

# Annual Report Oversight Process



Оглядієм of Oversight Process

# Overview of Oversight Process

| Annual Report Tabling Processes   | Annual Report Oversight Process                         |   | Timeline                   |
|---|---|---|----------------------------|
|   | Public Accounts Committee process                       | Portfolio Committee process                                 |                            |
| Timely tabling process  |   |   |                            |
| <b>Day of Delivery</b>  |   |   | 30 September               |
| <b>Late tabling process</b><br>Tabling of a weekly update of outstanding Annual Reports | Referral to Public Accounts Committee                   | Referral to Portfolio Committees                            |                            |
|   | Review of AG's <i>General Report</i>                    | <b>Preparation Phase</b>                                    | First two weeks in October |
|   | <b>Preparation Phase</b>                                | <b>Joint Workshops</b><br>(provincial concurrent functions) | Third week in October      |
|   |   | <b>Hearings Phase</b>                                       | Last week in October       |
|   | <b>Ongoing Oversight Processes</b>                      | <b>Report Writing Phase</b>                                 | First week in November     |
| Announcement of completion of tabling process   | Tabling of Oversight Reports                            | Second week of November                                     |                            |
|   | Recommendations for the preparation of the Finance Bill | <b>Follow-up Phase</b>                                      | Before 31 March            |

# Oversight preparation phase

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- ❑ **Start preparations well before 30 September**
- ❑ **Committee staff ensure:**
  - members have access to all relevant documents
  - identify and contact subject experts for hearings
- ❑ **Members' preparations:**
  - read all relevant documents
  - review current year's performance compared to outcome of previous oversight process
  - consult with subject experts and other stakeholders
  - prioritise issues and questions
- ❑ **Committee should meet prior to hearing to:**
  - identify key issues
  - identify what they want to get out of the hearing
  - prioritise certain key questions

# Oversight hearings phase

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- Hold hearings in period 15 to 31 October
- Request Minister to give an overview of the performance of the department
- Options for structuring the oversight hearings:
  - A presentation by the Minister and/or the accounting officer and then a page-by-page review of the annual report
  - A presentation by the Minister and/or the accounting officer followed by a presentation by a designated member of the Committee dealing with key issues as identified by the Committee, followed by a question and answer session
  - A presentation by the Minister and/or the accounting officer followed by inputs by invited experts or stakeholder organisations, followed by a question and answer session.
  - A presentation by the Minister and/or the accounting officer followed by a full-scale public hearing, followed by a question and answer session

# Oversight report-writing phase

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- Each portfolio committee should prepare an *Oversight Report* for each entity they oversee
- Oversight Reports* should deal with:
  - Compliance with the tabling deadlines
  - Compliance with the technical requirements for annual reports
  - The usefulness of the General Information section
  - Comments on the entity's reported performance
  - Comments on the entity's human resource situation and policies
  - Key issues that the committee would like to draw to the entity's attention as regards its performance
  - Recommendations in relation to any of the issues noted above

# Tabling of Oversight Reports

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- ❑ *Oversight Reports* should be tabled in the House not later than 14 November or, at latest, before the December recess
- ❑ In certain circumstances the House may consider debating certain issues contained in the *Reports*
- ❑ Once accepted, *Reports* should be sent to the relevant Minister for response to resolutions



# Follow-up phase

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- Legislatures need to put in place systems to manage and track resolutions
  
- Aim of such systems
  - to bring resolutions regularly to the attention of Ministers
  - to ensure Ministers respond to resolutions
  - to ensure issues raised in resolutions get resolved

# Interrogating & Evaluating Annual Reports

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- To bring legislative attention to the attention of Ministers
- Aim of each system
- Legislation used to put in place systems to manage and track legislative

Follow-up phase