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Designation: Acting GM: CS

FOR APPROVAL

1st Level: EMT (Not Applicable)
2nd Level: Section 80 Committee (Not Applicable)
3rd Level: MAYCO (Not Applicable)
4th Level: Council (30/06/2023)

**PROGRAMME SCHEDULE OF MEETINGS OF THE MANGAUNG
METROPOLITAN MUNICIPALITY FOR THE 2023/24 FINANCIAL YEAR (JULY
2023 – JUNE 2024)**

1. PURPOSE

- 1.1 The purpose of this report is to request the Municipal Council to approve the annual programme, schedule of meetings of Mangaung Metropolitan Municipality for the forthcoming 2023/2024 financial year (July 2023 to June 2024).

2. BACKGROUND

- 2.1 In accordance with the provisions of Municipal Structures Act read in conjunction with the Rule 4 of the Council's Standing Rules and Orders, the Speaker as the Chairperson of the council has to determine a schedule of the dates, times and venue of the ordinary meetings of Council for the period of twelve months, in advance taking into account that at least one ordinary Council meeting held on quarterly basis.
- 2.2 The intent is to enhance planning and also assist the administration to prepare well in advance, the reports, agenda and any other matter thereon as the Municipal Manager with regard to the Council/ Committee meetings is expected to give notice of at least 48hours prior to the meeting or last workday before the meeting in accordance to the Standing Rules and Orders Rule 5.1 and 6.1 and thus enabling the Council or Committee members to prepare timeously for the meetings.

3. DELIBERATIONS

- 3.1 The programme schedule of meetings of council is a strategic diary for all municipal employees and councillors to improve coordination of council meetings, document processing and decision making from executive management, committees of council for tabling to council. The schedule of meetings for Council for the financial year ending on June 30 2023, was approved on 29 July 2022 item no 151.1.
- 3.2 According to the assessment on compliance to the approved schedule of meetings for the 2022/23 financial year, 12 Council meetings were planned, however a total of 17 meetings were held inclusive of the meeting held on the 22 June 2023 as per the table 1 and 2 below:

Table 1. Scheduled Meetings for the financial year 2022/23

No.	Date of approved scheduled meetings	Reason
1.	July 28,2022	Meeting was held on the 29 July 2022
2.	August 25, 2022	Meeting was held on the 31 August 2022
3.	September 29, 2022	Meeting did not materialize
4.	October 27, 2022	Meeting was held on the 31 October 2022, and thereafter postponed to the 7 November 2022
5.	November 24,2022	The meeting took place on the 19 December 2022
6.	January 26, 2023	The meeting took place on the 13 February 2023
7.	February 23,2023	Meeting was held on the 27 February 2023
8.	March 30, 2023	Meeting took place on 29 March 2023
9.	May 25,2023	Meeting did not materialize

Table 2. Special Meetings for the financial year 2022/23

No.	Date of unscheduled Special meetings
1.	July 22,2022
2.	August 19, 2022
3.	March 06,2023
4.	April 14,2023
5.	May 02,2023

3.3 With regards to physical and virtual meetings, the Speaker or Chairpersons of committees may change the arrangements of the meeting depending on the circumstances and various unforeseen reasons impacting on the venue suitability or security concerns, from physical meeting to virtual meeting, where members will be requested to join the meeting on the microsoft platform. When the meetings are held on a virtual platform, it is always ideal that Council and committee members should connect at least fifteen (15) minutes prior to the commencement of the meeting.

4. LEGISLATIVE FRAMEWORKS

4.1 The schedule is in compliance with the Local Government Municipal Structures Act, Act 117 of 1998 (as amended) Chapter 3, section 18 (2), Municipal Finance Management; Act no 56 of 2003, Chapter 4 and Chapter 7 and Standing Rules and Order.

5. RECOMMENDATIONS

It is recommended that Council:

- (a) approves the draft program schedule of meetings of the Mangaung Metropolitan municipal council for the period July 2023 to June 2024.
- (b) approved programme schedule of meetings be uploaded on the municipal website and (relevant media platforms) of the Mangaung Metropolitan Municipality.
- (c) Councillors and administration diarize the dates as per the schedule attached to the report.

6. ANNEXURES

- a. ANNEXURE A: SCHEDULE FOR MUNICIPAL COMMITTEES.
- b. ANNEXURE B: SCHEDULE OF THE COUNCIL.

SUBMITTED BY

p.p. *X Qilo*

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MS X QILO

ACTING GM: COMMITTEE SERVICES

Date:

SUPPORTED BY

Adv N Mpangane

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ADV N MPANGANE

ACTING HOD: Corporate Services

Date: *28/08/2023*

APPROVED BY

Ms N R Dimalisile

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MS NR DUMALISILE

ACTING CITY MANAGER

Date: *28/08/2023*

APPROVED BY

Ms M Davies

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CLLR M DAVIES

SPEAKER OF COUNCIL

Date: *30/06/2023*

RATIFIED BY

Ms G Malaza

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MS G MALAZA

NATIONAL CABINET REPRESENTATIVE

Date: 3 July 2023

