

INXUBA YETHEMBA MUNICIPALITY



IDP/ BUDGET /PMS PROCESS PLAN 2020/2021

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1 Introduction

In terms of the Municipal Systems Act, Chapter 5, Part 3, a Municipal Council must review its integrated development plan annually in accordance with its performance measurements in section 41; and to the extent that changing circumstances so demand and may amend its integrated development plan in accordance with a prescribed process.

1.1 As per the Local government: Municipal Finance Management Act 56 of 2003, Section 21 subsection 1(a).

The mayor of the municipality must:

- Co-ordinate the process for preparing the annual budget and for reviewing the municipality's integrated development plan and budget-related policies to ensure that tabled budget and revisions of the integrated development and budget related policies are mutually consistent and credible;
 - At least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for-
 - The preparation, tabling and approval of the annual budget;
 - Annual review of-
 - The integrated development plan in terms of section 34 of the Municipal System Act; and
 - The budget-related policies;
- A. The tabling and adoption of any amendments to the integrated development plan and the budget-related policies; and
- B. Any consultative process forming part of the process referred to in sub-paragraph (i), (ii) and (iii)

1.2 As per the Local Government: Municipal System Act 32 of 2000

1.2.1 Municipal planning to be developmental oriented.

(A Municipality must undertake developmentally-oriented planning so as to ensure that it):

- Strives to achieve the objects of local government set out in section 152 of the Constitution.
- Together with other organs of the state contribute to the progressive realisation of the fundamental rights contained in sections 24, 25, 26, 27 and 29 of the Constitution

2 Organizational Arrangement

The following arrangements have been set in place to institutionalise community/ stakeholder participation and also to enable the municipality to manage the drafting of the output. Further, these organisational arrangements will provide an organised platform for the accessing of the decision making process by all the affected and interested stakeholders in the IDP Review process. The organisational structures are divided into Municipal Processes and Intergovernmental Processes, for ease of discussion. It should be noted, however, that these are integrated with one another.

2.1 Council

The Council is chaired by the Speaker,

2.1.1 Council Terms of Reference

- The Council shall oversee the development and review of the IDP and budget ,
- Adopt the reviewed IDP with sector plans as well as the budget

2.2 IDP Manager

The Municipal Manager has delegated the authority of managing the IDP to the IPED Manager or the delegate. However this office will still maintain the overall responsibility for the IDP.

2.2.1 Terms of reference for the IDP Manager:

The IDP Manager shall, in accordance with the provisions of the IDP legislation framework:

- Ensure that the IDP and budget review process plan is drafted and adopted by Council
- Manage the IDP by ensuring that all daily planning activities are performed within an efficient and effective consideration of available time; financial and human resources;
- Encourage an inclusive participatory planning process and compliance with action programme
- Facilitate the horizontal and vertical alignment of the various IDP's
- Ensure that the planning process outcomes are properly documented
- Manage service providers for the IDP
- Chair the IDP Steering Committee

- Co-ordinate with various government departments and other IDP Managers to ensure that all the projects, strategies and objectives of the local municipalities and those of the district are shared and distributed amongst government departments so that they might incorporate them in their planning process and vice versa.

2.3 IDP/Budget/PMS Steering Committee

The IDP Steering Committee will consist of:

- Municipal Manager
- Section 56 Managers
- Middle Management
- Consulting teams, where applicable

2.3.1 Terms of reference for the IDP Steering Committee

The IDP steering committee comprising largely of internal senior management is tasked to:

- Provide technical and advisory support to the IDP Manager (Municipal Manager)
- Perform daily planning activities including the preparation and facilitation of events; documentation of outputs and making recommendation to the IDP Manager and the Municipal Council and Mayor
- Commission in depth studies
- Act as the secretariat for the IDP Representative Forum.

Meetings are to be held as per the action programme or when considered necessary by the chairperson.

2.4 IDP Representative Forum

The Municipal Mayor, will chair the IDP Representative Forum.

2.4.1 IDP Representative Forum Terms of Reference

The IDP Representative Forum shall:

- Represent the interest of various constituencies in the IDP planning process
- Provide an organizational platform and mechanism for discussion, negotiation and decision making between stakeholders including the district municipality
- Provide a communication mechanism for the exchange of ideas and opinions among the various stakeholder interest groups
- Participate in the setting up of key performance indicators including the monitoring thereof in line with the adopted Performance Management System
- Monitor the performance of the planning and implementation process

2.5 Budget Steering Committee

The Budget steering committee has a responsibility of recommending the budget document as well as any other budget related issues such as changes in internally funded projects, before the approval by council. This committee is chaired by the Mayor or her delegated representative, with chairpersons of the standing committees and all section 56 employees serving as members.

3 Intergovernmental Processes

3.1 The Intergovernmental Forum

Members:

- Mayor
- All government department HOD's based in Inxuba Yethemba Municipality

Task:

- Information sharing
- Consultation on political issues affecting delivery
- Alignment of policies
- Coordination of actions derived from the Alignment Committee
- Overseeing function of IDP implementation progress
- Consult on matters of common concern
- Provide a mechanism for monitoring the implementation of national, provincial and municipal policies
- Information sharing
- Consolidation of quarterly progress report on IDP implementation for IGR derived from clusters
- Forwarding of political issues affecting delivery to IGR
- Promote integrated rural and urban development through programmes such as ISRDP and URP
- Enhance co-ordination of actions and programmes between the organs of government across local, provincial and national lines
- Facilitate communication between government and communities
- Make inputs/ contributions to the IDP
- Act as a monitoring and evaluation tool on IDP implementation
- Facilitate the coordination of strategic planning in the Inxuba Yethemba Municipality aligning provincial and municipal strategic planning

3.2 Inxuba Yethemba LM Committees

All the IYM committees are headed by Portfolio Councillors that constitute the Executive Committee, chaired by the Mayor. There are 3 committees known as

- Social and Community Services,
- Infrastructure, and
- Finance and Admin.

3.2.1 Infrastructure Development Committee

- The Infrastructure Development Committee is focusing on areas such as Economic Development, Planning, Land and Spatial Planning, Housing and Infrastructure Planning and Development

Tasks:

- Promote integrated rural and urban development
- Enhance co-ordination between the organs of government across local, provincial and national lines
- Advise on livelihoods and economic development in certain sectors
- Make inputs/ contributions to the IDP
- Act as a monitoring and evaluation tool on IDP implementation
- Enhance and develop integrated infrastructure capacity

3.2.2 Community and Social Services Committee

- Consists Inxuba Yethemba Performance Committee of Social, Recreational, Safety and Community Development

Tasks:

- Make inputs/ contributions to the IDP
- Act as a monitoring and evaluation tool on IDP implementation
- Discuss issues pertinent to Health awareness, Environmental issues, Sports, Recreational, Education and Safety and Security

3.2.3 Governance, Finance and Administration Committee

- Consists of the Inxuba Yethemba Performance Clusters of Governance & Democracy and Financial Management

Tasks:

- Promote implementation of integrated development programmes
- Promote transparent, effective and efficient governance
- Promote and implement sound labour practises
- Promote good financial management
- Enhance and develop integrated capacity building initiatives
- Promote, advocate and implement performance management systems
- Make inputs/ contributions to the IDP
- Monitors the implementation of Budget and IDP through the SDBIP

3.2.4 Meetings:

These committees meet on a quarterly basis and when needed by the IDP process.

4 Roles and Responsibilities

The IDP planning process includes a wide range of role-players with certain key responsibilities. To enable smooth implementation of the IDP Review action plan the following roles and responsibilities have been allocated in the following manner.

4.1 Internal Municipal Distribution

Actors	Roles and responsibilities
1. Council	<ul style="list-style-type: none"> • Consider and adopt reviewed IDP • Consider and adopt IDP process plan • Encourage public participation • Keep public informed about the contents of the IDP
2. Council	<ul style="list-style-type: none"> • Oversee the management, co-ordination, monitoring of the IDP Review • Assist in resolving political disputes
3. IDP Manager	<p>Ensure that the Municipal pro and reviewed IDP are adopted by the Council</p> <ul style="list-style-type: none"> • Manage the Local municipal IDP by ensuring that all daily planning activities are performed within an efficient and effective consideration of available time; financial and human resources; • Encourage an inclusive participatory planning process and compliance with action programme • Facilitate the horizontal and vertical alignment of the district IDP

Actors	Roles and responsibilities
	<ul style="list-style-type: none"> • Ensure that the planning process outcomes are properly documented • Manage service providers to the Local municipal IDP • The Local municipality IDP Manager will coordinate with various government departments and other IDP Managers through the District clusters to ensure that all the projects, strategies and objectives of the local municipalities and those of the district are shared and distributed amongst government departments so that they might incorporate them in their planning process and vice versa
4. Heads of Departments	<ul style="list-style-type: none"> • Provide technical and advisory support to the IDP Manager • Perform daily planning activities including the preparation and facilitation of events; documentation of outputs and making recommendation to the IDP Manager and the Municipal Council • Interact with the relevant cluster regarding the prioritisation of their individual departments projects and programmes for the following years • Provide clear terms of reference to service providers

4.2 Alignment mechanisms and procedures

The IDP planning process is a local process, which requires the input and support from other spheres of government at different stages. Alignment is the instrument to synthesize and integrate the top-down and bottom-up planning process between different spheres of government. Mechanisms and procedures for vertical and horizontal alignment will be achieved through War Rooms, IGR, District IGR and DIMAFO.

The Inxuba Yethemba Municipality will be responsible for ensuring smooth coordination of local municipal IDP reviews and their alignment with the district IDP Review through district clusters. The IDP drafters will be responsible for ensuring alignment of the written text while the IDP manager will ensure strategic policy alignment with other sector plans and stakeholders.

5 Service provider supervision

Any service providers engaged by the municipality to undertake IDP and Sector plan development will be supervised and managed by the HOD of the relevant department.

6 Budget

The budget set aside budget for the IDP process is outlined in the table below. Funding will be sourced from operational budget.

NO.	DESCRIPTION	BUDGETED AMOUNT
1.	Meetings	
2.	Advertisements	
3	Printing Documentation	
TOTAL		

7 Binding legislation

The following pieces of national and provincial legislation in conjunction with the South African institution will represent binding legislation that will guide the process.

7.1 Legal and policy Framework

- Constitution: Act 108 of 1996
- SPLUMA 16 of 2013
- White paper on Local government of 1998
- Municipal Structures Act 117 of 1998
- Municipal Systems Act 32 of 2000
- Municipal Finance Management Act: 2003
- Municipal Property Rates Act: 2004
- All other applicable local government legislation and policies

7.2 Policy Planning Framework

- Eastern Cape Provincial Growth & Development Plan (PGDP)
- Eastern Cape Spatial Development Plan
- National Spatial Development Perspective (NSDP)
- National Development Plan 2030
- District Municipal Economic and development plans

8 Public Participation

The planning process will be informed by extensive public participation in which all municipal stakeholders will be invited to and supported to play a meaningful influencing role in all recommendations and key planning decisions. This will be in the form of organized workshops and sector engagement meetings involving:

- Representative Forum
- Sector departmental engagement sessions
- War Rooms
- Stakeholder consultative Mayoral Imbizos
- Strategic and regular announcements made, newsletters, newspapers, municipal notice boards
- Training of councillors on community development
- Community based participatory planning sessions
- Annual Report And IDP/Budget Roadshows
- Sector Forums

9 Action Programme

9.1 Activity Table Per Phase

ACTIVITY TABLE – PER PHASE		
TIME FRAMES	PROCESS OF IDP	OUTPUT
July – Aug 2019	<ul style="list-style-type: none"> • Development and submission of IDP/Budget/PMS Process Plan to Council • Develop an IDP/Budget Schedule 	<ul style="list-style-type: none"> • IDP/Budget and PMS Process Plan adopted by Council and submitted to MEC and Website • IDP/Budget/PMS Activity Schedule adopted by Council
SEP - Nov 2019	<ul style="list-style-type: none"> • Review of the status quo on the developmental sectors • Needs identification through: 	<ul style="list-style-type: none"> • Draft situational analysis report • Departmental SWOT analysis and status quo reports

	<ul style="list-style-type: none"> Inputs from sector departments inputs from Wards and Sector Forums Review Budget Process (Review budget process, content and compliance with legislative requirement) Departmental Strategic Planning Sessions – assess status quo, SWOT analysis, key issues for consideration 	<ul style="list-style-type: none"> Budget estimates (All income source, MTEF & Implementing agents & Council)
Dec 2019	<ul style="list-style-type: none"> Technical Strategic Planning session Departments submit Draft Operational budgets 	<ul style="list-style-type: none"> Technical Strategic Plan Report Draft Departmental Budgets
Feb 2020	<ul style="list-style-type: none"> Institutional Strategic Planning Session Review and align Municipal Vision (What does the municipality want to achieve?) <ul style="list-style-type: none"> Align Vision, Objectives and Strategies, Project (phase two) Identification/ prioritisation per municipality Review of the organogram 	<ul style="list-style-type: none"> Institutional Strategic Planning Report Reviewed Vision, Strategies Reviewed Organogram
Feb 2020	<ul style="list-style-type: none"> First Draft IDP Prepare business plans for projects 	<ul style="list-style-type: none"> Review budget Draft IDP Final list of projects with business plans

	<ul style="list-style-type: none"> • Finalise MTEF Projects • Finalise project list • Reviewed Sector Plans and alignment • Workshopping of Councillors 	
March 2020	<ul style="list-style-type: none"> • Mayor table the draft IDP and Budget with Sector Plans to Council 	<ul style="list-style-type: none"> • Draft IDP and Budget approved by Council • Submission of Draft IDP and Budget to Cogta, Treasury and Website
April 2020	<ul style="list-style-type: none"> • Roadshows on the Draft IDP/Budget • Integration of comments 	<ul style="list-style-type: none"> • IDP Roadshow Report • Final Draft IDP and Budget
May 2020	<ul style="list-style-type: none"> • Submission of the Final IDP and Budget to Council for adoption 	<ul style="list-style-type: none"> • Draft IDP and Budget approved by Council • Submission of Draft IDP and Budget to Cogta, Treasury and Website

9.2 Action programme

The following table is attached and illustrates the IDP review action programme and also gives an indication to the planning activities that will be undertaken in a calendar format.

**INXUBA YETHEMBA LOCAL MUNICIPALITY
2020/2021 IDP/ BUDGET-PMS PROCESS PLAN**

	Activities		Timeframe	Responsible Department
A	Preparation phase / Pre-planning			
1	MPAC		17 July 2019	MM
	Q4 Performance Reviews	PMS	18 July 2019	MM
	CDW Round Table	PP	06 August 2019	MM
	Standing Committee		13-15 August 2019	MM
2	District Planners Coordinating Forum- IDP/PMS Managers Session for Alignment of IDP Process Plans	IDP	13 August 2019	CHDM-IPED
3	MPAC		16 August 2019	MM
	Management Meeting looking into the IDP/PMS/Budget Process Plan		19 August 2019	
	IDP/PMS/Budget Steering Committee		21 August 2019	
4	Mayoral		22 August 2019	MM
	MPAC (AFS)		22 August 2019	MM
7	Council Approval of Framework Plan & Process Plans (IDP & Budget)	IDP	29 August 2019	MM
8	Submission of APR and AFS to AG & Treasury	PMS	30 st August 2019	BTO
	Submission of IDP/Budget/PMS Process Plan MEC& Treasury		09 September 2019	
9	Mayoral outreach	MM	02-12 September 2019	MM
	Management Meeting	MM	16 September 2019	MM
10	Advertise Adopted IDP/PMS/Budget Process Plan	IDP	06-Sep-2019	MM
	MPAC		20 September 2019	MM
	IDP/Budget/PMS Steering Committee		18 September 2019	
	IDP/ Budget/PMS Rep Forum	IDP	25 September 2019	MM

B+C	Analysis Phase / Monitoring and evaluation			
12	Assess implementation progress (HODs to present action plans for existing projects and planned completion dates for projects, aligning expenditure with progress), impact of new information/unexpected events, evaluation of achievement with regard to objectives, strategies and projects (per programme), overview of funding available per cluster (both from savings as well as new funding from operating budget and from external funds), possible implications on programmes of additional sector information.	IDP	July -October 2019	All Depts. Championed by HOD's
13	CDW Round Table		02 October 2019	MM
14	Management Meeting		07 October 2019	MM
	Standing Committee		15-17 October 2019	MM
16	1 ST Quarter Institutional Performance Assessments	PMS	18 October 2019	MM
17	MPAC		22 October 2019	MM
	Mayoral		23 October 2019	MM
18	Council Meeting (Draft Annual Report)	IDP	30 October 2019	MM
22	IGR	IGR	31 October 2019	MM
	Budget Steering Committee	BTO	01 November 2019	BTO
	MPAC		15 November 2019	MM
	IDP/Budget/PMS Steering Committee		20 November 2019	
23	Management Meeting		25 November 2019	MM
24	Audit Committee		26 November 2019	
	IDP/Budget/PMS Manager's Session	IDP	26 November 2019	MM
25	IDP/Budget/PMS Rep	IDP	27 November 2019	MM
26	Management Meeting		02 December 2019	MM
27	Mayoral		04 December 2019	MM
	CHDM IDP phase assessment (situational analysis)		05 December 2019	MM
	Council Meeting		12 December	MM
	MPAC		17 December 2019	MM
D	Strategies Phase / Refined objectives, strategies, programmes and projects phase			

28	Risk Management	Risk	10 January 2020	MM
29	Management Meeting		13 January 2020	MM
	MPAC		14 January 2020	2020
30	Mid- Year Performance assessment	PMS	16 January 2020	MM
31	MPAC		21 January 2020	MM
	CDW Round Table		23 January 2020	MM
32	Audit Committee		24 January 2020	MM
33	IGR	IDP	31 January 2020	MM
35	Budget Steering Committee =Adjustment Budget		05 February 2020	BTO
36	Standing Committee		11-13 February 2020	MM
39	MPAC		18 February 2019	MM
	Mayoral		19 February 2020	MM
40	Institutional Strategic planning session. <i>Adopt proposed overall direction of the 2020-2021 IDP - agree on main themes and key strategic objectives and key financial issues. Refine objectives, strategies, programmes and draft projects as necessary for MTEF period</i>	IDP	Feb 2019	MM
	CDW Round Table		20 February 2020	
41	Council Meeting (budget adjustment)		28 February 2020	MM
42	Management Meeting		02 March 2020	MM
43	Mayoral Outreach		03-12 March 2020	MM
	IDP/Budget/PMS/		17 March 2020	MM
44	Mayoral		18 March 2020	MM
45	IDP/PMS/Budget Rep Forum	IDP	26 March 2020	MM
	MPAC		27 March 2020	MM
46	Council Meeting - Adopt Draft IDP/Budget and Sector Plans		31 March 2020	MM
48	Advertise for public comment (21days)	IDP	02 April 2020	MM
	Submission of Draft IDP to the MEC and Treasury		09 April 2020	
50	Draft IDP& Budget Roadshows		14-24 April 2020	MM

	MPAC		14 April 2020	MM
51	Standing Committees		21-23 April 2020	BTO
E	Reviewed IDP document (Integration/programme implementation and operational plan)			
57	Incorporate relevant comments to the Draft final reviewed IDP	IDP	April - May 2020	MM
60	Management meeting		04 May 2020	MM
	IGR		05 May 2020	
	CDW Round Table		07 May 2020	MM
	MPAC		12 May 2020	
	IDP/Budget/PMS Steering Committee		13 May 2020	MM
61	Mayoral	IDP	14 May 2020	MM
65	Audit Committee		19 May 2020	MM
	IDP/Budget/PMS Rep Forum		21 May 2020	
	Council Meeting (Adoption IDP&Budget)		28 May 2020	MM
	Municipal Wide SDBIP Engagement	PMS	May 2020	MM
F	Approval phase			
70	Mayoral outreach		01-11 June 20120	MM
	MPAC		11 June 2020	MM
	Standing Committees		17-19 June 2020	MM
71	Submit draft SDBIP within 14 days after approval of the budget	PMS	18 June 2020	MM
72	Management	IDP	22 June 2020	MM
	Mayoral		25 June 2020	
73	Council Meeting	PMS	30 June 2020	Mayor
75	Signing of MM and Section 56 Managers Performance Agreements	PMS	14 June 2020	MM
77	Quarter 4 Performance reporting (April - June)	PMS	July 2020	HOD"s & MM

G	Performance Management System			
78	Publicize SDBIP and Performance Agreements no later than 14 days after approval	PMS	July 2020	MM