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EVALUATION DIRECTORATE

PERIODIC EVALUATION REPORT

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PREPARED FOR : IGR DIRECTORATE

PREPARED BY : Ms.M. KONI-BANGO

SUBJECT

ASSESSMENT OF THE SUPPORT PROVIDED BY IGR BUSINESS UNIT TO THE MUNICIPALITIES TO ENSURE THAT IGR STRUCTURES (MAYOR`S AND MUNICIPAL MANAGER`S FORUMS) ARE FUNCTIONING IN ACCORDANCE WITH THE IGR FRAMEWORK

1. PURPOSE

The purpose of this report is to provide feedback on the evaluation conducted to assess the support provided by IGR Business Unit to the Municipalities to ensure that IGR District (Mayor`s Forum) and Municipal Manager`s (MMs) Forums are functioning in accordance with the IGR Framework

2. EXECUTIVE SUMMARY

This executive summary provides a snapshot of the Periodic Evaluation conducted, methodology used to gather the necessary data, findings made from the analysed gathered data and recommendations made by the participants. Data was gathered by conducting desktop review of meeting agendas. Also questionnaires were distributed to gather data during the District and Municipal Manager`s Forums that convened on the dates as reflected on the

schedule (as an extract from IGR calendar). The findings are a summary of desktop review and different responses of the participants and reflection of what transpired at the IGR Forums. Most of the participants, more specifically the Local Municipality Mayors, acknowledged that the IGR Forums are of great value to them more specifically on matters of governance and administration, public participation and finance. The Forums serve as group sharing sessions. Recommendations are mostly positive and provide more constructive efforts on making suggestion on how the IGR support can be beefed up.

3. LIMITATIONS

The following served as a limitation:

a) Non-confirmation of whether the forums were going to convene or not convene on the set date made it difficult for the evaluation to attend some of the meetings and distribute questionnaires

b) Non-convening of some forum meetings made it difficult for the evaluation to gather enough data as planned.

REPORT

ASSESSMENT OF THE SUPPORT PROVIDED BY IGR BUSINESS UNIT TO THE MUNICIPALITIES TO ENSURE THAT IGR STRUCTURES (MAYOR`S AND MUNICIPAL MANAGER`S FORUMS) ARE FUNCTIONING IN ACCORDANCE WITH THE IGR FRAMEWORK

NOVEMBER 2017

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LIST OF ACRONYMS

Acronym(s)	Definition
COGTA	Co-operative Governance and Traditional Affairs
IGR	the Intergovernmental Relations
MMs	Municipal Managers
MEC	Member of the Executive Council
MuniMEC	

LIST OF TABLES

Table 1: Schedule of Mayor's and MMs Forums

LIST OF ANNEXURES

Annexure A: Questionnaire

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Annexure C: IGR Improvement Plan

4. METHODOLOGY

Firstly, the evaluation mainly focused on analysis of whether the IGR Forum meetings did convene / did not convene on the dates as scheduled on quartley basis by IGR Business Unit, if the meetings did not convene as scheduled what were the reasons for the meetings not to convene. Secondly analysis of meeting Agenda(s) was made to gather insight on the Agenda items and what support is required from CoGTA for the IGR Forums to be productive and function in line with the IGR Framework.

4.1. IGR FORUM MEETINGS

Questionnaires (attached as **Annexure A**) were distributed in some of the forums, filled in by the participants and collected on the same day. What was of great importance that was gathered from some participants was that, the IGR Business Unit liaised with the Districts / Municipalities when drawing up the schedule (s) of meeting(s) dates, time and venues. When the dates were amended the IGR Business Unit communicated that in time with the Districts / Municipalities. At times Districts/ Municipalities requested the change of date(s) and the IGR Business Unit was flexible enough to accommodate such changes. Some of the participants stated most of the IGR meetings did not convene because dates clashed with the Provincial Sector Departments and Provincial MuniMEC meetings. Below is desktop analysis of the IGR Schedule for Mayors and MMs IGR Forums:

District	Forum	Date	Forum Convened / Did Not convene
1.Ugu	Mayors Forum	11 August 2017	The meeting convened
2.Umkhanyakude	MMs Forum	25 August 2017	The meeting did not convene there was no quorum
3.King Cetshwayo	Mayors Forum	29 August 2017	Did not receive confirmation for the meeting
4.Umkhanyakude	Mayors Forum	30 August 2017	Did not receive confirmation for the meeting
5.Zululand	MMs Forum	07 September	Postponed
6.Harry Gwala	MMs Forum	12 September 2017	Postponed
7.Umzinyathi	MMs Forum	20 September 2017	The meeting convened
8.Zululand	Mayor`s Forum	21 September 2017	The meeting convened
9.Umzinyathi	Mayors Forum	26 September 2017	The meeting convened
10. Harry-Gwala:	Mayors Forum.	28 September 2017	The meeting convened
13 Ugu	MMs Forum	29 September 2017	The meeting convened
14 Ilembe	MMs Forum	05 October 2017	The meeting convened
15 Harry Gwala	Mayors Forum.	19 October 2017	The meeting did not convene , there

			was no quorum (Mayors)
16 Ilembe	Mayors Forum.	05 November 2017	The meeting convened
17 Harry Gwala	MMs Forum	14 November 2017	The meeting convened

Table 1: Schedule of Mayor`s and MMs Forums

4.2. DATA CAPTURING AND ANALYSIS

All the data collected was captured on excel spread sheet in order to formulate a database. Similar data was grouped together and the following categories were formulated:

a) Support provided by CoGTA IGR Business Unit for the functionality of the District and MMs Forums
b) Other support provided by CoGTA IGR Business Unit for the functionality of the District and MMs Forums
c) Monitoring of the support provided by CoGTA
d) Municipal implementation of pronouncement(s) made by e.g. President, Premier, CoGTA MEC, etc
e) Strategies used by CoGTA IGR Business Unit to support the District to maintain IGR Structures
f) Recommendations made by Municipalities on how CoGTA can add more support to make IGR Structures more effective

4.3. FINDINGS

4.3.1. Support provided by CoGTA IGR Business Unit for the functionality of the District and MMs Forums

a) In the main, participants view CoGTA support on IGR as very vital and of great value, not only to these Forums but also to all other IGR Forums in the municipalities;
b) Most of the participants view the support as assisting the IGR structures to have a coordinated and cooperative effort for mobilising capacities, leadership and resources towards service delivery;
c) CoGTA does provide support by sending meeting schedules and also advising on the items which must form part of the Agenda for discussions;
d) COGTA`s provision of support on taking forward and implementing MuniMEC resolutions;
e) Attend meetings and provide guidance during the meetings; and
f) There is a challenge of some Mayors and MMs who do not attend the forum meetings and this leads to meetings being postponed many times or not convening at all.

4.3.2. Other than the above support provided , the participants highlighted that CoGTA also :

a) Assists municipalities to promote service delivery through ensuring that Back to Basics becomes an Agenda standing item in the Forums meetings and implementation thereof ; and
b) CoGTA gives guidance on any matters regarding the functionality of Municipal Structures and how the resolutions taken can be implemented.

4.3.3. Monitoring of the support provided

a) CoGTA monitors closely the decisions that are closely taken at the meetings.

4.3.4. How does the Municipality implement the pronouncements made by e.g. President, Premier, COGTA MEC, etc?

a) The pronouncements form part of the Agenda of Council, IGR Forums and other Municipal Structures meetings in order to be discussed .A follow up in terms of reports is done consistently. Resolutions are taken where necessary and implemented.

4.3.5. Does COGTA IGR Business Unit support the District to maintain the IGR Structures?

a) COGTA always supports the Districts to maintain the IGR Structures and as a result the IGR Meetings convene by-monthly and is yielding the positive results.

4.4. RECOMMENDATIONS MADE BY MUNICIPALITIES ON HOW COGTA CAN ADD MORE SUPPORT TO IGR STRUCTIRES

The municipalities felt that CoGTA should advance the support from Agenda setting to:

a) Assist to strengthen friendly relations amongst family municipalities and no partners should be treated as secondary;

b) Ensure consistent support and assist municipalities to assist each other;

c) Encourages co-operative governance, planning together could help to minimize duplication of services and also improves service delivery;

d) Frequently communicate and update municipalities on latest developments and any matters that are to be attended to as matter of urgency;

e) Provide resources where necessary when providing an intervention in an area;

f) Assist the municipalities' to minimise any prospective legal litigations against each other;

g) Keep on engaging with the IGR Structures programs which needs Mayors to improve service delivery;

h) CoGTA should put a preventative measure in place for those Mayors and MMs who do not attend IGR Forum meetings; and

i) MuniMEC should consider facilitating a discussion between municipalities and Amakhosi to deliberate on matters of service delivery

4.5. MEETING AGENDA(S) FINDINGS

a) Some Agenda items are not consolidated inputs of family of Municipalities but inputs of individual Municipalities;

b) Some meetings do not include Back to Basics as a standing Agenda item;

c) At times Agendas were not circulated in time and that led to non-preparedness for the meetings; and

d) Agenda (s) have monotonous items

4.6. RECOMMENDATIONS

a) Agenda items that cut across all the family of Municipalities within particular district should be consolidated inputs of family of Municipalities and not inputs of individual Municipalities;

b) Back to Basics should be a standing Agenda item; and

c) Meeting Agenda(s) should be circulated in time , so that the attendees can be prepared

5. REPORT DISCUSSION AND IMPROVEMENT PLAN

On 07 February 2018 Ms. R. Heeralal (Director IGR) and Ms. M. Bango (Deputy Director Evaluation) had a meeting to discuss the contents of the report and the Improvement Plan. Ms. R. Heeralal endorsed the report. The recommendations are similar to each other and we agreed that the following recommendation should put on the Improvement Plan:

a) Back to Basics should be a standing Agenda item

Ms. Ms. R. Heeralal signalled the above recommendation is already catered and on 11 October 2017 MEC Ms.N. Dube-Ncube signed off Circular No. 28 of 2017 – Recommended Agenda for District Intergovernmental Relations Forums. Back to Basics is one of the items under matters commended by province for discussion. Circular No. 28 of 2017 is attached here as **Annexure B**. The Improvement Plan is attached as **Annexure C**.

6. CONCLUSION

Although the support provided yields functional IGR Structures in accordance with the IGR Framework, there is more support that the municipalities require, more specifically on:

a) Strengthening friendly relations amongst family municipalities;

b) Provide resources where necessary when providing an intervention in a particular municipality; and

c) Assisting the municipalities' to minimise any prospective legal litigations against each other

EVALUATION REPORT OFFICIAL SIGN - OFF

The signatures below indicate that the contents of the document have been reviewed, approved and supported.

Compiled by:

.....

Ms. M. Koni-Bango

Deputy Director: Evaluations

07/02/2018

Date

Supported by:

.....

Mr.M. Sogwagwa

Director: Evaluations

13/02/2018

Date

Supported by:

.....

Ms. R. Heeralal

Director: IGR

27/02/2018

Date

DRAFT QUESTIONNARE

MUNICIPAL IGR STRUCTURES

ANNEXURE A: QUESTIONNARE

THANK YOU VERY MUCH FOR YOUR PARTICIPATION IN THIS EVALUATION

SECTION A : DEMOGRAPHICS					
Municipality					
Name & Surname (Optional)					
Gender	Male		Female		
Youth	Yes (√)		No (×)		
Position					
Contact Details :	Office :		Cell :		
Email Address					
Interviewer					
Date	Day / / Month / /		Year / /		

Purpose:

- To evaluate the support provided by IGR Business Unit to ensure that IGR Structures are functioning in accordance with the IGR Framework

Outcome

- Whether the support provided yields functional IGR Structures in accordance with the IGR Framework

SECTION B: QUESTIONNARE

Please use the following rating to rate the questions	
☺ Yes √	☹ No X

Category	Question	Rating	
		☺ Yes	☹ No
1.	Does CoGTA IGR Business Unit provide support for the functionality of the IGR Structures?		
If yes , Please elaborate more and mention the support provided			
2.	Other than the support provided, what other support can be provided?		
3.	Does CoGTA monitor the support provided?		
If yes , Please elaborate more on how the support provided is monitored			
4.How does the Municipality implement the pronouncement(s) made by e.g. President ,Premier , CoGTA MEC, etc?			
5.	Does CoGTA IGR Business Unit support the District to maintain IGR Structures?		
If yes , Please elaborate more on how CoGTA IGR Business Unit supports the District to maintain IGR Structures			
6.	What would you recommend to be added on CoGTA support to make IGR Structures more effective?		

ANNEXURE B

cogta
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DIRECTORATE: INTERGOVERNMENTAL RELATIONS

Enquiries: Imibuzo: Navrae:	Ms R. Heeralal	My Reference: Inkomba Yami: My Verwysing:	E-mail: rashnee.heeralal@kzncogta.gov.za	Date: Usuku: Datum:	11 October 2017

TO : ALL MAYORS AND MUNICIPAL MANAGERS
MUNICIPALITIES IN KWAZULU-NATAL

CIRCULAR NO: 28 OF 2017

RECOMMENDED AGENDA FOR DISTRICT INTERGOVERNMENTAL RELATIONS FORUMS

Since the reconstitution of the IGR Structures post the 2016 Local Government Elections, Mayors have committed in ensuring that IGR structures are functional in their district. Further that the Terms of Reference are upheld which *inter alia* stipulate that IGR Forums should meet at least once per quarter.

The Provincial Intergovernmental Structures have through MuniMec (political & technical forums) and Premier's Coordinating Forum resolved and adopted that certain issues become standing items for discussion and deliberation on the Agenda for District Intergovernmental Forums. As such, Attached as **Annex A** is a Recommended Agenda for District Intergovernmental Relations Forums.

The District Intergovernmental Relations Forum is encouraged to implement the Resolution Register and track the progress of the resolutions taken at the Forums. Hence it is only through this process, that proper oversight can be played to ensure effective service delivery to the communities of our Province.

For further support and assistance from Cogta, the Intergovernmental Relations Directorate may be approached on 033 3556113 or email: Rashnee.heeralal@kzncogta.gov.za.

Yours faithfully

MS N DUBE-NCUBE, MPL
MEC: COGTA
DATE: 11/10/2017

ANNEX A - RECOMMENDED: AGENDA

DISTRICT INTERGOVERNMENTAL RELATIONS FORUM

DRAFT AGENDA

DATE: TIME: VENUE:

CHAIRPERSON:

PROCEDURAL MATTERS

NO	ITEM	PRESENTER
1.	Welcome	District Municipal Manager
2.	Apologies	All members
3.	Confirmation of Agenda	All Members
4.	Confirmation of the Previous meetings Minutes	
5.	Matters Arising: Decision Matrix	
	MATTERS RECOMMENDED BY PROVINCE FOR DISCUSSION (Cabinet Lekgotla, Premiers Coordinating Forum & MuniMec	
6.	Implementation of the Radical Economic Transformation Programme	
7.	Back to Basics	
8.	Participation of Traditional Leaders in IGR Structures	
9.	Implementation of Resolutions: a) Cabinet Lekgotla b) Premiers Coordinating Forum (Technical & Political) c) MuniMec (Technical & Political)	
10.	**Prioritisation of Human Settlements** (Technical MuniMec 19 July & MuniMec 07 July 2017 Resolution)	
11.	**Expanded Public Works Programme**(Technical MuniMec 19 July 2017 & MuniMec 07 July 2017 Resolution)	
12.	**Operation Sakhuma Sakhe** (Technical MuniMec 19 July 2017& MuniMec 07 July 2017 Resolution)	
13.	Functionality of the District IGR Structures	
	REPORTS FROM MUNICIPAL SUB TECHNICAL FORUMS	
14.	District Corporate Service Forum	
15.	District Area Finance Forum	
16.	*Infrastructure Forum*	
17.	Planning & Development Forum	
18.	District Communications Forum	
19.	General & Social Services Forum (LED, Disaster Management)	
20.	District Development Agency	
21	Shared Services	
22.	District wide Integrated IGR Calendar	

DATE 07/02/2018

VENUE IGR BU

TIME 10h00

	Surname	Name	Designation	Contact Number	Email Address	Signature
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