objectives of the APP.
- The 4th Quarter Report is a review of progress made in the last three (3) months (January to March) of a financial year under review, against predetermined objectives of the APP.
- The Mid-term, Nine (9) Months and Twelve (12) Months are cumulative reports of progress made during the financial year under review, against predetermined objectives of the APP.

12. ANNUAL REPORTING

The requirements for monitoring and evaluating programme performance in a given year are completed with the publication of an Annual Report. The Quarterly reports that have been prepared in a particular financial year will form the basis for the compilation of the Annual Report. The same procedures described in point 10 above for quarterly reporting will be followed in compiling the Annual Report.

13. MONITORING AND EVALUATION

The implementation of this policy should be monitored and evaluated to determine whether the Departmental programmes are effectively implementing it.

14. REVIEW OF POLICY

This policy will be reviewed annually or as and when the need arises and it should be in line with legislations and prescripts.

15. CONTRAVENTIONS

Any person who contravenes or fails to comply with any provisions of this policy may be subjected to disciplinary action.

THUS DONE AND APPROVED BY THE ACCOUNTING OFFICER

APPROVED / NOT APPROVED



MR TP NYONI

HEAD: COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

DATE: 29/03/2018