



MEMORANDUM

FROM : Alderman Grant Twigg, Mayoral Committee Member

TO : Subcouncil Chairpersons, Executive Director Urban Management,
Area Directors Urban Management, Subcouncil Managers

SUBJECT : Priorities for Consideration at Sub Council Meetings

DATE : 15 JUNE 2020

Dear Colleagues,

Most Sub Councils will be meeting this coming week 15 – 19 June 2020. This will be the first official meeting for many since the State of Disaster, announced by the President, exactly 3 months ago, today.

During these meetings I encourage you to prioritise the following 4 issues:

1. COVID 19 Reports

Urban Management (UM) is expected to play a critical role in the management of the vulnerable spaces, identification of the vulnerable people, support the food programme and assist in providing psychosocial support to the affected communities. To give effect to this daunting task, Community Based Teams (CBTs) will be created in each Hotspot Area. The CBTs will be convened weekly by the *Sub Council Manager* and will be comprised of the Ward Councillor, various relevant departments and community organisation representatives e.g. faith based organisations.

The Health Department will lead with information and the lead in articulating the appropriate health related interventions required at any given time to deal with the pandemic. ***The Sub Councils will meet monthly as the oversight mechanism through the ACTs and chaired by the Sub Council Chairpersons to address any concerns and reports from the CBTs raised during the month. The Convenor of the CBTs (Sub Council Manager) will attend the Sub Council oversight meetings and present the report.*** The Convenors of the CBTs are also expected to provide hotspot reports to the representatives of the UMD sitting on the Metro JOC or DCT.

2. BUDGET 2020/2021

A reminder, when identifying projects please bear in mind that projects should be realistic and implementable taking into account our challenge with COVID-19. A project plan should accompany each identified project. Sub-councils are kindly required to think out of the box and adopt new, innovative and improved approaches.

Although food relief was a once-off from 2019/2020 savings from certain wards, it was agreed in consultation with the Mayor to allow Sub Councils to use future allocations and budgets for continued provisioning of humanitarian relief in the form of the Food Relief Programme, to distributed through the Mayors Special Fund.

We are of the view that most work in respect of identification of NGOs and partners are mostly in place and ground work done. Should Sub-councils therefore wish to continue to work with these organisations you would not have hassles.

3. General Service Delivery and Unblocking challenges

We should also at all times keep our eye on the general service delivery within our areas and try at all means to attend to all emergency service delivery matters in the quickest turnaround time possible.

4. Safety Cabinet

During my clustered virtual meetings with Sub Council Chairpersons during the month of March, I requested Sub Council Chairperson to make sure that the Safety Cabinet and Safety Plans be a standing item on their ACTs (Action Co-ordinating Teams). I also emphasised that SC Chairpersons and SC Managers need to make sure that these meetings are facilitated every month, as it will include a report from Sub-committees established to drive specific projects.

Colleagues I trust I can count on your support in ensuring we deliver for all residents.

I look forward to making progress possible, together.

Yours faithfully



Alderman Grant Twigg
Mayoral Committee Member
Urban Management

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