

COJ LEGISLATURE

2020/21 SDBIP DEVIATION REPORT: COJ LEGISLATURE

1 STRATEGIC THRUST

Well Governed and Managed City

2 OBJECTIVE

The objective of this report is to seek approval for the deviation on the 2020/21 Legislature Service Delivery Budget and Implementation Plan (SDBIP). This report request approval of the amendment of the 2020/21 Legislature Service Delivery Budget and Implementation Plan (SDBIP) in line with section 54(1)(c) of the Municipal Finance Management Act 56. Of 2003 (MFMA). The proposed amendments to the Legislature SDBIP for 2020/2021, is attached in Annexure A of the main report.

That it be noted that upon approval:

- The departmental SDBIPs, Section 57 scorecards will be revised to effect the proposed changes, where required.
- The proposed changes will be effected from the 3rd quarter reporting.

3 BACKGROUND

The Municipal Finance Management Act 56, of 2003 requires that municipalities prepare a Service Delivery and Budget Implementation Plan (SDBIP) as an implementation and management tool to ensure that budgetary decisions that are adopted by the municipalities for the financial year are aligned to the Integrated Development Plan. The in-year reporting against the SDBIP serve as an early-warning mechanism for poor performance and to give both the Council and administration the opportunity to take corrective measures in those areas where poor performance is reported.

Section 72 (1) of the MFMA states that the Accounting Officer of the Municipality must by 25 January of each year (a) assess the performance of the municipality during the first half of the financial year. Section 73 (2) stipulates that, as part of the assessment, the Accounting Office of the municipality must make recommendations on the budget adjustments.

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4 PROPOSED DEVIATION

Proposed deviations in respect of the 2020/2021 Legislature Service Delivery and Budget Implementation Plan (SDBIP)

PRIORITY: Ensure meaningful public participation

| KPI No | Key Performance Area | Key Performance Indicator | Intervention | Baseline | 2020/21 Target | Q1 | Q2 | Q3 | Q4 | Estimated budget | | Evidence and Means of verification | Proposed deviation | Motivation for deviation |
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| | | | | | | | | | | Cape x | Ope x | | | |
| 3. | Encourage communities to participate in all issues affecting the COJ Municipality | Number of public meetings provided with administrative support | Administrative and logistical support provided to the ward Councillor. Meetings will be conducted Virtually and face to face | 540 meetings | 540 public meetings | 135 public meetings | 135 public meetings | 135 public meetings | 135 public meetings | | R1M | Report on all ward Councillor public meetings supported | 3 rd and 4 th quarter targets be reduced from 135 to 60 public meetings per quarter. | Ward Councillors are unable to convene all planned public meetings due COVID-19 regulations that places certain restrictive logistical challenges on the holding of public meetings |
| 4. | Ward Committee Meeting | Number of Ward Committee meetings provided with administrative | Administrative and logistical support provided to ward committee meetings. | 109 ward committee meetings | 1620 ward committee organised | 405 ward committee meetings | 405 ward committee meetings | 405 ward committee meetings | 405 ward committee meetings | | R16.2M | Report on all ward committee meetings | 3 rd and 4 th quarter targets be reduced from 405 to 120 ward | Ward Councillors are unable to convene all planned |

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| | | support | Meetings will be conducted Virtually and face to face | | | | | | | | | supported | committee meetings per quarter. | ward committee meetings due COVID-19 regulations that prescribes strict adherence to safety regulations on the holding of gatherings |
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| 1. | Encourage communities to participate in all issues affecting COJ Municipality (IDP) | Number of Community Based Planning sessions provided with logistical support | Mobilise community members to participate in all scheduled Community Based Planning sessions. | 37 regional ward-cluster community consultation sessions held | 135 CBP sessions | 65 sessions | 70 sessions | - | - | | R2.8 M | Report on conducted Community Based Planning sessions | The total 1 st and 2 nd quarter targets (135) be shifted to 3 rd quarter. | Due to Covid-19 some CBP sessions will be conducted virtually others through face-to-face meetings. |
| 2. | Encourage communities to participate in all issues affecting COJ Municipality (IDP) | Number of IDP and Budget Regional Summits provided with logistical support | Provide logical support to planned IDP and Budget Regional summits. | 8 | 8 | - | 4 | 4 | - | | R4M | Report on the IDP and Budget Regional Summits supported | The total 2 nd and 3 rd quarter targets (8 sessions) to be held between March and May 2021 (3 rd and 4 th quarter). | Due to Covid-19 some planned IDP and Budget Regional summits will be conducted virtually others through |

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| | | | | | | | | | | | | | | face-to-face meetings. |
| PRIORITY: Enhance accountability, oversight and scrutiny over the Executive | | | | | | | | | | | | | | |
| 11. | Create a City that responds to the needs of citizens, customers, stakeholder and businesses | Number of Committee cluster oversight visits conducted | Ensure every Cluster Committee conducts an oversight visit | 27 | 12 | 3 | 3 | 3 | 3 | | | Operatio n Lokisa report | Chane the means of verification from Operation Lokisa report to Chair of Chair quarterly report (cluster oversight visits and Bua Le Sechaba programme) | Renaming of the programme. |
| PRIORITY: Lead in good governance practices | | | | | | | | | | | | | | |
| 20 | Ensuring full compliance with the code of conduct for Councillors | Percentage of Councillors who comply with the Code of Conduct for Councillors regarding arrears over three months | | 100% | 100% | 100% | 100% | 100% | 100% | | 0 | Quarterly performance report of the Office of the Chief Whip. | Change the wording of the KPI to read "Number of reports on Councillors who comply with the Code of Conduct for Councillors regarding arrears over three months". Change the | The KPI changed to comply to "SMART" fundamental principle (Specific; Measurable; Assignable; Relevant; and Time-based) |

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| | | | | | | | | | | | | | | annual target from 100% to 4 reports. Change quarterly targets from 100% per quarter to 1 report per quarter. | |
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5 MOTIVATION

The major reasons for deviation are the following:

Reduction of the target for both the public meetings and ward committee meetings : The declaration of the State of the Disaster and the pronouncement of the commencement of the lockdown, the CoJ Legislature, to abide by the regulations, resolved to review public engagement approaches. As a result, most of the planned public engagement programmes in both the 2020/21 financial year have been severely affected by the COVID-19 regulations. This then warranted the deviation of the SDBIP.

The changing/rewording of the KPI “Code of Conduct for Councillors regarding arrears over three months”:

The KPI was not measurable. The reasons to change the KPI include the following: The responsibility of the Staff accounts department is to implement Credit Control Management policies and procedures for the attainment of strategic objectives set by Revenue Shared Services (RSSC): Credit Management and the City of Johannesburg, which is maximum revenue collection and reduction of the debtor’s book.

All employee groupings namely councillors, directors of Municipal owned Entities (MoEs), staff employed by the City of Johannesburg and MoEs must not be in arrears (90+ days) with respect to their municipals rates and services account(s). This is regulated by the Local Government Municipal Systems Act 32 of 2000, the Local Government Municipal Finance Management Act 56 of 2003 and the Local Government Municipal Systems Amendment Act 42 of 2003.

The office of the Chief Whip of Council (Legislature) is responsible ensuring that processes are in place and that political party’s respond and encourage their party members to pay. A report is developed from the engagements with political parties by the Chief Whip of Council (Legislature). Political parties communicate with the office of the chief whip and dates are set with Credit Control through the office of the whip, the purpose of the meetings are for the following reasons: Acknowledgement of Debt (AoD), salary deductions or arrangements, account queries etc.

Members who fail to comply after engagements with the Credit Control (Revenue), their names are escalated to the Office of the Speaker for full compliance. This is so because the Speaker of Council through Structures Act 37, enforces compliance and can refer matters to Ethics committee.

6 LEGAL AND CONSTITUTIONAL IMPLICATIONS

This report complies with the provisions of section 54 (1) (c) of the Municipal Finance Management Act 56. of 2003.

7 FINANCIAL IMPLICATIONS

Programmes to be funded as per the approved 2020/21 adjusted budget.

8 COMMUNICATIONS IMPLICATIONS

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The final approved amended SDBIP report will be made available to the public as per the provisions of 21A of the Municipal Systems Management Act, No. 32 of 2000.

IT IS RECOMMENDED

- 1. That the proposed amendments to the CoJ Legislature Service Delivery and Budget Implementation Plan for 2020/2021, as detailed in Annexure A, be approved.**
- 2. That the CoJ Legislature SDBIP and Section 57 scorecards be revised to effect the proposed changes, where required.**
- 3. That the proposed changes be affected from the 2020/21 3rd quarter reporting**

(tc)

THE NEXT ITEM FOLLOWS THE ANNEXURES TO THIS ITEM

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ANNEXURE A: Amended CoJ Legislature Service Delivery and Budget Implementation Plan for 2020/2021

| IDP Programme(s) | KPI No. | Key Performance Indicator/Predictive Outcome Indicator | Baseline 2019/20 | Target 2020/21 | Target 2021/22 | Key Interventions | 2020/21 Budget (per programme) | | 2020/21 Quarterly Targets | | | | Means of Verification |
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| | | | | | | | Capex | Opex | Q1 | Q2 | Q3 | Q4 | |
| Strategic Objective 1: Ensure meaningful public participation | | | | | | | | | | | | | |
| <i>Create a City that responds to the needs of citizens, customers, stakeholder and businesses</i> | 1 | Number of Community Based Planning sessions provided with logistical support | 37 regional ward-cluster community consultation sessions held | 135 | 135 | Mobilise community members to participate in all scheduled Community Based Planning sessions. | | R2.8M | - | - | 65 | 70 | Report on conducted Community Based Planning sessions |
| | 2 | Number of IDP and Budget Regional Summits provided with logistical support | 8 | 8 | 8 | Provide logical support to planned IDP and Budget Regional summits. | | R4M | - | - | 4 | 4 | Report on the IDP and Budget Regional Summits supported |
| | 3 | Number of public meetings provided with administrative support | 540 | 540 public meetings supported | 540 public meetings supported | Administrative and logistical support provided to the ward Councillor | | R1M | 135 | 135 | 60 | 60 | Report on all ward Councillor public meetings supported |
| | 4 | Number of Ward Committee meetings provided with administrative support | 1620 ward committee supported | 1620 ward committee supported | 1620 ward committee supported | Administrative and logistical support provided to ward committee | | R16.2M | 405 ward committee meetings supported | 405 ward committee meetings supported | 120 ward committee meetings supported | 120 ward committee meetings supported | Report on all ward committee meetings supported |

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| IDP Programme(s) | KPI No. | Key Performance Indicator/Predictive Outcome Indicator | Baseline 2019/20 | Target 2020/21 | Target 2021/22 | Key Interventions | 2020/21 Budget (per programme) | | 2020/21 Quarterly Targets | | | | Means of Verification |
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| | | | | | | | Capex | Opex | Q1 | Q2 | Q3 | Q4 | |
| | | | | | | meetings. | | | | | | | |
| | 5 | Number of legislature outreach events organised and/or attended by the Legislature political leadership | New indicator | 40 | 40 | Events to be planned well in advance. | | R2M | 10 | 10 | 10 | 10 | Reports on events organized and/or attended by the ¹ Speaker of Council; Chief Whip of Council; and Chair of Chairs. |
| Strategic Objective 2: Capacitate & provide effective support to Council, Councillors and Committees | | | | | | | | | | | | | |
| <i>Create a City that responds to the needs of citizens, customers, stakeholder and businesses.</i> | 6 | Percentage implementation of the training plan for Councillor | 60% | 70% | 80% | Manage and monitor implementation of the approved Councillor training plan. | | R2.8M | 20% | 15% | 20% | 15% | Quarterly report on training attended by Councillors |

¹ Events by the Speaker of Council include Legacy Programmes; Military Events and COVID 19 outreach events.

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| IDP Programme(s) | KPI No. | Key Performance Indicator/Predictive Outcome Indicator | Baseline 2019/20 | Target 2020/21 | Target 2021/22 | Key Interventions | 2020/21 Budget (per programme) | | 2020/21 Quarterly Targets | | | | Means of Verification |
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| | | | | | | | Capex | Opex | Q1 | Q2 | Q3 | Q4 | |
| | 7 | Number of Wellness days hosted for Councillors | 3 | 3 | 3 | Implement all planned Councillors well-ness events. | | R0.5M | 0 | 1 | 1 | 1 | Quarterly report on Councillors well-ness events conducted. |
| | 8 | Number of Ward Committee members trained | | 1350 ward committee members trained | 1350 ward committee members trained | | | R1.5M | 338 ward committee members trained | 338 ward committee members trained | 338 ward committee members trained | 338 ward committee members trained | Report training provided to ward committee members. |
| | 9 | Percentage of Council and Section 79 meeting agenda's distributed within 72 hours of the meeting schedule | | | 100% | Legislature to sign the SLA with both Printing and Dispatch Departments. | | R2M | 100% | 100% | 100% | 100% | Delivered Council and Section 79 meetings agenda |
| Strategic Objective 3: Enhance accountability, oversight and scrutiny over the Executive | | | | | | | | | | | | | |
| <i>Create a City that responds to the needs of citizens, customers, stakeholder and</i> | 10 | Number of oversight visits conducted by Section 79 Committees. | 15 | 28 | 28 | Ensure every Section 79 Committee conducts an oversight visit as per the approved | | R0.2M | 4 | 10 | 10 | 4 | Section 79 Committee oversight visits reports |

² Oversight visits to be area based as per the 2020/21 financial year Area of High Impact Programme

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| IDP Programme(s) | KPI No. | Key Performance Indicator/Predictive Outcome Indicator | Baseline 2019/20 | Target 2020/21 | Target 2021/22 | Key Interventions | 2020/21 Budget (per programme) | | 2020/21 Quarterly Targets | | | | Means of Verification |
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| | | | | | | | Capex | Opex | Q1 | Q2 | Q3 | Q4 | |
| <i>businesses.</i> | | | | | | Committee Action Plan. | | | | | | | |
| | 11 | Number of Committee cluster ³ oversight visits conducted | 27 | 12 | 12 | Ensure every Cluster Committee conducts an oversight visit | | | 3 | 3 | 3 | 3 | Operation Lokisa report. |
| | 12 | Number of oversight reports produced on the annual report | 1 | 1 | 1 | Ensure that MPAC is fully capacitated and supported to enable the Committee to conduct oversight on the Annual Report. | | 0 | - | - | 1 | - | MPAC Committee oversight report on the City's annual report. |
| Strategic Objective 4: Review policies and drive by-law Making | | | | | | | | | | | | | |
| <i>By-law making process support</i> | 13 | Percentage of by-laws tabled in Council for approval within 12 months of the placement of the advert | 3 | 100% | 100% | Formulate a task team to track and manage the Legislature by-law making | | R1.5M | 100% | 100% | 100% | 100% | Advertisement of the by-law. Section 79 Committee report on by-law making |

³ Oversight visits to be area based as per the 2020/21 financial year Area of High Impact Programme

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| IDP Programme(s) | KPI No. | Key Performance Indicator/Predictive Outcome Indicator | Baseline 2019/20 | Target 2020/21 | Target 2021/22 | Key Interventions | 2020/21 Budget (per programme) | | 2020/21 Quarterly Targets | | | | Means of Verification |
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| | | | | | | | Capex | Opex | Q1 | Q2 | Q3 | Q4 | |
| | | | | | | process on all by-laws referred by Council to Section 79 Committees for public participation. | | | | | | | public consultation outcome. Reports on public hearings held draft by-laws. |
| Strategic Objective 5: Lead in good governance practices | | | | | | | | | | | | | |
| <i>Enhance sound financial sustainability</i> | 14 | Percentage expenditure on allocated budget Opex | | 95% | 95% | | | 0 | 10% | 30% | 70% | 95% | SAP report. Approved Department quarterly report |
| | 15 | Percentage expenditure on allocated budget Capex | | | | | | 0 | 5% | 30% | 60% | 95% | SAP report. Approved Department quarterly report |
| | 16 | Percentage resolution of audit queries | | 100% | 100% | | | 0 | 100% | 100% | 100% | 100% | Department quarterly report. |

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| IDP Programme(s) | KPI No. | Key Performance Indicator/Predictive Outcome Indicator | Baseline 2019/20 | Target 2020/21 | Target 2021/22 | Key Interventions | 2020/21 Budget (per programme) | | 2020/21 Quarterly Targets | | | | Means of Verification |
|------------------|---------|--------------------------------------------------------------------------------------------------------------------------|------------------|----------------|----------------|-------------------|--------------------------------|-------|---------------------------|-----|-----|-----|---------------------------------------------------------------------------------------------------|
| | | | | | | | Capex | Opex | Q1 | Q2 | Q3 | Q4 | |
| | 17 | Percentage spent on repairs and maintenance | | 95% | 95% | | | R4.7M | 5% | 10% | 50% | 95% | Approved implementation report |
| | 18 | Number of incidences of unauthorized, irregular, fruitless and wasteful (UIFW) expenditure | | 0 | 0 | | | 0 | 0 | 0 | 0 | 0 | UIFWE Report submitted to Group Risk |
| | 19 | Percentage of valid invoices paid within 30 days of invoice date | | 95% | 95% | | | 0 | 95% | 95% | 95% | 95% | Approved reconciliation report from the Budget Office Age analysis report to Group Finance |
| | 20 | Number of reports on Councillors who comply with the Code of Conduct for Councillors regarding arrears over three months | New indicator | 4 report | 4 reports | | | 0 | 1 | 1 | 1 | 1 | Quarterly performance report of the Office of the Chief Whip. |

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| IDP Programme(s) | KPI No. | Key Performance Indicator/Predictive Outcome Indicator | Baseline 2019/20 | Target 2020/21 | Target 2021/22 | Key Interventions | 2020/21 Budget (per programme) | | 2020/21 Quarterly Targets | | | | Means of Verification |
|------------------|---------|------------------------------------------------------------|------------------|----------------|----------------|-------------------|--------------------------------|-------|---------------------------|-----|-----|-----|-----------------------|
| | | | | | | | Capex | Opex | Q1 | Q2 | Q3 | Q4 | |
| | 21 | Percentage implementation of the Legislature training plan | 40% | 100% | 100% | | | R1.5M | 25% | 25% | 25% | 25% | Quarterly report |