



DATE: 22 JUNE 2020

REPORT TO: COUNCIL

1. ITEM NUMBER SPC 22A/06/20

2. SUBJECT

PROPOSED AMENDMENTS TO THE TERMS OF REFERENCE FOR THE RULES COMMITTEE

**VOORGESTELDE WYSIGINGS AAN DIE ORDEREËLS VIR DIE REËLSKOMITEE
ISIPHAKAMISO SEZILUNGISO SEMIQATHANGO ENGEKOMITI ENGEMIGAQO**

3. DELEGATED AUTHORITY

In terms of delegation

This report is FOR DECISION BY

Committee name :

The Executive Mayor together with the Mayoral Committee (MAYCO)

Council

4. DISCUSSION

The existing Terms of Reference for the Rules Committee was adopted by Council on 31 January 2019.

Given that no review process has taken place since 2019, the Rules Committee identified a need to review the Terms of Reference for the Committee in its entirety, and accordingly to clean-up and streamline the document.

The document was extensively discussed and debated, and where required, clarity was obtained on a number of matters, culminating in the final proposed document attached to the report as Annexure A.

Council is therefore requested to consider the proposed amended Terms of Reference for the Rules Committee, for adoption.

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Financial Implications None Opex Capex
 Capex: New Projects
 Capex: Existing projects requiring additional funding
 Capex: Existing projects with no additional funding requirements

4.1. Policy and Strategy Yes No

4.2. Legislative Vetting Yes No

Legal Compliance

4.3. Staff Implications Yes No

4.4. Risk Implications Yes No

5. RECOMMENDATIONS

It is recommended that Council:

- a) Consider and adopt the amended Terms of Reference for the Rules Committee, attached to the report as Annexure A.

5. AANBEVELINGS

Daar word aanbeveel dat die Raad:

- a) Oorweging skenk aan die gewysigde ordereëls vir die reëlskomitee, by die verslag aangeheg as bylae A, en dit aanneem.

5 IZINDULULO

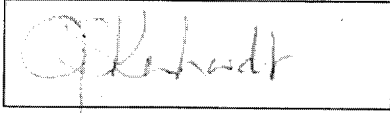
Kundululwe ukuba iBhunga:

a) Malithathele ingqalelo kwaye lamkele iMiqathango elungisiweyo elungiselelwe iKomiti engeMigaqo, eqhotyoshelwe kwingxelo kwisihlomelo-A.

ANNEXURES

AMENDED TERMS OF REFERENCE FOR THE RULES COMMITTEE

FOR FURTHER DETAILS CONTACT

NAME	Rehana Razack	CONTACT NUMBER	021 400-1246
E-MAIL ADDRESS	Rehana.Razack@capetown.gov.za		
DIRECTORATE	Corporate Services	FILE REF NO	
SIGNATURE : DIRECTOR			

EXECUTIVE DIRECTOR

NAME	CAROL JANUARY	COMMENT:	Digitally signed by CAROL JANUARY
DATE			Date: 2020.06.23 20:58:56 +02'00'
SIGNATURE			

LEGAL COMPLIANCE

- REPORT COMPLIANT WITH THE PROVISIONS OF COUNCIL'S DELEGATIONS, POLICIES, BY-LAWS AND ALL LEGISLATION RELATING TO THE MATTER UNDER CONSIDERATION.
- NON-COMPLIANT

NAME		COMMENT:	
DATE			
SIGNATURE	Joan-Mari Holt		Digitally signed by Joan-Mari Holt Date: 2020.06.25 07:32:17 +02'00'

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Joan-Mari Holt

Subject: PROPOSED AMENDMENTS TO THE TERMS OF REFERENCE FOR THE RULES COMMITTEE

The following note is made regarding the legal compliance of the report:

Certified as legally compliant based on the contents of the report.

Kind regards

Joan-Mari Holt

Legal Advisor

Office of the City Manager

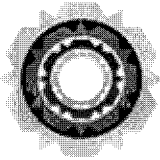
05th Floor, Podium, Cape Town Civic Centre

Tel: 021 400 2753

Fax: 086 588 6419

Mobile: 072 216 6840

E-mail: Joan-Mari.Holt@capetown.gov.za



**CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD**

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Terms of Reference for the Rules and Ethics Committee

1. Introduction

Section 160(6) of the *Constitution* provides:

"A municipal council may make by-laws which prescribe rules and orders for:

- a) *Its internal arrangements;*
- b) *Its business and proceedings."*

Rules of Order is a set of rules for conducting meetings in an orderly manner so as to make decisions effectively, allowing disciplined input and allowing any member to be heard. The Chairperson will use the rules to maintain order and for regulating procedural issues such as validity of meetings, quorums, minutes, voting procedures and order debate with mutual respect among its members. Rules of Order is thus an essential requisite and tool for effective and orderly meetings.

Section 37 (d) and (f) of the Local Government Municipal Structures Act No. 117 of 1998 stipulates that the Speaker of a municipal council *"must maintain order during meetings"* and *"ensure that council meetings are conducted in accordance with the rules and orders of the council"*.

Council on 11 August 2016 by way of resolution number C04/08/16 adopted *Rules of Order for Section 79 and 80 Committees of Council*.

The Terms of Reference in this document set out the working arrangements and list vital information about the committee such as the details of its role, powers and duties, chair and membership, administrative support etc.

2. Role

The role of the Rules and Ethics committee may require:

- Briefings;
- Considerations of reports;
- Scrutiny of relevant documents;
- Supply of relevant information;
- Physical access to relevant records, books and other documentation;
- Posing questions in council;
- Tracking of inputs, processes, activities, outputs and outcomes against indicators;
- Input from all political parties to be forwarded to this committee for consideration;
- Amending and reviewing Rules of Order when necessary.
- The development of guidelines/ frameworks for councillors on Ethics matters
- May request reports on specific court cases involving Council
- May request reports from the Office of the Ombudsman

3. Term

The Rules Committee was established by Council on 13 December 2018 resolution C19/12/18. The Terms of Reference was approved by Council on 31 January 2019 resolution C22A/01/19 and shall remain until amended by resolution of Council.

4. Membership

The Committee will comprise of a Chairperson, and members of Council appointed in terms of section 79 (1)(b) and (2)(c) of the *Local Government: Municipal Structures Act No. 117 of 1998 and Regulations* and in accordance with section 160(8)(a) of the *Constitution of the Republic of South Africa, 1996 and Regulations* which requires that such committees be constituted in a manner that allows parties and interests reflected within the Council to be fairly represented.

The Speaker of Council shall be a standing member of this committee.

5. Responsibilities

Chairperson:

Definition:

A councillor appointed in terms of sect 79(2)(c) of the Local Government: Municipal Structures Act No. 117 of 1998 and Regulations by the Council of the City of Cape Town to serve as a member of the Rules Committee

Responsibilities:

- 5.1 Chair the meeting or in his/her absence the Committee will nominate one of its members;
- 5.2 Set the agenda;
- 5.3 Hold the committee members to account;
- 5.4 Exercise overall responsibility for the work program of the committee.

Deliverables

- Performance appraisals of committee members.
- Remedial action plans to enhance the Committee's performance.
- Sign the minutes of meetings of the Rules Committee.

Committee member:

Definition:

A councillor appointed in terms of sect 79(2)(c) of the Local Government: Municipal Structures Act No. 117 of 1998 and Regulations by the Council of the City of Cape Town to serve as a member of the Rules Committee.

Responsibilities:

- 5.5 Members must be fully prepared for the Rules Committee meetings and are expected to attend each meeting in accordance with the Code of Conduct and Rules of Order governing the meetings of Section 79 Committees.

Committee:

The Rules Committee generally sets the forum under which a proposal to Council or its committees will be debated. This would include control over amendments to recommendations, for instance, there might be a process in the way in which amendments are decided on or a limit on the number or types of amendments.

Besides control over amendments, the Rules of Order proposed by the Rules Committee to Council for adoption, also determines control over debate at Council and meetings by proposing for example the amount of speaking time assigned to each matter on an agenda and ensure in general that meetings of Council and its committees are conducted in an orderly and constructive manner which protects the rights of its members and promotes democratic decision-making.

- 5.6 In accordance with Council's System of Delegations, the Committee will develop and recommend to Council, Rules of Order for Council and its section 79 and 80 Committees.
- 5.7 Will consider and recommend to Council, any revisions to the rules mentioned in 5.6 above which may be referred to it by Council or the chairperson of the Programming Committee.

The Rules and Ethics committee may also consider and make recommendations to Council on the following matters:

- 5.8 Nominations for Civic Honours and Freedom of the City awards
- 5.9. Outside/Private work applications for full-time councillors
- 5.10 Naming and renaming of Council immovable assets in line with public participation processes (excluding new streets and unnamed streets which are covered by Subcouncil delegation Part 24: 12(1) of the delegations)
- 5.11 Review and propose amendments to the Delegations for Council and its committees
- 5.12 Development of guidelines/ frameworks for councillors on Ethics matters

6. Authority, accountability and reporting

The Rules Committee is a committee of Council established in terms of section 79 of the Local Government: Municipal Structures Act No. 117 of 1998. In terms of section 79(2) the municipal Council:

- (a) *Must determine the functions of a committee*
- (b) *May delegate duties and powers to it*
- (f) *May determine a committee's procedure*

- 6.1 The Chairperson must submit minutes of all meetings to the municipal council on a quarterly basis in accordance with the requirements of the System of Delegations.

7. Meeting procedures

7.1 Rules of Order

The *Constitution* provides:

"A municipal council may make by-laws which prescribe rules and orders for:

- a) *Its internal arrangements;*
- b) *Its business and proceedings."*

Council on 11 August 2016 by way of resolution number C04/08/16 adopted *Rules of Order for Section 79 Committees of Council*. Such Rules govern the meeting procedures of this committee.

7.2 Quorum

Rule number 7.1:

"The quorum for a meeting of a section 79 Committee is a majority of its members."

7.3 Frequency of meetings:

7.3.1 Meetings of the Committee will be held in accordance with the meetings scheduled in the approved Council calendar of meetings.

7.3.2 Special Meetings to be called as the need arises in terms of the Rules of Order.

7.4 Meeting: Agendas, Minutes and Logistics

7.4.1 Electronic agendas must be distributed at least 5 working days prior to a meeting for preparation purposes.

7.4.2 Executive Committee Services provides secretarial, administrative support and logistical support to the Committee. The relevant line departments provide the Committee with support of a technical nature and are also responsible for secretarial support with respect to any workshops arranged by the Rules Committee.

7.4.3 The minutes of meetings once confirmed and approved by members of the Rules Committee must

be signed and each page thereof initialed by the Chairperson and managed in accordance with paragraph 7.4.4.

- 7.4.4 Appropriate record management of Rules Committee activities must be maintained and published subject to Council-approved processes.
- 7.4.5 Legal advisory services to the Rules Committee shall be rendered by the City's Legal Department and a legal advisor shall be present at all meetings of the committee.

7.5 General

- 7.5.1 The Rules Committee will formalise operational processes, systems and procedures as necessary for the performance of its terms of reference, in consultation with the relevant Executive Director(s) and Executive Services.
- 7.5.2 The Rules Committee uses a schedule of outstanding matters to keep track of the various stages of the Committee's review process with respect to each of the reports or topics under consideration.
- 7.5.3 The Rules Committee must deal with all matters, **within its delegations**, as instructed by Council. It is therefore important to prioritise the items on the schedule of outstanding matters.

8. Relationship and Interaction

- 8.1 Chairperson will regularly meet with the Speaker of Council as an ex officio member of this committee to discuss issues of concern, for strategic guidance and political direction.
- 8.2 Chairperson will regularly meet with the Executive Director(s) who provide support, advise and assist in ensuring an integrated approach to the management and delivery of Council's priorities and objectives.

9. Performance Evaluation

The Committee will annually report on their performance to Council. Such report will:

- Give account of how the committee executed their assigned functions and responsibilities;
- Clarify and justify their decisions or actions; and
- Explain how the committee went about amending any fault or error found when exercising their oversight role and took steps to prevent recurrence in future.

10. Dispute Resolution

Not applicable - the Rules Committee makes recommendations to Council. Council takes the decisions so the dispute resolution application to Council will apply, in terms of the Promotion of Administrative Justice Act.

11. Approval, Amendment, Modification or Variation

These Terms of Reference may be reviewed as deemed appropriate. Amendments to the Terms of Reference are subject to approval by the municipal council and will be applicable from date of approval until amended by the municipal council. The approved Terms of Reference will be published on the municipal website to promote awareness to all stakeholders.