POLICY ON PORTFOLIO COMMITTEES

PREAMBLE:

1. That standing committees be created for each portfolio consisting of Councillors nominated by the various political parties on a proportional basis. Where a party does not have enough members for all committees the party must select on which committees it will be represented. Except for smaller parties, no Councillor to be a member of more than one standing committee. In the event a councillor is not available, due to unforeseen reasons, an alternate nomination is permissible. Exco members will be allocated portfolios in terms of their experience and expertise. An executive member so allocated will be the chairperson of such portfolio committee. The Speaker will not be a member of a Portfolio Standing Committee but will serve as the Chairperson of Committees, and report to Council on the effectiveness and/or weaknesses of such structures.

The appointment of a chairperson and a deputy chairperson of the committee is delegated to the Executive Committee. In the absence of the Chairperson or Deputy-Chairperson of the committee, members present shall elect a chairperson for the purposes of such meeting.

The quorum of the Portfolio Committees will be 50% plus 1.

Upon permission of the chairperson of a Portfolio Standing Committee, any Councillor, or any member of the community, community structure or service provider may address the Standing Committee on any matter on the agenda of that committee.

2. The object of the Standing Committees will be to assist the executive committee on formulating legislation and policies pertaining to the functions of the applicable portfolio.

3. The terms of reference of Portfolio Standing Committees will be to:

(a) Consider any report on legislation, policies (budget and integrated development planning included), and by laws in regard to the functions of the portfolio for recommendation to the Executive Committee;

(b) For the above:-

(i) obtain any additional information needed;

(ii) take implementation dates into account;

(iii) ensure that the inputs from the communities and Labour Forum be taken into account where applicable; and

(iv) obtain expert advice where deemed necessary.

(c) Monitor the initial implementation of the approved legislation, by laws and policies and report any deviations or difficulties experienced to the Executive Committee.

4. Introduce departmental reports on the functions of such municipal departments to the Executive Committee.

GENERAL DUTIES OF EXECUTIVE COUNCILLORS SERVING AS CHAIRPERSONS OF PORTFOLIOS COMMITTEES:

Such executive councillors delegated as chairpersons of portfolio committees, shall ensure that portfolio committees function in a transparent, even handed and consensus-based approach. They should be sensitive to the suggestions and recommendations of the designated officials, and should provide leadership and direction to the committee. Chairpersons should exercise their discretionary function to ensure that all deliberations are within the delegated powers as assigned to it by the Executive Committee.

FUNCTIONS OF PORTFOLIO COMMITTEES:
Upon advice from the designated officials assigned to the portfolio, the portfolio committee shall:

Considers departmental reports and recommendations from the Management Committee.

Considers budget approved projects relating to that portfolio committee.

3. Monitors the implementation and progress of approved business plans and projects of that relevant portfolio committee.

4. Evaluates and makes recommendations to the Executive Committee on the prioritising of projects falling within the function and powers of the relevant portfolio.

5. Where applicable, advises the Exco on service delivery mechanisms;

6. To make recommendations to the Executive Committee in the event the committee is unable to function in the best interests of the Council;

7. To support, advise and provide assistance to the administrative heads by mutually agreeing on the minimum benchmarks for service delivery;

8. Lastly, serves as the political catalyst or support to the designated official to the portfolio to enrich the relationship between the political sphere of the municipality and the administrative/management sphere.

PORTFOLIO COMMITTEES:

TECHNICAL, DEVELOPMENT & PLANNING (PUBLIC WORKS PORTFOLIO COMMITTEE):

Inclusive of the Departments of Engineering and Technical Services, Electrical Engineering, as well as Economic Development and Planning.

The object of the Public Works Portfolio Committee is to assist the executive committee on the functions listed above:

1. To ensure the provision of infrastructure, maintenance and public works to the communities within the jurisdiction of the municipality;

2. To oversee the delivery of public works services to the community;

The terms of reference of the portfolio is to:

Exercise delegated authority after considering a report from the designated officials for that portfolio

Introduce to Exco the recommendations from the portfolio standing committee

Introduce departmental reports on the functions of the relevant sections to Exco:

- Electricity function, including street lighting
- Engineering and service delivery function, including roads and stormwater
- Local tourism
- Economic development
- Street trading, markets and one stop centre for all IDP related issues

PUBLIC SAFETY AND LICENSING, HEALTH AND COMMUNITY SERVICES (SOCIAL DEVELOPMENT SERVICES) PORTFOLIO STANDING COMMITTEE:

Inclusive of the departments of Public Safety and Licensing, Health and Community Services.

The object of the Social Development Services Committee is to assist the executive committee on the functions listed above:

To ensure the provision of public safety, health and community services to the communities within the
jurisdiction of the municipality;
To oversee the delivery of social development services to the community

2. The terms of reference of the portfolio is to :
   Exercise delegated authority after considering a report from the designated officials for that portfolios
   Introduce to Exco the recommendations from the portfolio standing committee
   Introduce departmental reports on the functions of the relevant sections to Exco :
   Protection Services, public safety, licensing
   Health and Environmental services, including municipal parks and recreation, cemeteries and crematoria
   Community services including public amenities including halls, pools and sports fields, libraries, museums,
   and public open spaces

GOVERNANCE, DEMOCRACY AND CORPORATE SERVICES (SUPPORT SERVICES PORTFOLIO COMMITTEE):

Inclusive of the departments that focus on administration, governance support, legal services and human
resource management :

1. The object of the Support Services Committee is to assist the executive
   committee on the functions listed above :
   To ensure the provision of efficient, economical and effective administration of the municipality,
   to co-ordinate secretarial services, to oversee the delivery of human resource services, and to render
   management and transformation services.
   To oversee the delivery of support services to the community

2. The terms of reference of the portfolio is to :
   Exercise delegated authority after considering a report from the designated officials for that portfolios
   b. Introduce to Exco the recommendations from the portfolio standing committee
   c. Introduce departmental reports on the functions of the relevant sections to Exco :
      General administration inclusive real estate, housing development, housing administration
      IT, audit and human resource services including recommendations of the Local Labour Forum
      Governance, democracy and gender issues
      Skills development

PUBLIC ACCOUNTS PORTFOLIO COMMITTEE:

Inclusive of the departments that focus on Financial administration, procurement and tender management :

1. The object of the Public Accounts Portfolio Committee is to assist the
   executive committee on the functions listed below :

1.1 To ensure the provision of efficient income and expenditure, credit control,
   indigence, and budget services
1.2 To monitor procurement procedures
1.3 To review income and expenditure documentation
1.4 To oversee investment strategies and to monitor cash flow

2. To oversee the delivery of sound financial administration to Council

2.1 The terms of reference of the portfolio is to :
   a. Exercise delegated authority after considering a report from the designated officials for that
      portfolios
   b. Introduce to Exco the recommendations from the portfolio standing committee
   c. Introduce departmental reports on the functions of the relevant sections to Exco :
      General financial administration inclusive of income, expenditure and credit control
      Indigent policy
GENDER, YOUTH AND THE DISABLED:

1. The object of the Gender, Youth and Disabled Portfolio Committee is to assist the executive committee on the functions listed below:

1.1 Inclusive of the Mayoral Office, this committee shall consider, among other matters, the strengthening, advancing and advocacy of the rights of these vulnerable groups, in so far as:

1.1.1 Ensuring that gender issues are addressed within the constitutional mandate of a non sexist society
1.1.2 Providing leadership within the municipality and in the community on gender advocacy
1.1.3 Celebrating gender issues
1.1.4 Promoting and advancing the involvement of women and the youth in all municipal projects
1.1.5 Ensuring that the plight and challenges of the disabled are acknowledged.
1.1.6 Promoting the unique talents and capacities of this vulnerable sector in the workplace and in the community
1.1.7 Affording this group an equitable access to facilities and resources

2. The terms of reference of the portfolio is to:

Exercise delegated authority after considering a report from the designated officials in consultation with the mayor for the portfolio committee
Introduce to Exco the recommendations from the portfolio standing committee
Introduce reports on the functions of the relevant sections to Exco:
   i. Gender issues
   ii. Youth matters
   iii. Disabled

SPORT AND RECREATION:

1. The object of the Sport and Recreation Portfolio Committee is to assist the executive committee on the functions listed below:

1.1 Inclusive of the Deputy Mayoral Office, this committee shall consider, among other matters, the importance of promoting sport and recreation in the communities;
1.1.1 Ensuring that the spirit of the government’s White Paper on Sport and Recreation is addressed;
1.1.2 Providing access to facilities and resources to advance sport and recreation;
1.1.3 Co-ordinating sport and recreation events within the municipal area;
1.1.4 Liaising with schools, youth and sports federations, clubs and interest groups;
1.1.5 Monitoring the use of sport and recreation facilities;

2. The terms of reference of the portfolio is to:

2.1 Exercise delegated authority after considering a report from the designated officials in consultation with the deputy mayor:
   a. Introduce to Exco the recommendations from the portfolio standing committee
   b. Introduce following reports and policies to Exco:
      Sport
      Recreation
      Municipal facilities

ECONOMIC DEVELOPMENT:

1. The object of the Economic Development Portfolio Committee is to assist the Executive Committee on the functions listed below:
The holistic economic development of the Emnambithi/Ladysmith Municipal area. Providing a platform for the upliftment of the First and Second Economy. Co-ordinating economic and wealth creating opportunities for all the people within the municipal area. Creating opportunities for an integrated approach to land use management and spatial development:

Promoting business retention and expansion.
Enabling access to skills training that promote economic development.
Providing direction and guidance on broad-based economic development, agriculture and tourism.
Monitoring, implementing and control of environmental issues.

3. The terms of reference of the portfolio is to:

3.1 Exercise delegated authority after considering a report from the designated officials in consultation with the mayor who shall serve as chairperson of the committee.
Introduce to Exco the recommendations from the portfolio standing committee.
Introduce following reports and policies to Exco:
Economic Development
New business and industries; retention and expansion
Agriculture, tourism, local economic development
Environmental matters
Wealth creating initiatives
Key programmes, projects and activities that drive economic development.

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