



# Health Care Standards Directorate

Superintendence of Public Health

Ministry for Health

## The Health Care Standards Directorate's Consultation Policy

The Health Care Standards Directorate acknowledges that effective consultation is an inherent means of ensuring stakeholder involvement in decision making, and a process which contributes towards achieving a more robust process in decision making.

All consultations held by the Health Care Standards Directorate are in line with Directive 6 (Consultation Exercises with Stakeholders) issued on the 24 February 2011 by the Principal Permanent Secretary in terms of article 15 of the Public Administration Act.

The Directorate commits itself to adhere to this Directive which gives a common framework of the suggested procedure which Government consultation exercises with stakeholders are to follow. The Directorate also commits itself to adhere to the instructions within the document 'Parameters for Consultation Exercises with Stakeholders' referred to in this Directive.

The Health Care Standards Directorate commits to:

- formally consult at a stage where there is scope to influence the policy outcome;
- ensure that every consultation document is subject to at least a four week time period for consultation;
- be clear about the consultation process, what is being proposed, what the consultation is expected to influence, the expected costs and the expected benefits of the proposals;
- ensure the consultation exercise is designed to be accessible to the targeted population;
- keep the burden of consultation to a minimum to ensure consultations are effective;
- analyze responses carefully and give clear feedback to participants following the consultation; and
- ensure that the officials running the consultation process have the necessary knowledge to archive an effective consultation exercise.
- present the extent of consultation undertaken and the views expressed by stakeholders.

Comments on the consultation process itself should be forwarded to

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