



CITY OF CAPE TOWN
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COMMUNITY SERVICES AND HEALTH PORTFOLIO COMMITTEE

1. **ITEM NUMBER: CSH 03/06/20**

 2. **SUBJECT / ONDERWERP / ISIHLOKO:**

CONFIRMATION OF MINUTES: 4 MARCH 2020
BEKRAGTIGING VAN NOTULE: 4 MAART 2020
UKUQINISEKISWA KWEMIZUZU: 4 EYOKWINDLA 2020

 3. **DISCUSSION**

The minutes are submitted for confirmation.
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MINUTES OF THE ORDINARY MEETING

OF THE COMMUNITY SERVICES AND HEALTH PORTFOLIO COMMITTEE OF THE CITY OF CAPE TOWN HELD IN COMMITTEE ROOM D, 5TH FLOOR, PODIUM, CIVIC CENTRE, CAPE TOWN ON WEDNESDAY, 4 MARCH 2020 AT 10H00

MEMBERS PRESENT

Cllr P van der Ross (Deputy Chairperson)
Cllr R Arendse
Cllr P Chapple
Cllr C Esau
Ald. B Jacobs
Cllr A Moses
Cllr J Visser
Cllr M Chitha
Cllr W Hlazo
Cllr M Davids
Cllr T Honono
Cllr A Hendricks
Cllr C Mdleleni

ABSENT WITH APOLOGY

Cllr R Viljoen (Chairperson)
Cllr A Adams
Cllr N Mahlati
Cllr D Ngubelanga
Cllr N Kopman

ABSENT WITHOUT APOLOGY

None

MAYCO MEMBER

Cllr Z Badroodien

VISITING COUNCILLORS

None

PRESS AND PUBLIC

None

INTERPRETER

W Thala

OFFICIALS

V Botto	Acting ED: Community Services and Health
A Warren	Community Services and Health: Administration
N Adams	City Health
P Nkurunziza	City Health
M Booysen	City Health
M Levendall	Executive and Council Support
A Kline	Executive and Council Support
H Nel	Finance (ComServ)
X Erasmus	Legal Services
T Titus	Legal Services
N Steyn	Library and Information Services
N Titus	Library and Information Services
A Gaibie	Library and Information Services
L Tyali	Planning & Development & PMO
L May	Planning & Development & PMO
R Gelderbloem	Director: Property Management
R Potgieter	Property Management
P Pendlebury	Property Management
J Fourie	Recreation and Parks
N Cupido	Recreation and Parks
N Mbuku	Recreation and Parks
A Dykes	Recreation and Parks
G Slabbert	Recreation and Parks
S Brice	Recreation and Parks
N Jeremiah	Recreation and Parks
D Galant	Recreation and Parks
A Sauls	Social Development & Early Childhood Development
L Ing	Social Development & Early Childhood Development
F Bisschoff	Manager: Support Services (ComServ)
N Tshayana	Support Services (ComServ)
G Phyfer	Support Services (ComServ)

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Note: As the Chairperson of the Community Services and Health Portfolio Committee had submitted an apology for this meeting, Councillors were requested to submit proposals for an acting Chairperson for the meeting.

Councillor Esau nominated Councillor van der Ross to act as Chairperson for the meeting.

Councillor T Honono nominated Councillor Moses to act as Chairperson for the meeting. Councillor Moses declined the nomination.

The proposal for Councillor van der Ross to act as Chairperson for the meeting, was duly supported.

Councillor van der Ross took the Chair.

CSH 01/03/20 OPENING / MOMENT OF SILENCE

The Acting Chairperson, Councillor van der Ross, welcomed all present and a moment of silence was then observed.

CSH 02/03/20 APPLICATIONS FOR LEAVE OF ABSENCE

Ms Kline informed the members that the following formal leave applications were received via the Office of the Chief Whip for:

- Councilor A Adams
- Councillor N Mahlati
- Councillor D Ngubelanga
- Councillor N Kopman

It was noted that an apology was received for the Chairperson, Councillor R Viljoen.

The following Councillor requested to leave early:

- Councillor C Mdleleni

RESOLVED that the above be noted.

ACTION: A KLINE

CSH 03/03/20 CONFIRMATION OF MINUTES: 05 FEBRUARY 2020

Councillor van der Ross referred to page 8 of the agenda and requested that the dates for the beach trading task team to meet be communicated to the Portfolio Committee members as previously requested by Councillor Moses at the meeting held on 05 February 2020.

Councillor van der Ross referred to page 9 of the agenda and enquired with regard to the progress of the request by Councillor Chapple for the Portfolio Committee to receive a progress report regarding the regulation of the lease process.

Councillor van der Ross further enquired regarding the progress of Municipal Facility Management Committee (MFMC) Policy. Mr. Fourie responded that Corporate Services had been engaged with regards to the policy submission process and indicated that the policy will be submitted to the Community Services and Health Portfolio Committee meeting scheduled for April or May 2020.

Councillor van der Ross referred to page 12 of the agenda and enquired whether the information pertaining to the roll-out of broadband and the vandalism that had occurred at libraries had been submitted to Councillor Visser. Ms. Steyn apologised for the delay and responded that the information would be submitted to the Portfolio Committee members.

RESOLVED that the minutes of the meeting held on 05 February 2020 be confirmed, subject to the following correction:

- a) On page 12 of the agenda, "Community Facility Officers" should be corrected to "Facility Protection Officers".

ACTION: A KLINE

CSH 04/03/20 CHAIRPERSON'S REPORT

The Acting Chairperson, Councillor van der Ross congratulated the Portfolio Committee with regards to the progress made regarding the following policies.

- The Recreation and Parks' Draft Concessions Policy
- The Environmental Health Policy
- The Draft Movable Heritage Assets Collection Policy

At this stage the Acting Chairperson, Councillor van der Ross, allowed Ms Ing from the Social Development & Early Childhood Development department the opportunity to provide feedback with regards to the progress of the Draft Movable Heritage Assets Collection Policy.

Councillor van der Ross indicated that the Park Buddies programme report was requested at the previous Community Services and Health Portfolio Committee meeting. Councillor van der Ross further requested that Mr. Fourie provide verbal feedback with regards to the progress of the report. Mr. Fourie responded that there are three reports which were requested as late reports and further indicated that the reports would be submitted for inclusion on the agenda on the next Portfolio Committee meeting scheduled for 1 April 2020.

It was noted that a moment of silence was held in memory of the recent passing of two Community Services and Health Directorate's staff members. Councillor van der Ross requested that Mr. Botto extend condolences from the Portfolio Committee to the affected families for their loss.

RESOLVED that the Acting Chairperson's report be noted.

ACTION: A KLINE

CSH 05/03/20

PROGRESS REPORT: MATTERS RECEIVING ATTENTION

MRA 01: STATUS REPORT ON THE EXISTING MUNICIPAL FACILITY MANAGEMENT COMMITTEE (MFMCS)

Mr. Botto indicated that this was a standing item on the Matters Receiving Attention progress report and that the Municipal Facility Management Committee (MFMC) policy is still in progress. It was noted that the item would remain on the Matters receiving attention progress report until the policy is submitted to the Community Services and Health Portfolio Committee.

MRA 02: COMMUNITY SERVICES AND HEALTH DEMAND PLAN PRESENTATION TO THE PORTFOLIO COMMITTEE

It was noted that the item would remain on the Matters receiving attention progress report to monitor the progress of the item. Mr. Botto indicated, that at that stage, there was no progress update with regards to the item.

RESOLVED that:

- 1) MRA 1 & 2 remain on the matters receiving attention schedule.
- 2) the matters receiving attention schedule be noted.

ACTION: V BOTTO; A KLINE

CSH 06/03/20

COMMUNITY SERVICES & HEALTH: 2019/20 SECOND QUARTER'S PROGRESS REPORT ON THE DIRECTORATE'S PERFORMANCE

Mr. Phyfer was present and addressed questions of clarity where required.

Councillor van der Ross requested that the Directorate include sufficient detail in the report with regards to the remedial action taken by the Directorate, pertaining to the reasons for variance.

Councillor Moses referred to page 68 of the agenda and requested clarity with regards to the target for the number of IT Modernisation initiatives which indicated a target of 0 but the actual which was indicated in the report is 1. Mr. Phyfer responded that the second quarter target was 0 but that this is an annual target indicator. The target for quarter four is 4 and the department was ahead of target, as one of the 4 projects for this indicator, was completed in December 2019.

Councillor Moses further requested that reports be submitted to the Portfolio Committee with regards to the following:

- Page 68 of the agenda, the list of facilities that the Facility Protection Officers had been deployed.

- the list of the informal settlements where the assessments/ recommendation was conducted with ECDs to assist to become compliant.
- Page 69 of the agenda, at which Community Recreation Centres and Halls were the sport and recreational programmes offered.
- The list of Community Services Facilities where access and maintenance occurred.

Councillor van der Ross indicated that the information requested by Councillor Moses could be forwarded to the Portfolio Committee members electronically.

Councillor Moses referred to page 68 of the agenda and indicated that under the heading Reason for Variance/Remedial Action Comment, the word “ned” should be corrected to “need”.

RECOMMENDED that the Community Services and Health: 2019/20 Second Quarter’s Progress Report on the Directorate’s Performance, be noted.

ACTION: A KLINE; G JOSEPHS; G PHYFER; V BOTTO

CSH 07/03/20

DIRECTORATE SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) FOR 2020/2021

Mr. Phyfer was present and conducted a presentation in respect of the Directorate Service Delivery and Budget Implementation Plan (SDBIP) for 2020/2021. The presentation is attached to the minutes as Annexure A.

Cllr van der Ross indicated that the Directorate Service Delivery and Budget Implementation Plan (SDBIP) for 2020/2021 was a draft report and would be addressed at the Community Services and Health Portfolio Committee workshop and thereafter tabled at the Special Portfolio Committee meeting for adoption.

RESOLVED that:

- a) the draft Directorate Service Delivery and Budget Implementation Plan (SDBIP) for 2020/2021 report, be deferred.

- b) a workshop, followed by a Special Portfolio Committee meeting, be arranged in mid-March 2020 to address the draft Directorate Service Delivery and Budget Implementation Plan (SDBIP) for 2020/2021 report.

ACTION: A KLINE; G PHYFER; V BOTTO

CSH 08/03/20

COMMUNITY SERVICES AND HEALTH CAPEX REPORT FOR THE PERIOD 01 JANUARY 2020 TO 31 JANUARY 2020

Mr. May was present and spoke to the item on the agenda.

Councillor Visser requested that the planning for the implementation of Ward Allocation projects be conducted well in advance to prevent delays with the implementation of projects. L May responded that project managers for Recreation and Parks department would be attending project management training. The department would look into the reasons for the delays of the implementation of Ward Allocation projects.

Councillor Esau requested that Councillors be informed prior to the implementation of renovations and upgrades at facilities as these facilities are utilised for programmes and events. Councillor Esau further requested that an upgrade and maintenance plan for facilities, which should include timeframes, be communicated to Councillors. Mr. May responded that the department would communicate to the Portfolio Committee the programme for renovations and upgrades at facilities.

Councillor Esau further requested that the department forward a list of all facilities that currently had asbestos seating.

Councillor Esau indicated that the fencing of sport grounds and the upgrade of public swimming pools should be addressed as this issue was raised at the Community Services and Health Portfolio Committee site visit. Mr. Botto indicated that the fencing of sports grounds and the upgrade of public swimming pools are being assessed by the department.

RESOLVED that the Community Services and Health Capex Report for the period 01 January 2020 to 31 January 2020, be noted.

ACTION: L MAY; V BOTTO

CSH 09/03/20 DIRECTORATE: COMMUNITY SERVICES & HEALTH: FINANCIAL PERFORMANCE FOR THE PERIOD 01 JULY 2019 TO 31 JANUARY 2020

Mr. Nel was present and spoke to the item on the agenda.

Councillor Moses requested that the Executive Director, Mr. Botto note the supply chain management challenges that line departments experience with regards to the implementation of Ward Allocation projects. It was noted that Mr. Botto had communicated to staff that planning for the implementation of Ward Allocation projects be done timeously and that follow-ups should be conducted with regards to supply chain management processes.

RESOLVED that the Directorate: Community Services & Health: Financial Performance for the period 01 July 2019 to 31 January 2020, be noted.

ACTION: H NEL; V BOTTO

CSH 10/03/20 FEEDBACK ON THE INTERNATIONAL TRIP UNDERTAKEN FROM 27 SEPTEMBER TO 4 OCTOBER 2019 TO ATTEND THE "LIBRARIES AS AN ENGINE OF CHANGE" SEMINAR IN AMMAN, JORDAN

Ms. Gaibie was present and spoke to the item on the agenda.

RESOLVED that the feedback report on the international trip undertaken by Akeela Gaibie to attend the "Libraries as an Engine of Change" Seminar in Amman, Jordan from 27 September to 4 October 2019, be noted.

ACTION: A GAIBIE; V BOTTO

CSH 11/03/20 CLOSE OUT REPORT: LIBRARY & INFORMATION SERVICES GRANT-IN-AID TO OPEN BOOK FESTIVAL FOR THE WRITING MY CITY BOOK

Ms. Gaibie was present and spoke to the item on the agenda.

RESOLVED that the close out report: Library & Information Services Grant-in-Aid to Open Book Festival for the Writing My City book, be noted.

ACTION: C LUBBE; A GAIBIE; V BOTTO

NOTE: At this point at 11:50am the Acting Chairperson, Councillor van der Ross, adjourned the meeting in order for a Democratic Alliance (DA) CAUCUS to be held until 12:00pm.

CSH 12/03/20 LIBRARY AND INFORMATION SERVICES: PROPOSED TARIFFS 2020/21

Ms. Titus was present and addressed questions of clarity where required.

Councillor Moses enquired whether there is a possibility that the charge for the return of overdue books could be increased. Ms. Steyn responded that the current charge is R1 for the first week and thereafter the amount incrementally increases. Ms. Steyn further indicated that there is a challenge as there are patrons that are not able to pay the current tariff and although the proposed increase in tariff for overdue books could be considered this could result in patrons being excluded from utilising the service that they need.

Councillor van der Ross referred to page 20 of the agenda and indicated that the tariff for issuing library membership cards to residents was not reflected in the report. Ms. Steyn responded that library membership cards are issued to residents at no charge but there is a charge if the card is lost or if the patron has an overdue book. It was noted that Ms. Steyn would in future indicate in the report that library membership cards are issued to residents at no charge.

RESOLVED that:

- a) the Library and Information Services: Proposed Tariffs 2020/21 report, be deferred.
- b) a workshop, followed by a Special Portfolio Committee meeting, be arranged in March 2020 to address the Library and Information Services: Proposed Tariffs 2020/21 report.

ACTION: A KLINE; N TITUS, N STEYN; V BOTTO**CSH 13/03/20 RECREATION AND PARKS: PROPOSED TARIFFS 2020/21**

Mr. Fourie was present and addressed questions of clarity where required.

Councillor Chapple indicated that the report was received as a late report and that the closing date for the public participation process with regards to the Recreation and Parks proposed tariffs 2020/21 was 4 March 2020. Councillor Chapple indicated that the comments from the public participation process should be submitted to the Portfolio Committee for consideration.

Councillor Chapple further proposed that the Recreation and Parks: Proposed Tariffs 2020/21 report be deferred to the Community Services and Health Portfolio Committee workshop and Special Meeting to be held in March 2020.

The proposal by Councillor Chapple was duly supported.

RESOLVED that:

- a) the Recreation and Parks: Proposed Tariffs 2020/21 report, be deferred.
- b) a workshop, followed by a Special Portfolio Committee meeting, be arranged in March 2020 to address the Recreation and Parks: Proposed Tariffs 2020/21 report.
- c) a clearer copy of the Recreation and Parks: Proposed Tariffs 2020/21 be circulated to the Portfolio Committee.

ACTION: A KLINE; R PEREIRA; V BOTTO**CSH 14/03/20 PROPOSED GOLF COURSE TARIFFS FOR THE 2020/21 FINANCIAL YEAR**

Ms. Gelderbloem was present and addressed questions of clarity where required.

It was noted that the report was submitted to the Community Services and Health Portfolio Committee for comment.

Councillor Chapple suggested that should the timeframes allow, that additional consultation with regards to the proposed tariffs be held with various departments. Councillor Chapple further proposed that as this was a late item, that the proposed Golf Course Tariffs for the 2020/21 Financial Year report be deferred to the Community Services and Health Portfolio Committee workshop and Special Meeting to be held in March 2020.

The proposal by Councillor Chapple was duly supported.

RESOLVED that:

- a) the proposed Golf Course Tariffs for the 2020/21 Financial Year report, be deferred.
- b) a workshop, followed by a Special Portfolio Committee meeting, be arranged in March 2020 to address Golf Course Tariffs for the 2020/21 Financial Year report.
- c) a list of all the golf courses and the current tariffs for each golf course be circulated to the Portfolio Committee members. It was noted that the list should include the proposed tariffs for each golf course.

ACTION: A KLINE; R GELDERBLOEM

THE MEETING CONCLUDED AT 12H35

**COUNCILLOR R VILJOEN
(CHAIRPERSON)**

DATE



CITY OF CAPE TOWN
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COMMUNITY SERVICES & HEALTH

2020/2021 SDBIP
(Executive Summary & Scorecard)

4 March 2020

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PLANNING PROCESS TO 4 MARCH 2020

ITEM	Timeline
Process initiated internally (Administration within CSH). Updates effected and communicated for comment.	November 2019 to February 2020
Discuss draft Directorate Executive Summary & Scorecard with MAYCO Member and Portfolio Committee Chairperson . Inputs considered, and updates made where necessary. Updated versions circulated for comment.	5 February 2020 11 February 2020 13 February 2020 26 February 2020
Submission of draft Directorate Executive Summary & Scorecard on eAgenda.	19 February 2020
Portfolio Committee meeting.	4 March 2020

EXECUTIVE SUMMARY

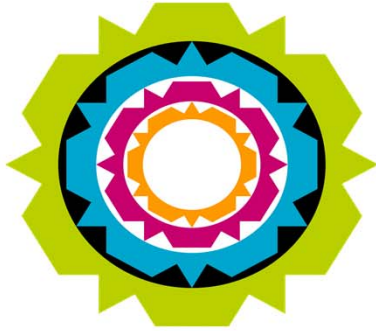
- Support to Cape Town Resilience Strategy
- Alignment to updated Integrated Development Plan (IDP)
- **Review of “Areas of Business Improvement”**
- Update budget component (await final approved budget)
- Stronger mention of collaboration with sister directorates/ departments, eg: MURP project in Hanover Park and Bishop Lavis Sports Complex project
- Update major projects aligned to PPM (finalized by May)

SCORECARD

CATEGORY		COMMENT
Indicator remains the same	10	"Compulsory" indicators (Corp.; CSP; C88; National Treasury; CSC)
Indicator target increase	8	MAYCO Member; PC Chairperson; ED; Directorate engagements)
Change to indicator	2	Transversal indicator; Follow-on indicator
New indicator	9	Cape Town Resilience Strategy; Corporate; Transversal; A few targets still to be finalized; (CSC?)
Indicator retired	-9	1 replaced by new – Safe Space 2 waiting for result of report – Matrix & Culemborg effect. 3 replaced by transversal (Informal Settlements) – will be tracked at dept., level 3 will be reported separately – CSS
CURRENT TOTAL	29	As at 4 March 2020
Key operational Indicators (KOI)	17-20	Still to be approved at EMT
TOTAL in May	Approx. 45	IDP finalized; Budget tabled

WAY FORWARD FROM 5 MARCH 2020

ITEM	Timeline
Continue to ensure alignment (and update scorecard) with regards to requests/communication from corporate (IDP; OPM; etc).	5 March 2020 to 8 April 2020
Possible PC workshop . <ul style="list-style-type: none"> • Documents (90-95% polished) 48 hrs • Questions, Answers, Additional requests, concerns or proposals (discussed at workshop) sent through MM office by 8 April – feedback at May PC 	Mid to end March 2020
Submission of final Directorate Executive Summary & Scorecard on eAgenda.	22 April 2020
Portfolio Committee meeting	6 May 2020
Implement Scorecard	From 1 July 2020
Quarter 1 Performance Reporting to PC	2 September 2020



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THANK YOU : ENKOSI : DANKIE

For queries contact (Glen.Phyfer@capetown.gov.za)

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