

ANNEXURE "B" : 2014/15 CHDM IDP/BUDGET/PMS

PROCESS PLAN ACTION PROGRAM

ACTION

PROGRAM

| | Activities | Timeframe | Responsible Department |
|------------|---|-------------------|------------------------|
| A | Preparation phase / Pre-planning | | |
| 1 | | | |
| | Standing Committee item on IDP Framework & Process Plan | 10 July 2013 | IPED |
| | Advertise invitation of IDP Stakeholders to Register | 25 July 2013 | IPED |
| | Mayoral Committee to look on the IDP Framework & IDP/Budget Process Plan | 31 July 2013 | IPED |
| 3 | Council Approval of Framework Plan & Process Plans (IDP & Budget) | 14 August 2013 | IPED/BTO |
| | Advertise Adopted IDP Process Plan | 12 August 2013 | IPED |
| 4 | IDP/PMS/Budget Steering Committee meeting to review Implementation progress and prepare for the 2014/2015 IDP Process | 12 August 2013 | IPED/BTO |
| | Technical IGR Meeting | 15 August 2013 | MM |
| 7 | District Mayors Forum | 22 August 2013 | MM |
| | Mayoral Committee Meeting | 11 September 2013 | M.M. |
| | IDP/Budget/PMS Steering Meeting | 12 September 2013 | IPED |
| | Technical IGR | 18 September 2013 | M.M. |
| 6 | IDP/PMS/Budget Representative Forum to outline terms of reference, report progress, explain process. | 19 September 2013 | IPED |
| | DIMAFO | 26 September 2013 | M.M. |
| | Quarter 1 Performance reporting (July - Sept) | 10 October 2013 | HOD's/MM |
| B+C | Analysis Phase / Monitoring and evaluation | | |

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| 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 2013 | All Depts Championed by HOD's |
| | 1 ST Quarter Performance Assessment | 15-16 Oct 2013 | M.M |
| | Mayoral Committee Meeting | 30 October 2013 | M.M. |
| | Audit Steering Committee Meeting | 05 November 2013 | BTO |
| | Performance Audit Committee | 08 November 2013 | M.M. |
| | Council Meeting | 13 November 2013 | M.M. |
| | Technical IGR Meeting | 14 November 2013 | MM |
| | IDP/PMS/Budget Steering Committee meeting to review Implementation progress and report on gaps identified during the analysis phase | 19 November 2013 | IPED |
| | District Mayors Forum | 22 November 2013 | MM |
| | IDP/PMS/Budget Rep Forum meeting (Also consultative forums will meet on the same day as specialised commissions) - discuss district priorities | 28 November 2013 | IPED |

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| | Mayoral Committee Meeting | 04 December 2013 | M.M. |
| | Council Meeting | 13 December 2013 | M.M. |
| | Quarter 2 Performance reporting (Oct - Dec)) | 13 January 2014 | HOD"s & MM |
| D | Strategies Phase / Refined objectives, strategies, programmes and projects phase | | |
| | Performance Audit (Draft Annual Report) | 10 January 2014 | M.M. |
| | Mayoral Committe Meeting | 15 January 2014 | M.M. |
| | IDP/Budget Steering Committee to approve draft budget allocations (IDP/ Budget link) | 21 January 2014 | IPED/BTO |
| | Departmental Strategic Planning Sessions | 27-28 January 2014 | HOD's |
| | Council Meting | 29 January 2014 | M.M. |
| | Mid Year Performance Report by Audit Committee | 07 February 2014 | M.M. |
| | Annual Report Programme | 17-21 February 2014 | M.M. |
| | Institutional Strategic planning session. Adopt proposed overall direction of the IDP - agree on main themes and key strategic objectives and key financial issues . Refine objectives, strategies, programmes and draft projects as necessary for MTEF period | 26-28 February 2014 | IPED/M.M. |
| | Technical IGR Meeting | | |
| | Mayoral Committee Meeting | 05 March 2014 | MM |
| | IDP/PMS/Budget Steering Committee meeting to present the Draft 2014-2015 IDP and Budget | 06 March 2014 | BTO/M.M. |

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| | IDP Rep Forum | 14 March 2014 | IPED |
| | Budget Steering Committee | 18 March 2014 | MM |
| 5 | MPAC Hearings on Annual Report | 19-20 March 2014 | M.M. |
| 7 | CHDM Council approval of the 2014-2015 Draft IDP & Budget | 26 March 2014 | M.M. |
| | DIMAFO Meeting | 27 March 2014 | M.M. |
| 8 | Identify operating impacts (including staff issues) of proposed projects and ensure that these are included in the operating budget submissions | 01-30-March-2014 | IPED /BTO / Corporate Services |
| | Quarter 3 Performance reporting (Jan - March)) | 10 April 2014 | HOD's & M M |
| | Draft IDP and Draft Budget published. Advertise for public comment (21days) | 31 March 2014 | IPED |
| E | Reviewed IDP document (Integration/programme implementation and operational plan) | | |
| | IDP/Budget Steering Meeting to reconcile presentations for Roadshows | 03 April 2014 | M.M./IPED |
| 1 | IDP/Budget roadshows - public hearings | 07-16 April 2014 | MM/IPED/BTO |
| | IDP Steering Committee meeting (implementation and operational plan) | 13 May 2014 | IPED |
| | Technical IGR | 15 May 2014 | MM |
| | IDP Rep Forum | 19 May 2014 | IPED |
| 3 | District Mayors Forum | 21 May 2014 | M M |
| 4 | Incorporate relevant comments to the Draft final reviewed IDP | April - May 2014 | IPED |

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| F | Approval phase | | |
| 3 | Council Workshop on the Final IDP prior Adoption | | M M /IPED |
| 4 | CHDM Council Open Day & Approval of Final 2014-2015 IDP & Budget | 28 May 2014 | M M |
| | Stakeholders Engagement on IDP & Budget | 16-120 June 2014 | MM |
| 4 | Quarter 4 Performance reporting (April - June)) | 10 July 2014 | HOD"s & M M |
| G | Performance Management System | | |
| 2 | Drafting of Service Delivery and Budget Implementation Plan (SDBIP) | 26 March 2014 | MM |
| 3 | Submit draft SDBIP within 14 days after approval of the budget | 06 June 2014 | MM |
| 4 | Approval of SDBIP within 28 days after budget | 19 June 3014 | Mayor |
| 5 | Signing of MM and Section 57 Managers Performance Agreements | 27 June 2014 | MM |
| 6 | Publicize SDBIP and Performance Agreements no later than 14 days after approval | 07 July 2014 | MM |