



Types and Kinds of Public Policy and Public Policy Making

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ABSTRACT:- S. B. M. Marume [1988 and 2015] argues that from the practical working of any government, be it at local, provincial or regional, national, or international government, *public policy and public policy – making* takes place at different levels, and at each particular level a somewhat different type of policy is laid down. And it is observed that the activity of policy – making, which commences in a generalized form at the top of an hierarchic pattern, becomes, increasingly particularized as it descends to the lowest levels of the hierarchy of the institution in which it is formed.

Keywords:- public policy, public policy – making different levels and types, top of an hierarchic pattern, and increasingly particularized.

I. INTRODUCTION

According to J. J. N Cloete [1967, 71, 77, 81 and 85], a leading social scientist, is maintained that as soon as announcement is made in public by a policy – making body, it is regarded as public policy. Public policy manifests itself on four different levels which will be scrutinized in this article.

1. The purpose of the article

The purpose of this article is to analyze the different types and kinds of public policy and public policy – making in public administration which constitute the subject – matter of this article.

2. Types and kinds of public policy and public policy – making

2.1 Levels and kinds of public policy:

S. B. M. Marume [1988 and 2015], a Zimbabwean scholar, states that from the practical working of any government, be it at the local, provincial national, or international government, public policy and public policy making takes place at different levels, and at each particular level somewhat different type of policy is laid down. The activity of policy – making, which commences in a generalized form at the top of an hierarchic pattern, becomes, increasingly particularized as it descends to the lowest levels of the hierarchy of the institution in which it is formed. And this is supported by a prominent British social scientist, Professor E. N. Gladden [1972:67 – 69] who has identified neatly the different levels and kinds of public policy as shown below: political policy executive policy administrative policy, and technical policy.

2.2 Explanations of types and kinds of public policy

2.2.1 Political policy

S. B. M. Marume [1988 and 2015], supported by Professor E. N. Gladden [1964 and 1972], maintains that, political policy also general policy is the policy laid down by the supreme political authority on the different levels of government. As such it is the policy by which the government of the day is generally guided. In the modern world, political policy systems stem from a political party. When a political party decides to participate in an election, it has to examine community life and, on the basis of its findings and the general feelings of its members, declares its stand on various policy issues. But according to Professor Hans. J. Morgenthau (Political among Nations: The struggle for power and peace: 1985, p. 52); all politics domestic and

international, reveals three basic patterns; that is, all political phenomena can be reduced to one of three basic types A political policy seeks to either to keep power, to increase power, or to demonstrate power?.

3.2.2 Executive policy

In most responsible and democratic societies, both developed and developing, capitalist and socialist, the executive policy is the form in which the executive body which may be a cabinet, an executive committee, or a management committee, carefully shapes the features of the political policy in order that it may be put into practice.

The formulation of an executive policy is largely done by those political office bears or institutions constituting the super structure of executive institutions, for example, the cabinet committees, and ministers, assisted by top officials.

However, the most important exposition of the executive policy is always the budget because it lays down the annual work programme of the political party in power [Gladden, 1972].

3.2.3 Administrative policy

Administrative policy is the form in which the policy officials carry out the will of the government of the day into practical effect and also facilitate to lay down executive policy. Thus when the political and executive policies have been made known, attention is then govern to the formulation of a third type of policy namely, administrative policy. This policy is mainly concerned with the practical steps to give effect to the stated executive policy. Administrative policy is made continually and can deal with serious issues, but is often concerned with rather trivial matters, that is, practically feasible steps, programmes, systems, methods and procedures to effect political and executive policies. To illustrate the administrative policies give examples of job description of head of government departmental permanent secretary.

3.2.4 Technical/operational policy

Apart from policy made at the three levels described above, decisions on various other matters of policy may still have to be taken at the level where the work has to be done, that is, at the operational level. Therefore, technical policy is the day - to - day policy adopted by public officials, technical personnel and experts in implementation the already decided administrative policies.

It is the policy worked out by the officials in operating the techniques of their professions, and is always coloured by officials, professional skills, insights, education, experiences, capabilities, capacities, perceptions, behavioural attitudes and morale. Therefore, all officials with discretion are in a position to make technical and operational policies. Therefore, public policy is a complex, multifaceted, polymorphous process which consists of sub – processes and sub – sub – processes which are all intended to achieve postulated governmental aims and objectives.

2.3 Executive and administrative policies

2.3.1 General comments

It needs to be noted that the vast majority of people in government ministries/departments (public services) are lower – paid workers and officials who possess only modest qualifications necessary for appointment to their posts. However, the supervisors of the lower – paid officials are generally well qualified persons who have gained expertise by experience, if not by advance formal education. These supervisors are mainly concentrated in the administrative and professional divisions of the public services whose classification is as follows:

Administrative Division

Professional Division

Technical Division

Clerical and Executive Division

General A Division

General B Division

Unclassified Workers

The officials classified in the administrative division are undoubtedly still the most influential group of public servants and include the permanent secretaries, deputy permanent secretaries, under secretaries, assistant secretaries, senior administrative officer, administrative offices and administrative cadets.

It is the permanent secretaries and deputy secretaries of state department (also members of the administrative division) who process the matter to be submitted to ministers and ministers and eventually to cabinet and parliament. Promotion and advancements to the highest posts in the administrative divisions and advancements to the highest posts in the administrative divisions and particularly the permanent secretaries and

deputy permanent secretaries of state departments are usually in possession of good and advanced university degrees in subjects: political science, economics, public administration, law, psychology, sociology, finance and accounting, engineering, health science, logic and mathematics. In addition, these higher – graded public officials would have competed many years of public service and during these years would have had ample opportunity to gain experience of work of the posts to be occupied and carried out by them.

2.3.2 The concept of formal work procedures

At any governmental level, be it at the local, provincial, national, or international level, it is particularly important to recognise the fact that after policy has been determined and decided upon, the organisational arrangements and financial provisions have been completed and personnel members have been appointed to take up their various positions, the work can commence. This invariably means that two or more public functionaries will normally cooperate in order to attain the stated policy objectives (s). The particular organisational arrangements will to a considerable degree compel the personnel members to write their efforts in a organised and orderly manner.

However, individuals could still hold differing views on how to perform a specific task. But, in order to ensure that everyone in a special organisational unit cooperates in the achievement of the stated policy objective(s), it is extremely essential to have specific work procedures to be laid down for each task. This practical administrative requirements ensures efficient work performance in that work is done in the shortest possible time, using the appropriate methods, utilising the minimum amount of labour and financial resources, and incurring the lowest costs; but obtaining the highest quality and quantity of expected an required public services.

Work procedures in public administration are extremely important in that they establish a customary way of handling future activities; they truly guide human action; they detailed the manner in which a certain activity ought to be, should be and must be done and accomplished, and their essence is chronological sequence of required actions. Therefore, work procedures are important in that they establish the standards of acceptable conduct of business by both political office – bearers and administrative officials.

2.3.3 Heads of government departments: permanent secretaries

According to Professor J. J. N. Cloete [1967, 71, 77, 81, 85 and 94], public administration is viewed to be a generic process consisting of six substantive processes; namely, policy; organisation; finance; personnel; procedures; and control

The administrative work procedures of a Head of a Government Department may be generically summed up as follows:

1. Policy making

He supports and passes on the recommendations and the information from the various sections under him to the deputy minister and minister or to cabinet, and he is therefore, in fact that chief advisory official in matter of policy;

He interprets policy guidelines embodied in legislation and ministerial and cabinet directive to his subordinates and gives rulings in cases where he can exercise discretion;

He decides on action to be taken for the purposes of policy making or changes in policy;

Liaises with other permanent secretaries in other departments on matters which may influence the policy of his department/ministry or which may affect other departments and interest groups or the interests of other countries.

II. ORGANISATION

The permanent secretary decides, after consultation with the minister, the public service commission, and ministry of finance on the departments/divisions/sections which will constitute his department/ministry.

He decides, where necessary after consultation with the minister, on the delegation of powers and functions within the fixed limits in his department/ministry;

He sees to the integration and the coordination of the various activities of all the divisions and sections, including the works of the parastatals under his ministry;

He decides on the system of communication to be instituted and operated in his departments/ministry to ensure sound work relationships.

Personnel administration

As the head of the ministry decides on the expansion or reduction of and other changes in his ministry's establishment, negotiating with the public services commission where accessory;
He is the most decisive influence in all matters of importance affecting the personnel administration of his ministry;

He supervises the personnel members directly responsible to him;

He must see it that there is a healthy spirit of diligence, devotion to duty, and general conscientiousness, and the will to work of members of the ministry will depend among other things, on the example and tone set by the head of their ministry.

III. FINANCIAL ADMINISTRATION

The head of Ministry has considerable influence on the estimates and budgetary proposals to be submitted to the Ministry of Finance

In consultation with his departmental accountant and other officers concerned he regulates – on measures for the collection of revenue for which his Ministry is responsible as well as the expenditure of funds voted for his Ministry by Parliament;

He accounts to the Comptroller and Auditor – General, and the Parliamentary select committee on Public Accounts about the financial affairs of his Minister.

Work methods and procedures

As head he decides in principle (and in exceptional instances in detail on the methods to be applied for the provision of the products or services of his Ministry (and in exceptional cases on the procedures to be followed in conjunction with the methods to be used);

Procedural manuals and codes have to be finally approved by him;

He decides how work – study and other services will be used to overhaul work methods and procedures.

IV. CONTROL MEASURES

Since the head of the Ministry has to account to the Comptroller and Auditor – General, the Parliamentary select committee on public accounts, and the Public Service Commission about the functioning of his Ministry, it is up to him to ensure by means of suitable measures (such as meetings, reports, visits and inspection) that preventive and corrective control is exercised over the functioning of his Ministry and keep himself closely informed on its main activities.

The background, integrity, character and dignity of a Head of Ministry are probably as important as control by means of written directives, discussions and verbal instructions.

3.3.4 Example of technical/ operational policies

Director of Technical Services: Department of Society for Family Health: Ministry of health

Summary of the job

Society for Family Health (SFH), seeks candidates for the position of Director of Technical Services (DTS) to provide support to Public Society Institute of the Ministry of Health's global mission. The Director of Technical Services will be responsible for providing leadership in the areas of research, communications and monitoring and evaluation as part of the organisation's senior management team.

Responsibilities

Heading the preparation of annual research plans for all existing and new programme areas.

Leading the research team in the regular production of SFH's suite of research materials, for example, nationally – representative surveys and products.

Leading SFH's research team to use mapping activities to measure coverage and access to SFH products, as well as helping to enhance reporting of SFH field activities through mapping.

Leading the strengthening of SFH's management information

Leading the design of qualitative and quantitative studies, including the development of communications concepts and pre – test of communication strategies.

Undertaking work study with other departments of SFH to ensure that intervention impact is measured and intervention are based on research findings.

Representing SFH research findings to stakeholders including donors and the government of the country.

Leading the preparation of annual communication plans for all existing and new programmes.

Leading the functional teams to produce high quality campaigns that will result in measurable changes in the behaviour of target populations, through the utilisation of both mass media and interpersonal communications

Developing IPC tools and BCC messages and materials for IPC programmes, based on research output.

Designing mass media BCC campaigns, in collaboration with creative agencies.

Job specifications

Master's degree in relevant field
Proven track record of developing successful behaviour change communications campaigns
Strong quantitative research skills and experiences in qualitative research
Experience with monitoring and evaluating public health interventions in a developing country context including the design of management information systems.
Four years management experience.

Additional attributes

The successful candidate will have:
cross – cultural sensitivity;
established creativity;
excellent oral and written communications skills;
excellent analytical skills;
ability to work efficiently and quickly under pressure;
strong diplomatic and negotiation skills, and
extensive computer skills are necessary

V. SUMMARY ON PUBLIC POLICY AND PUBLIC POLICY MAKING

As soon as announcement is made in public by a policy – making body, it is regarded as public policy. Public policy as already been ably demonstrated manifest itself on four different levels namely political level, executive level, administrative level, and technical level, be it in local, provincial, national or international government and administration systems. An public policy is viewed as a comprehensive enforceable, binding, authoritative, deliberate and purposeful framework of and for interaction within which a multiplicity of public policy decisions by political office – bearers can be made, and various courses of action can be put into operation by public officials in order to realise the postulated governmental aims and objectives as economically, efficiently, effectively and legally as possible.

A political policy, it has been shown, seeks either to maintain power; to increase power, or to demonstrate power

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