

2015/16 CHDM IDP-BUDGET-PMS

PROCESS PLAN

	Activities	Timeframe	Responsible Department
A	Preparation phase / Pre-planning		
1			
	Standing Committee item on IDP Framework & IDP/Budget Process Plan	15 July 2014	IPED/BTO
	Advertise invitation of IDP Stakeholders to Register	28 July 2014	IPED
	Mayoral Committee to look on the IDP Framework & IDP/Budget Process Plan	13 August 2014	IPED
3	Council Approval of Framework Plan & Process Plans (IDP & Budget)	21 August 2014	IPED/BTO
	IDP/PMS Mangers Session for Alignment of IDP Process Plans	23/24 July 2014	IPED
	Signing of Performance Agreements by HOD's	25 July 2014	MM
4	IDP/PMS/Budget Steering Committee meeting to review Implementation progress and prepare for the 2015/2016 IDP Process	11 August 2014	IPED
	Presentation of PMS Process Flow to Management	05 August 2014	MM
	Advertise Adopted IDP/Budget Process Plan	25 August 2014	IPED
	Technical IGR Meeting	20 August 2014	MM
7	District Mayors Forum	26 August 2014	MM
	IDP Rep Forum	09 September 2014	IPED/MM

	Submission of APR to AG & Treasury	29 August 2014	MM
	Quarter 1 Performance reporting (July - Sept)	08 October 2014	HOD's/MM
B+C	Analysis Phase / Monitoring and evaluation		
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 2014	All Depts Championed by HOD's
	Audit Committee	03 October 2014	MM
	1 ST Quarter Institutional Performance Report to Mayor	14 Oct 2014	M.M
	Standing Committees	14-16 October 2014	
	Performance Audit Committee on 1 st Quarter Report	17 October 2014	MM
	Mayoral Committee Meeting	29 October 2014	M.M.
	MPAC: Audit Committee & Performance Audit Reports	31 October 2014	MM
	Joint meeting MPAC, Audit and Performance Audit Committee	07 November 2014	M.M.
	Council Meeting (Draft Annual Report)	12 November 2014	M.M.

	IDP/PMS Managers Feedback Session	13 November 2014	IPED
	Technical IGR Meeting	19 November 2014	MM
	IDP/PMS/Budget Steering Committee meeting to review Implementation progress and report on gaps identified during the analysis phase	18 November 2014	IPED
	District Mayors Forum	25 November 2014	MM
	IDP/PMS/Budget Rep Forum meeting (Also consultative forums will meet on the same day as specialised commissions) - discuss district priorities	26 November 2014	IPED
	Mayoral Committee Meeting	03 December 2014	M.M.
	Annual Report Roadshows	08-11 December 2014	MM
	Council Meeting	12 December 2014	M.M.
	Quarter 2 Performance reporting HOD's to MM (Oct - Dec))	07 January 2015	HOD"s & MM
D	Strategies Phase / Refined objectives, strategies, programmes and projects phase		
	Performance Audit (Draft Annual Report)	23 January 2015	M.M.
	Mid- Year Performance Report to Mayor	13 January 2015	MM
	Mayoral Committee Meeting	14 January 2015	M.M.
	Budget Steering Chaired by Port Cllr to consider Adjustment Budget	15 January 2015	BTO
	IDP/Budget Steering Committee to approve draft budget allocations (IDP/ Budget link)	20 January 2015	IPED/BTO
	Departmental Strategic Planning Sessions	19-30 January 2015	HOD's

	Council Meeting (Final 2013/14 Annual Report & Mid -Year Report)	28 January 2015	M.M.
	Mid- Year Performance Assessments of HOD's	02-04 February 2015	MM
	IDP/PMS Managers Session	17 February 2015	IPED
	Technical IGR	18 February 2015	MM
	DIMAFO	24 February 2015	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	25-27 February 2015	IPED/M.M.
	Mayoral Committee Meeting	04 March 2015	MM
	IDP/PMS/Budget Steering Committee meeting to present the Draft 2014-2015 IDP and Budget	10 March 2015	BTO/M.M.
	Annual Performance Appraisals 2013/14 Annual Report	09-12 March 2015	MM
	IDP Rep Forum	12 March 2015	IPED
	Budget Steering Committee (Chaired by Portfolio Clr)	11 March 2015	MM
5	MPAC Hearings on Annual Report	13 March 2015	M.M.
7	CHDM Council approval of the 2015-2016 Draft IDP & Budget & Submission of Recommendations from Performance Evaluation Panel	25 March 2015	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-2015	IPED /BTO / Corporate Services
	Quarter 3 Performance reporting by HOD's (Jan - March))	08 April 2015	HOD's & M M
	Draft IDP and Draft Budget published. Advertise for public comment (21days)	30 March 2015	IPED
E	Reviewed IDP document (Integration/programme implementation and operational plan)		
	Audit Committee	10 April 2015	
1	IDP/Budget road shows - public hearings	06-10 April 2015	MM/IPED/BTO
	IDP/PMS Managers Session	08 May 2015	IPED
	IDP/Budget Steering Committee meeting (implementation and operational plan)	13 May 2015	IPED
	3 rd Quarter Institutional Report to Mayor	14 April 2015	MM
	Standing Committees	14-16 April 2015	MM
	Departmental SDBIP Engagements	27-30 April 2015	MM
	Mayoral Committee	06 May 2015	MM
	Municipal Wide SDBIP Engagement	12 May 2015	MM
	Budget Steering Meeting Chaired by Portfolio Cllr	13 May 2015	BTO
			MM/IPED
	IDP/Budget/PMS Steering Committee Meeting	14 May 2015	
	Technical IGR	20 May 2015	MM
	IDP Rep Forum	19 May 2015	IPED

4	Incorporate relevant comments to the Draft final reviewed IDP	April - May 2015	IPED
F	Approval phase		
3	Council Workshop on the Final IDP prior Adoption		M M /IPED
4	CHDM Council Open Day & Approval of Final 2015-2016 IDP Review & Budget	27 May 2015	M M
	DIMAFO	02 June 2015	MM
	Submission of SDBIP to Exec Mayor for Approval	04 June 2015	MM
	Mayoral	10 June 2015	MM
	Audit Committee	12 June 2015	MM
	MPAC (3 rd Quarterly report & Sec 52 d)	17 June 2015	MM
	SDBIP Approved and Performance Agreements signed	23 June 2015	MM
	Council Meeting	24 June 2015	MM
	Signing of Accountability Agreements by Middle Management	26 June 2015	MM
	Stakeholders Engagement on IDP & Budget	15-19 June 2015	MM
4	Quarter 4 Performance reporting (April - June))	10 July 2015	HOD's & M M
G	Performance Management System		
2	Drafting of Service Delivery and Budget Implementation Plan (SDBIP)		MM
3	Submit draft SDBIP within 14 days after approval of the budget	04 June 2015	MM
4	Approval of SDBIP within 28 days after budget	23 June 2015	Mayor
5	Signing of MM and Section 57 Managers Performance Agreements	23 June 2015	MM

6	Publicize SDBIP and Performance Agreements no later than 14 days after approval	07 July 2015	MM
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