



**CORPORATE SERVICES PORTFOLIO COMMITTEE  
IKOMITI YEMICIMBI YESEBE LEENKONZO ZEZIKO  
PORTEFEULJEKOMITEE OOR KORPORATIEWE DIENSTE**

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**1. ITEM NUMBER: CRSPC 15/05/22**

**2. SUBJECT**

**PRESENTATION: CORPORATE SERVICES PORTFOLIO COMMITTEE  
ANNUAL OVERSIGHT WORK PLAN 2022/23**

**3. DISCUSSION**

The Corporate Services Portfolio Committee is a committee of Council established in terms of section 79 of the Local Government: Municipal Structures Act No. 117 of 1998.

Section 6.2 of the approved Terms of Reference for the Corporate Services Portfolio Committee requires the Chairperson to develop an Annual Oversight Work Plan (derived from the relevant Service Delivery Budget Implementation Plans [SDBIPs]) for each year, based on the Committee's assigned functions and responsibilities, ensuring that such plan is aligned to all relevant strategies and governance priorities for service delivery and operational implementation, as well as to ensure that all relevant matters are covered by the agendas of the meetings planned for the year.

The Chairperson will facilitate a discussion on the proposed Annual Oversight Work Plan for the 2022/23 financial year. Once the work plan has been finalised by the Chairperson, a report to the Portfolio Committee will be compiled in terms of Delegation 7.1.1 – To consider and adopt the Chairperson's Annual Oversight Work Plan, for onward submission to Mayco and Council for noting.

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**ANNEXURE A: TEMPLATE FOR THE CORPORATE SERVICES PORTFOLIO  
COMMITTEE ANNUAL OVERSIGHT WORK PLAN 2022/23**

**Corporate Services Portfolio Committee  
Annual Oversight Work Plan  
2022/23**

**1 July 2022 to 30 June 2023**

ITEM	DESCRIPTION	RESPONSIBILITY	SUPPORTED BY	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>A</b>	<b>COMMITTEE MEETINGS</b>														
A1	Corporate Services Portfolio Committee Meeting - February														
A2	Corporate Services Portfolio Committee Meeting - March														
A3	Corporate Services Portfolio Committee Meeting - April														
A4	Corporate Services Portfolio Committee Meeting - May														
A5	Corporate Services Portfolio Committee Meeting - June														
A6	Corporate Services Portfolio Committee Meeting - August														
A7	Corporate Services Portfolio Committee Meeting - September														
A8	Corporate Services Portfolio Committee Meeting - October														
A9	Corporate Services Portfolio Committee Meeting - November														
<b>B</b>	<b>COMMITTEE WORKSHOPS AND/OR ACTIVITIES</b>														
B1	Annual Work Plan Activity														
B2	Service Delivery & Budget Implementation Plan (SDBIP) Workshop														
B3	Corporate Services Budget Presentation														
B4	Corporate Call Centre														
B5	Policy Review Workshop														
<b>C</b>	<b>ASSIGNMENTS/ WORKING GROUPS</b>														
C1	PC Chairpersons, Mayco and EMT meeting: Chairperson														
C2	Urban Sustainability Internship Programme (USIP) Ceremony														
C3	Service Delivery: Modernisation of Call Centre														
C4	Future of Work														
C5	Core Application Review														
<b>D</b>	<b>COMMITTEE ORIENTATION AND TRAINING</b>														
D1	Councillors Ethics Training														
D2	SDBIP Workshop														
D3	Terms of Reference of CS PC														
D4	Quarterly Performance Progress Report Monitoring														
D5	Personal Mastery														
<b>E</b>	<b>CHAIRPERSON'S OVERVIEW REPORTS TO COMMITTEE</b>														
E1	Chairperson: ED Report														
E2	Chairpersons Work Plan Report														
E3	Mayco Report														
E4	Chairperson: Progress Report														
E5	Chairperson: Work Plan Report														
<b>F</b>	<b>CHAIRPERSON'S QUARTERLY SECTION 63 REPORTS TO COUNCIL</b>														
F1	Please note these reports will be compiled by and submitted to Council by the relevant ECS committee officer. Chairpersons can liaise with the committee officer to ensure that such reports are submitted timeously.														

**Corporate Services Portfolio Committee  
Annual Oversight Work Plan  
2022/23**

**1 July 2022 to 30 June 2023**

ITEM	DESCRIPTION	RESPONSIBILITY	SUPPORTED BY	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>G</b>	<b>MAYCO MEMBERS/ED REPORT TO COMMITTEE</b>														
G1	EDs report														
G2	Mayco Members report														
G3	EDs Report														
G4	Mayco Members Report														
<b>H</b>	<b>MEDIA RELEASES</b>														
H1	City COVID-19 Project Team recognised as Global Team of the Year														
H2	LIS EPWP Digital Literacy Certificate Ceremony														
H3	International Women's Day Event														
H4	Launch Employee Assistance Programme (EAP) Hybrid Model														
H5	Human Rights Day: Recover Better														
<b>I</b>	<b>BUDGET CYCLE</b>														
I1	EMT & Budget Steering Committee (BSC)														
I2	Draft Operating and Capital budgets tabled at Council														
I3	Budget, IDP, Tariff proposals published for public comment														
I4	Comments submitted to BSC and Mayco														
I5	Council votes on Budget														
I6	IDP Review and Amendment														
<b>J</b>	<b>IDP YEAR PLAN</b>														
J1	Please see Oversight Document.														
<b>K</b>	<b>POLICIES/STRATEGIES TO BE MONITORED</b>														
K1	Policy Review Stream Project Update														
K2	Review of 5 year IDP														
<b>L</b>	<b>COMMITTEE MOTIONS TO BE MONITORED</b>														
L1	Placeholder														
<b>M</b>	<b>KPAS EXTRACTED FROM DIRECTORATE/DEPARTMENTS SDBIPS</b>														
M1	Review of Core Application Review (CAR) Programme														
M2	Corporate Call Centre														
M3	Broadband Project														
M4	Future of Work														
M5	Communication														
M6	Employee Wellness														
<b>N</b>	<b>BIANNUAL COMMITTEE EFFECTIVENESS ASSESSMENTS</b>														
N1	Portfolio Workshop														