

## 2020/2021 CONSOLIDATED CHDM & LMs IDP-

### BUDGET-PMS PROCESS PLAN

	Activities	Timeframe	Responsible Department & Municipality
<b>A</b>	<b>Preparation phase / Pre-planning</b>		
1	18/19 Annual Performance Assessment	02–03 July 2019	CHDM MM
2	IDP/PMS Managers Session( alignment of process plan with LM's)	13 August 2019	CHDM IPED
	Mayoral Committee	14 August 2019	CHDM MM
	Emalahleni IGR & IPD Rep Forum	27 August 2019	Emalahleni MM
3	Council Approval of Framework Plan & Process Plans (IDP & Budget)	28 August 2019	CHDM MM
4	Signing of Performance Agreements by HOD's		CHDM MM
	Submission of APR to AG & Treasury	30 August 2019	CHDM MM
4	Advertise Adopted IDP/Budget Process Plan	30 August 2019	CHDM IPED
	Presentation of PMS Process Flow to Management		CHDM MM
<b>B+C</b>	<b>Analysis Phase / Monitoring and evaluation</b>		

2	Assess implementation progress (HODs to present action plans for existing projects and planned completion dates for projects, aligning expenditure with progress), impact of new information/unexpected events, evaluation of achievement with regard to objectives, strategies and projects (per programme), overview of funding available per cluster (both from savings as well as new funding from operating budget and from external funds), possible implications on programmes of additional sector information.	July - October 2019	All Depts Championed by HOD's all LMs & CHDM
	Technical IGR	04 September 2019	CHDM MM
	Technical IGR	10 September 2019	Engcobo MM
	DIMAFO	11 September 2019	CHDM MM
	IDP Rep Forum	12 September 2019	Sakhisizwe MM
	IDP/budget/PMS Rep Forum	12 September 2019	Engcobo MM
	IDP/Budget/PMS Steering Committee	17 September 2019	CHDM MM
	Draft AR Road shows	17-19 September 2019	CHDM MM
	Technical IGR	23 September 2019	Intsika Yethu MM
	IDP Rep Forum	25 September 2019	Intsika Yethu MM
	IDP/Budget/PMS Rep Forum	26 September 2019	CHDM IPED
	Standing Committees	08-10 October 2019	CHDM MM
	Quarter 1 Performance reporting (July - Sept)	21-22 October 2019	CHDM HOD's/MM
	Technical IGR	23 October 2019	Sakhisizwe MM

	Mayoral Committee	23 October 2019	CHDM MM
	1 <sup>ST</sup> Quarter Institutional Performance Report to Mayor	19 October 2019	CHDM M.M
	Performance Audit Committee on 1 <sup>st</sup> Quarter Report	25 October 2019	CHDM MM
	Council Meeting (Draft Annual Report )	30 October 2019	CHDM M.M.
	Inxuba Yethemba Technical IGR	31 October 2019	Inxuba Yethemba MM
	MPAC	05 November 2019	CHDM M.M
	Technical IGR Meeting	06 November 2019	CHDM MM
	Technical IGR	07 November 2019	Engcobo MM
	IDP/PMS/Budget Steering Committee meeting to review Implementation progress and report on gaps identified during the analysis phase	08 November 2019	CHDM IPED
	IDP Rep Forum	11 November 2019	Sakhisizwe MM
	Management Meeting	15 November 2019	CHDM MM
	District Mayors Forum	20 November 2019	CHDM MM
	IDP Rep[ Forum	26 November 2019	Engcobo MM
	IDP/PMS Managers Session	26 November 2018	CHDM IPED
	IDP Rep Forum	27 November 2019	Inxuba Yethemba

	IDP Rep Forum	27 November 2019	Intsika Yethu MM
	IDP/PMS/Budget Rep Forum meeting - discuss district priorities	28 November 2019	CHDM IPED
	Technical IGR	29 Novemebr 2019	Intsika Yethu MM
	Mayoral Committee Meeting	04 December 2019	CHDM M.M.
	IGR & IDP Rep Forum	04 December 2019	Emalahleni MM
	IDP phase assessment (situation analysis)	05 December 2019	CHDM IPED
	Council Meeting	13 December 2019	CHDM M.M.
<b>D</b>	<b>Strategies Phase / Refined objectives, strategies, programmes and projects phase</b>		
	Mid Term Performance Report	07 January 2020	CHDM MM
	Performance Audit (Draft Annual Report)		CHDM M.M.
	Budget Steering Chaired by Port Cllr to consider Adjustment Budget	January 2020	CHDM BTO
	Mid- Year Performance Assessments HOD's	21 January 2020	CHDM MM
	Mayoral Committee Meeting	22 January 2020	CHDM MM
	Council Meeting (Final 2018/19 Draft Annual Report & Mid -Year Report)	29 January 2020	CHDM MM
	Sakhisizwe Strategic Planning	29-31 January 2020	Sakhisizwe MM

	IGR	31 January 2020	Inxuba Yethemba MM
	CHDM Visit to LMs Needs Collection	January 2020	CHDM MM
	Strategic Planning Session	03-06 February 2020	Intsika Yethu MM
	Budget Steering Committee =Adjustment Budget	04 February 2020	CHDM BTO
	Technical IGR	05 February 2020	CHDM MM
	Technical IGR	11 February 2020	Engcobo MM
	DIMAFO	12 February 2020	CHDM MM
	MPAC	13 February 2020	CHDM MM
	Mayoral Committee	19 February 2020	CHDM M.M
	Strategic Planning	17-21 February 2020	Engcobo MM
	Council Meeting Adopting Adjusted Budget	26 February 2020	CHDM MM
	Sakhisizwe IGR	26 February 2020	Sakhisizwe MM
	Policy Workshop	27- 28 February 2020	CHDM MM
	Institutional Strategic planning session. Adopt proposed overall direction of the 2020-2021 IDP - agree on main themes and key strategic objectives and key financial issues. Refine objectives,	04-06 March 2020	CHDM IPED/MM

	strategies, programmes and draft projects as necessary for MTEF period		
	Identify operating impacts (including staff issues) of proposed projects and ensure that these are included in the operating budget submissions	01-30-March-2020	CHDM IPED /BTO / Corporate Services
	IDP/BUDGET/PMS Steering Committee	10 March 2020	CHDM MM
	Annual Report Engagement	11 March 2020	CHDM MM
	IGR	11 March 2020	Intsika Yethu MM
	Policy Workshop	12-13 March 2020	CHDM MM
	IDP Rep Forum	12 March 2020	Intsika Yethu MM
	Budget Steering Committee (Chaired by Portfolio Cllr)	13 March 2019	CHDM MM
	Mayoral Committee Meeting	18 March 2020	CHDM MM
	IDP Rep Forum	18 March 2020	Engcobo MM
	IDP Rep Forum	19 March 2020	CHDM IPED
	IDP Rep Forum	24 March 2020	Sakhisizwe MM
	IDP Rep Forum	25 March 2020	Emalahleni MM
7	CHDM Council approval of the 2020-2021 Draft IDP & Budget & Submission of Recommendations from Performance Evaluation Panel	25 March 2020	CHDM M.M.
8	Draft IDP and Draft Budget published. Advertise for public comment (21days)	27 March 2020	CHDM IPED
	IDP/Budget road shows - public hearings	07-09 April 2020	CHDM MM/IPED/BTO

	IDP/Roadshow Roadshows	01-03 April 2020	Engcobo MM
	IDP/Budget Roadshow	07-09 April 2020	Sakhisizwe MM
	IDP/Budget Roadshow	07 April 2020	Inxuba Yethemeba MM
	Standing Committee	14-16 April 2020	CHDM MM
	Quarter 3 Performance reporting by HOD's (Jan - March))	21-22 April 2020	CHDM HOD's & MM
	IDP –Budget Roadshow	21-23 April 2020	Intsika Yethu MM
	3 <sup>rd</sup> Quarter Institutional Report to Mayor	15 April 2019	CHDM MM
	IDP/Budget Roadshow	April 2020	Emalahleni MM
	MPAC	24 April 2020	CHDM MM
	Policy Workshop	28-30 April 2020	CHDM MM
<b>E</b>	<b>Reviewed IDP document (Integration/programme implementation and operational plan)</b>		
	Incorporate relevant comments to the Draft final reviewed IDP	April - May 2020	CHDM IPED
	IDP/Budget Steering Committee meeting (implementation and operational plan)	04 May 2020	CHDM IPED
	IGR	05 May 2020	Inxuba Yethemba MM
	IDP/Budget/PMS Steering committee	06 May 2020	CHDM MM
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	IGR	07 May 2020	Sakhisizwe IPED
	Mayoral Committee	09 May 2020	CHDM MM

	IDP Rep Forum	11 May 2020	Sakhisizwe MM
	IGR	12 May 2020	Engcobo MM
	Municipal Wide SDBIP Engagement	12 May 2020	CHDM MM
	Budget Steering Meeting Chaired by Portfolio Cllr	08 May 2019	CHDM BTO
	IGR	08 May 2020	Intsika Yethu MM
	Technical IGR	13 May 2020	CHDM MM
	IDP Rep Forum	14 May 2020	CHDM MM
	IDP Rep Forum	15 May 2020	Intsika Yethu MM
	DIMAFO	19 May 2020	CHDM MM
	Mayoral Committee	20 May 2020	CHDM MM
	IDP Rep Forum	21 May 2020	Inxuba Yethemba MM
	IDP Rep Forum	26 May 2020	Emalahleni MM
	IDP Rep Forum	26 May 2020	Engcobo MM
<b>F</b>	<b>Approval phase</b>		
4	CHDM Council Open Day & Approval of Final 2019-2020 IDP & Budget	27 May 2020	CHDM MM
	Mayoral committee	17 June 2020	CHDM MM
	Drafting of Service Delivery and Budget Implementation Plan (SDBIP) 2020-2021	15 June 2020	CHDM MM
	Stakeholders Engagement on IDP & Budget	June 2020	CHDM MM



	Signing of MM and Section 57 Managers Performance Agreements	19 June 2020	CHDM MM
	SDBIP Approved and Performance Agreements signed	19 June 2020	CHDM MM
	Council Meeting	24 June 2020	CHDM MM
	Approval of SDBIP within 28 days after budget	26 June 2020	CHDM Mayor
4	Quarter 4 Performance reporting (April - June)	10 July 2020	CHDM HOD"s & MM
<b>G</b>	<b>Performance Management System</b>		
6	Publicize SDBIP and Performance Agreements no later than 14 days after approval	24 July 2020	CHDM MM

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