

**PORTFOLIO COMMITTEE MEETING MINUTES**

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**LED 01/02/20            OPENING**

The acting Chairperson, Cllr A Kuhl, opened the proceedings at 11:03 and informed the meeting that Ald Rau, the Chairperson, was in attendance at the caucus meeting in the morning but that she had to leave due to ill health.

Cllr Kuhl welcomed all to the first meeting of the Leadership and Development Portfolio Committee for the year and requested that a moment of silence be observed.

**LED 02/02/20            APOLOGIES / LEAVE OF ABSENCE**

**NOTED** the apology of the Chairperson, Cllr Mzobe and Cllr Ndaleni. It is further **NOTED** that Ald Twigg and Cllr Zondani will arrive late.

**ACTION: C MINNAAR**

**LED 03/02/20            CHAIRPERSON'S REPORT**

**NOTED** that this item will not be dealt with due to the fact that the Chairperson was not in attendance. The Acting Chairperson indicated that she will make copies of the Chairperson's Report available after the meeting to those members that would like to have a copy.

**ACTION: CLLR KUHL**

**LED 04/02/20            CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON  
14 NOVEMBER 2019**

**RESOLVED** that the Minutes of the Leadership and Development Portfolio Committee meeting of 14 November 2019 be accepted.

**PROPOSER: CLLR P HEYNES**

**SECONDER: CLLR K YOZI**

**ACTION: C MINNAAR**

**LED 05/02/20            MATTERS ARISING FROM MINUTES**

The meeting noted that the opinion provided by SALGA on whether bursaries for councillors are permissible, is not very clear. Mr van As proposed that the workshop on this matter as requested by the acting Chairperson be held back until the legal opinion from external counsel as requested by the Speaker, is received.

**RESOLVED** that

- (a) the legal opinion from the external counsel on Bursaries for Councillors be awaited, and
- (b) based on the views expressed in the legal opinion, a determination will be made as to whether a workshop in respect hereof, should be arranged.

**ACTION: C MINNAAR****LED 06/02/20            MATTERS RECEIVING ATTENTION**

**RESOLVED** that the discussions and comments regarding the items on the Matters Receiving Attention list and the actions to be taken in respect thereof, be noted.

**ACTION: C MINNAAR****LED 07/02/20            MONTHLY REPORT**

**NOTED** that the Chairperson will provide feedback on this item at the next PC meeting.

**ACTION: C MINNAAR****LED 08/02/20            BUDGET**

Mr van As reported that thus far, R2,5m of the available budget of R15m has been committed. He informed the meeting that a report on two accredited courses is currently with the BAC for consideration. The one course is on Coaching and will be specifically targeted at subcouncil chairpersons. Due to the financial

capping in the tender, the aim is to train 18 subcouncil chairpersons during this round and to train the remaining ones at the start of the next financial year.

With respect to the detail of the training courses, Mr van As advised that the training course on coaching is aimed at leadership and development and has modules in personal mastery and manager as coach. It takes into account the stress that councillors face on a daily basis, the personal risks, as well as personal resilience, stress management and various other conflict management and emotionally heated situations that councillors are often faced with in their subcouncils.

Mr van As informed that the cost for the initial 18 candidates will amount to approximately R500 000 to R700 000. It is a 5-day in-depth training session and will, in addition to subcouncil chairpersons, also be available to PC chairpersons from July 2020. It is expected to be opened later to other councillors as well.

The other training initiative is a Facilitation of Leadership and Development Programme, which is a 3-day session and will be aimed at 80 councillors.

Mr van As further mentioned that another transversal City tender was accessed in terms of which other accredited training will be made available to councillors from March 2020. The following accredited courses offered by the National School of Governance are also included in the report that was submitted to the BAC

- Citizen service delivery
- Excellent customer service
- Introduction to M&E in the public sector
- Finance for non-financial managers
- Gender mainstreaming
- Anti-corruption training for practitioners
- Ethics management
- Diversity management
- Promoting anti-corruption in the public service
- Project management
- Legislative sector in governance and leadership
- Strategic planning workshop
- Emotional intelligence

- Youth in leadership
- Conversations with women in leadership
- Combatting corruption
- Social change
- Optional: MFMA

Cllr Moses requested that the NQF levels of the training courses be indicated and required clarity on what will happen to the unspent portion of the budget.

Mr van As replied that the NQF levels will be included in the communication on the training courses that will be forwarded to the councillors.

With regard to the budget, Mr van reported that the idea is to use any additional funds to procure resources for the new councillors that will start their term after the 2021 elections. The payment for the consultant that will be appointed to create a councillor training tender will come from this budget and various other in-house training will be funded from it. Mr van As mentioned that the biggest challenge in respect of spending will be to get councillors to take up training opportunities. He alerted that the budget cannot be rolled over to the next financial year. He assured the councillors that despite the previous uncertainty of future budgets for the PC, he has secured a commitment from Finance that the PC will be allocated a budget for the new financial year and that it will be on-going. This means that permanent support staff in the unit can be appointed and once the development plans and the councillor training tender are in place, it should result in simplified processes.

The acting Chairperson commended Mr van As for the determination with which he has pursued the issue of continuous budgets for the PC and noted this will place the PC in a sound foundation from which to operate from.

In response to Cllr Yozi's question as to the number of training opportunities that councillors can take up, the acting Chairperson and Mr van As indicated that councillors will not be limited in respect of uptake but that the number of training opportunities they enrol for, will naturally depend on their availability. As soon as the BAC's approval for the two courses has been obtained, invitations will be forwarded to councillors. Once confirmation is received, it will be

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entered into their diaries, which will be coded red until such time that councillors attend the training, after which the colour coding will be changed to green.

Mr Hearne added that SALGA is resolute that training courses for councillors should be local government specific and not of the generic variety. In this respect, SALGA has a team that interrogate curricula of courses of prospective and current service providers to ensure that the content of the training offered is related to local government.

Cllr Zondani enquired about the role of SALGA in compiling the list of courses in the hand-out that was given and requested clarity on the fact that the University of Stellenbosch is listed as a service provider, whereas the internal legal opinion that was submitted to the PC last year conclusively pronounced that bursaries for councillors are in contravention of the governing legislation and are thus not allowed.

In regard to the second question, the acting Chairperson relayed to Cllr Zondani what was discussed under this item on LED 05/02/20 prior to his arrival. Cllr Zondani mentioned that a few years ago, a number of councillors attended a Public Participation course at the University of Stellenbosch that was facilitated by SALGA but that no certificates up to now were received.

Mr van As responded that in terms of the process of attending a course at a university which is a service provider, Finance has to approve a deviation for that once off opportunity for a councillor to attend a short course, which is what all the listed courses are; short term training courses. Mr van As further informed that a meeting with UCT's School of Governance and the entire PC is planned where the councillors can engage with the academia and explain the type of training that councillors require and would benefit from. This will enable the institution to develop specific programmes for the development of councillors, which, until a tender is in place, will have to be procured via a deviation process. Payment to universities as service providers would therefore be for short courses and not for degrees or diplomas.

In response to Cllr Zondani's first question, the acting Chairperson advised that she and Mr Hearne attended a meeting with academic

institutions where the training needs of the City's leadership was discussed. The acting Chairperson noted that the meeting that Ald Rau is intending the PC to attend with UCT's School of Governance, would create an opportunity for the councillors to build a meaningful relationship with the academia, which will serve the added purpose of holding the academics accountable to offer value added products to councillors when they do tender for training.

With regard to Cllr Zondani's observation about the costing of the various NQF level courses, the acting Chairperson proposed that this point be held over for discussion at the workshop.

Mr Hearne undertook to investigate the issue of the outstanding certificates for the Public Participation course as mentioned by Cllr Zondani. He confirmed that verification of service providers is paramount and that SALGA in the past was deceived by unscrupulous service providers. This has now been combatted by the system that was instituted where payment is only made after service providers have delivered.

Mr van As relayed to the meeting that discussions are underway to establish a National Working Forum where all the Metros are represented to engage on councillor training matters. He appealed for SALGA's support for this forum.

**RESOLVED** that the comprehensive feedback provided in respect of this item be noted.

**ACTION: J VAN AS / J HEARNE**

**LED 09/02/20**

**TRAINING CALENDAR DATES / LIST OF TRAINING OFFERINGS**

**NOTED** that this matter was part of the discussions under item LED 08/02/20 above.

**ACTION: C MINNAAR**

**LED 10/02/20**

**TERMS OF REFERENCE OF THE LEADERSHIP AND DEVELOPMENT PORTFOLIO COMMITTEE**

**RESOLVED** that a workshop to review the Terms of Reference of

the Leadership and Development PC, be arranged.

**ACTION: C MINNAAR**

**LED 11/02/20**

**TRAINING NEEDS OF PORTFOLIO COMMITTEES**

The acting Chairperson requested that this item be combined with the subcouncil training needs on the Matters Receiving Attention list. She furthermore requested that Cllr Moses provide his input on this matter at the next PC meeting when a report on this will be submitted and where it is expected that detailed discussions will be held.

**RESOLVED** that this item remains on the Matters Receiving Attention list.

**ACTION: C MINNAAR**

**LED 12/02/20**

**REPORT ON IT CONNECTIVITY AT SUBCOUNCILS**

Mr Tajudien reported that he has requested the Head of Telecommunications and Fixed Networks to provide him with information on the current capacity of subcouncils with regard to IT connectivity, as well as the capacity that subcouncils are supposed to have. He also asked that the costing for upgrades to increase the line speed to the buildings, be included on this list. It is anticipated that a full report at the next PC meeting will be tabled detailing the current line speed of each subcouncil, what bandwidth they are consuming, what Telecommunications suggest it be upgraded to and the costing of the upgrades. In addition, he has asked that where subcouncils have wi-fi, to indicate whether there are sufficient routers in the building. It is noted that routers are a once-off costing, whereas upgrades for increased connectivity will incur a monthly cost that will have to be made provision for in subcouncils' budgets.

**RESOLVED** that the feedback in this respect of this matter be noted.

**ACTION: R TAJUDIEN**

**LED 13/02/20**

**CHAIRPERSON'S REPORT BACK ON SALGA'S TALENT MANAGEMENT SEMINAR**

The acting Chairperson provided feedback on the Talent Management Seminar that was presented by SALGA and which was attended by herself and the Chairperson. She noted that the calibre of speakers at the seminar was outstanding. The event provided an opportunity to gauge how progressive the City of Cape Town already is in respect of the technology that it utilises. She reported that she and Ald Rau did a presentation on the PC and that Ald Rau in the final slide of the presentation proposed that a national working group comprising of all the Metros be established to drive councillor training. She concluded that the networking opportunities that the seminar presented will be used to promote the idea of the working group.

Cllr Heynes proposed that invitations to future opportunities such as these be extended to all the representative parties of the PC. The acting Chairperson concurred with this proposition.

**RESOLVED** that the feedback on this matter be noted.

**ACTION: C MINNAAR**

**LED 14/02/20**

**LEADERSHIP BREAKFAST**

Mr van As reported that one of the speakers that was at the SALGA Talent Management seminar will be invited to speak at the first Leadership Breakfast session. She is a renowned speaker who is also a published author of a book called 'The Smarter Municipality'. The intention is to procure copies of the book for the PC, which is structured in a textbook format and feature case scenarios, and to develop an online questionnaire on certain aspects of the book for the PC to complete.

The acting Chairperson added that this book will add tremendous value not just to the PC but to every councillor. She remarked that the new councillors that will start their term in 2021 should each receive a copy of the book as it is an invaluable resource.

**RESOLVED** that the feedback on this matter be noted.

**ACTION: C MINNAAR / J VAN AS**



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**LED 15/02/20****CHAIRPERSON'S INVESTIGATIVE TRIP**

Mr van As reported that the intention is that a multiparty group of councillors visit the municipalities of Johannesburg, Tshwane and Ekurhuleni to engage with the Metros on what they have implemented with regard to councillor training. This will include a trip to the University of the Witwatersrand to liaise with their School of Governance on councillor training initiatives.

Mr van As further noted that the travel policy is currently under review and that he already had a meeting with the Policy Unit to obtain clarity on training initiatives as the policy only speaks to conferences, seminars and workshops. The Legal Department however applies the same restrictions to training initiatives, which limit the number of representatives to three. Clarity in this regard is required.

The acting Chairperson echoed Ald Twigg's earlier sentiments that trips are undertaken with the aim of acquiring valuable insights and that the onus is then on the representatives to bring that awareness back to the PC.

**RESOLVED** that the feedback on this matter be noted.

**ACTION: C MINNAAR / J VAN AS**

**CLOSING**

The meeting ended at 12:04.

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**ACTING CHAIRPERSON: CLLR A KUHL**

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**DATE**