

ELIAS MOTSOLEDI LOCAL MUNICIPALITY



2023-2024 IDP and BUDGET REVIEW PROCESS PLAN

1 THE IDP REVIEW PROCESS

Section 21 (1)(b) of the MFMA prescribes that the Mayor of a Municipality must at least 10 months before the start of a financial year, table in Council a time schedule outlining key deadlines for the preparation, tabling and approval of the annual budget and also the review of the Integrated Development Plan. Due to COVID-19 pandemic, some of the activities in the process plan will be conducted through virtual meetings, telephonic discussions and other electronic means.

The municipality hopes to conclude the review process for the 2023-2024 IDP by the end of May 2024. The process plan will be implemented from July 2023 financial year. Below is the timetable for the IDP/ budget process for 2023-2024 Municipal fiscal year.

2. IDP DEVELOPMENT AND REVIEW PHASES

The Integrated Development Plan is developed for five-year plan and it is developed in accordance with Section 25(1) of the Municipal Systems Act, Municipal Council must adopt an IDP within a prescribed period. An election represents the start of a 5-year IDP development process. Section 25 (3) does allow the Municipal Council to adopt the IDP of the preceding council. However, this needs to be done in accordance with the process prescribed

In terms of the MSA No.32 of 2000, section 34, a municipal council

(a) Must review its integrated development plan

- (i) Annually in accordance with an assessment of its performance measurements in terms of section 41 (1); and
- (ii) To the extent that changing circumstances so demand; and

(b) May amend its integrated development plan in accordance with a prescribed process.”

The annual review process thus relates to the assessment of the Municipality’s performance against organisational objectives as well as service delivery, taking cognisance of internal / external circumstances that might have arisen subsequent to the adoption of the previous IDP. The review and amendment process must also adhere to the requirements for public participation as articulated in Chapter 4 of the MSA (2000). During this annual review process, we need to collate a lot of information to guide us. It is therefore evident that we need to adopt a structured approach to ensure that we translate all this data and information in a cohesive manner that will ensure that we establish strategic priorities / objectives that will address the prevailing challenges and implement appropriate strategies and projects to address these problems

The process undertaken to review the comprises of five (5) phases namely

- Phase 1: Analysis
- Phase 2: Strategies
- Phase 3: Project Identification
- Phase 4: Integration
- Phase 5: Approval Phase

Phase 1: Analysis phase (Research, information and analysis)

The analysis phase deals with the existing situation and encompasses an assessment of the existing level of development. It is important during this phase that the municipality understands not only the symptoms, but also the root cause of the challenges in order to make informed decisions on appropriate solutions. The importance of a comprehensive evaluation of the previous year's Annual Report is critical, as it articulates what was achieved in the previous IDP cycle and the challenges that contributed to areas of underperformance. This provides a credible benchmark/reference for the current review process. It is important to determine the priority issues because the municipality will not have sufficient resources to address all the issues identified by different segments of the community.

Phase 2: Strategies (Vision, Objectives and strategies)

During this phase, the municipality works on finding solutions to the problems assessed in the Analysis phase. In terms of its mandate, the municipality may employ various methodologies such as a SWOT analysis to determine its strengths and weaknesses to leverage these factors to ensure the achievement of the developed strategic objectives.

Phase 3: Projects (Development of projects and programmes)

Once strategies are formulated, they result in the identification of projects. The municipality must make sure that the projects identified have a direct linkage to the priority issues and the objectives that were identified

Phase 4: Integration and consolidation

Once the projects are identified, the municipality must make sure that they are in line with the municipality's objectives and strategies, and with the resource framework. Furthermore this phase is an opportunity for the municipality to harmonise the projects in terms of contents, location and timing in order to arrive at consolidated and integrated programme e.g. a local economic development. A very critical phase of the IDP is to link planning to the municipal budget (i.e. allocation of internal or external funding to the identified projects) because this will ensure that implementation of projects and hence development is directed by the IDP.

Phase 5: Approval and Adoption

Once the IDP has been completed, it has to be submitted to the municipal council for consideration and approval. The council must look at whether the IDP identifies the issues (problems) that affect the area and the extent to which the strategies and projects will contribute to addressing the problems. The council must also ensure that the IDP complies with relevant legislative requirements before it is approved.

Furthermore, before the approval of the IDP, the municipality must give an opportunity to the public to comment on the draft. Once the IDP is amended according to the input from the public, the council considers it for approval.

One of the main features of the planning process is the involvement of community and stakeholder organisations in the process. Participation of affected and interested parties assures that the IDP addresses the real issues that are experienced by the citizens of a municipality. The table below illustrates the process and time frames for each and every activity to be undertaken

Table 1: IDP and Budget Process Plan for the 2023/2024 financial year

MONTH	ACTIVITY	Target date
PREPARATORY PHASE		
July 2022	<ul style="list-style-type: none"> Review of previous year's IDP/Budget process with MTEF included. EXCO provides political guidance over the budget process and priorities that must inform preparations of the budget. Tabling of the draft 2023-2024 IDP and Budget process plan to IDP steering committee/technical committee for comments and inputs. Tabling of the 2023-2024 IDP and Budget process plan to council structures for approval 	1-31 July 2022 1-31 July 2022 15 July 2022 29 July 2022
August 2022	<ul style="list-style-type: none"> Ward-to-Ward based analysis data collection 4th Quarter Performance Lekgotla Submit AFS (Annual Financial Statements) for 2021/22 to AG. Submit 2020/21 cumulative Performance Report to AG & Council Structures 	10 August 2022 -30 September 2022 26 August 2022 31 August 2022 31 August 2022
ANALYSIS PHASE		
September 2022	<ul style="list-style-type: none"> Council determines strategic objectives for service delivery through IDP review processes and the development of the next 3-year budget (including review of sector departments plans). Determine revenue projections, propose tariffs, and draft initial allocations per function and department for 2023-2024 financial year. Electronic Consultations with provincial and national sector departments on sector specific programmes for alignment (schools, libraries, clinics, water, electricity, roads, etc.). 	01 September 2022-December 2022

MONTH	ACTIVITY	Target date
	<ul style="list-style-type: none"> Finalize ward based data compilation for verification in December 2022 	
STRATEGIES PHASE		
October 2022	<ul style="list-style-type: none"> Quarterly (1st) review of 2022/23 budget, related policies, amendments (if necessary), any related consultative process. Collate information from ward-based data. Begin preliminary preparations on proposed budget for 2023/24 financial year with consideration being given to partial performance of 2022/23 1ST Quarter Performance Lekgotla (2022/23) 	<p>29 October 2022</p> <p>1-31 October 2022</p> <p>1-31 October 2022</p> <p>28 October 2022</p>
PROJECTS PHASE		
November 2022	<ul style="list-style-type: none"> Confirm IDP projects with district and sector departments. Engage with sector departments' strategic sessions to test feasibility of attendance to planned sessions. Review and effect changes on initial IDP draft. 	1-30 November 2022
INTEGRATION PHASE		
December 2022	<ul style="list-style-type: none"> Consolidated Analysis Phase report in place IDP Steering/technical Committee meeting to present the analysis phase data IDP Representative Forum to present the analysis report 	<p>01 December 2022</p> <p>02 December 2022</p> <p>29 November 2022</p>
January 2023	<ul style="list-style-type: none"> Review budget performance and prepare for adjustment Table Draft 2021/22 Annual Report to MPAC and Council. Submit Draft Annual Report to AG, Provincial Treasury and COGHSTA. Publish Draft Annual Report in the municipal jurisdiction (website etc.). Prepare Oversight Report for the 2021/22 financial year. Mid-Year Performance Lekgotla/Review/Strategic Planning Session, (review of IDP/Budget, related policies and consultative process 	<p>11-18 January 2023</p> <p>18 January 2023</p> <p>18 January 2023</p>

MONTH	ACTIVITY	Target date
February 2023	<ul style="list-style-type: none"> Table Budget Adjustment. 	24 February 2023
	<ul style="list-style-type: none"> Submission of Draft IDP/Budget for 2023-2024 to Management. 	02 February 2023
	<ul style="list-style-type: none"> Submission of Draft IDP/Budget and plans to Portfolio Committees. 	09-10 February 2023
	<ul style="list-style-type: none"> Submission of 2022/23 Adjustment Budget to Budget Steering Committee 	16-17 February 2023
	<ul style="list-style-type: none"> Submission of 2023-2024 Draft IDP and Budget to EXCO 	15 February 2023
	<ul style="list-style-type: none"> Adjusted budget/IDP/SDBIP 2022/2023 	28 February 2023
March 2023	<ul style="list-style-type: none"> Submission of 2022-2023 Draft Budget to Budget Steering Committee 	16 March 2023
	<ul style="list-style-type: none"> Council considers the 2022-2023 Draft IDP and Budget. 	31 March 2023
	<ul style="list-style-type: none"> Publish the 2022-2023 Draft IDP and Budget for public comments. 	31 March 2023
	<ul style="list-style-type: none"> Adoption of Oversight Report for 2020-2021. 	31 March 2023
APPROVAL PHASE		
April 2023	<ul style="list-style-type: none"> Submit 2023-2024 Draft IDP and Budget to the National Treasury, Provincial Treasury and COGHSTA in both printed & electronic formats. 	06 April 2023
	<ul style="list-style-type: none"> Quarterly (3rd) review of 2022-2023 budget/IDP and related policies' amendment (if necessary) and related consultative process. 	28 April 2023
	<ul style="list-style-type: none"> IDP Technical committee to consider the draft 2023-2024 IDP 	11 April 2023
	<ul style="list-style-type: none"> IDP virtual/physical Representative Forum meeting to present the draft 2023-2024 IDP to various stakeholders 	13 April 2023
	<ul style="list-style-type: none"> Consultation with National and Provincial Treasury, community participation and stakeholder consultation on the draft 2023-2024 IDP. 	17 April 2023 -10 May 2023
May 2023	<ul style="list-style-type: none"> 3rd Quarter Performance Lekgotla (2022/23) 	03 May 2023

MONTH	ACTIVITY	Target date
	<ul style="list-style-type: none"> Submission of 2023-2024 Final Budget to Budget Steering Committee Final Draft Budget/IDP/SDBIP 2023/2024 Submission of Final Draft IDP/Budget for 2022/23 to the MPAC for recommendations to Council and Council for approval. Finalize SDBIPi for 2023-2024. Develop Performance Agreements (Performance Plans) of MM, Senior Managers and Middle Managers for 2023-2024 performance year. 	<p>15 May 2023</p> <p>26 May 2023</p>
June 2023	<ul style="list-style-type: none"> Submission of the SDBIP to the Mayor and APAC or review. Submission of 2023-2024 Performance Agreements to the Mayor. 	1-30 June 2023

It is critical that the various IDP stakeholders are not only consulted but also fully involved in the IDP process. To achieve this, the Elias Motsoaledi has approved the specific institutional arrangements as illustrated in the table below.

Table 2: Internal Stakeholders

Stakeholder	Roles and Responsibilities
Council	<ul style="list-style-type: none"> Prepare, decide on & adopt the IDP Review Process Plan. Ensure participation of all stakeholders. Develop procedures for participation and consultation. Ensure that that IDP Review is in line with all the Sector Plan requirements. Verify the alignment of the reviewed IDP report with the District framework. Approve and adopt the reviewed IDP.
Speaker	<ul style="list-style-type: none"> Coordination of the community public participation Mobilize the involvement of all stakeholders in the IDP Process Coordinate the involvement of Councillors, CDW's, Ward Committee to participate in the IDP Program
Councillors, Ward and CDWs	<p>Councillors:</p> <ul style="list-style-type: none"> Play a leading role in the IDP process. Represents their constituency's needs and aspirations. Mobilize community to participate in the IDP Process <p>The role of the Ward Committee is to:</p> <ul style="list-style-type: none"> Identify the critical issues facing its area. Provide a mechanism for discussion, negotiation and decision-making between the stakeholders, including municipal government. Form a structure links between the IDP Representative Forum and the community of each area; and Monitor the performance of the planning and implementation process

		<p>Concerning its area.</p> <p>CDW's role is to:</p> <ul style="list-style-type: none"> • Assist communities with their needs and with the necessary information on what government is doing. • Provide information regarding the government work taking place in communities. They remain accountable to Councillors. • Link the communities with government services and relay community concerns and problems back to government structures. • Improve government-community networks.
Performance Committee	Audit	<ul style="list-style-type: none"> • Review the process followed in drafting the integrated development plan. • Review the implementation of the integrated development plan. • Review the content of the integrated development plan. • Review the municipality's performance in relation to the KPIs and the targets of the municipality. • Assess/Evaluate performance of section 56 employees in relation to IDP KPI's report to the Audit Committee and Council on the results of the above-mentioned responsibilities.
Audit Committee		<ul style="list-style-type: none"> • Play advisory role to Municipal Council, Accounting Officer, and Senior Management on effective governance process and compliance with any applicable legislation (MFMA Act no. 56 of 2003, Section 166). • Oversee good governance practices within municipality including control environment and risk management systems. • Oversee workings of Internal and External auditors and evaluate their independence • Review as to whether the Five Year Rolling Strategic Audit objectives are aligned to the IDP objectives.
Executive committee		<ul style="list-style-type: none"> • Decide on the process plan for the review. • Oversee the overall co-ordination, monitoring, management of the review process. • Identify internal officials and councillors for different roles & responsibilities during the review process.
Municipal Manager		<ul style="list-style-type: none"> • Overall Accounting Officer. • Delegate roles and responsibilities for officials in the IDP Review Process. • Responds to public, district and provinces on the outcome and process of the review. • Ensure vertical and cross municipal co-ordination of the review.
Senior Managers		<ul style="list-style-type: none"> • Co-operate and participate fully in the IDP Review Process. • Provide relevant departmental info budgets in the review process. • Helps in the review of implementation strategies during the review. Assist the Strategic Director and Municipal Manager in preparing detailed project implementation scorecards for project evaluation process.

IDP/Budget Steering Committee	<ul style="list-style-type: none"> To provide technical assistance to the Mayor in discharging the responsibilities as set out in Section 53 of the MFMA
Audit Steering Committee	<ul style="list-style-type: none"> To provide expert advice to management and council on all key performance areas and matters of compliance

The IDP seeks to promote collaboration and coordination between all spheres of government. It provides the basis for alignment and harmonisation of all government programmes and projects in the municipal area. External roles players bring an external, objective view based on innate development experience of communities and sector departments to the planning process of the municipality. In this regard, EMLM has outlined the role of external stakeholders in the EMLM's IDP process.

Table 3: External Stakeholders

Stakeholder	Roles and Responsibilities
Communities	<ul style="list-style-type: none"> Participate in the IDP Rep Forum. Assist, analyse issues and predetermine project priorities. Give input and comment on the reviewed draft IDP document. Assists in addressing weaknesses in the current project implementation programmes. Serve as watchdog during the implementation of the reviewed projects & programmes.
Provincial Government, Sector Departments and Parastatals	<ul style="list-style-type: none"> Ensuring alignment of District and Local Municipalities' IDP's horizontally. Ensure sector alignment between Provincial Sector Department Plans and the IDP Review Process. Assist municipalities during the IDP Review Process. Assist the municipality financially during the review process. Provide support and monitor the municipality during the review. Study comments on the reviewed report.
Private Sector	<ul style="list-style-type: none"> Participate in the IDP Rep Forum Provide support to the municipality's IDP proposed programmes

M.M KGWALE
MUNICIPAL MANAGER