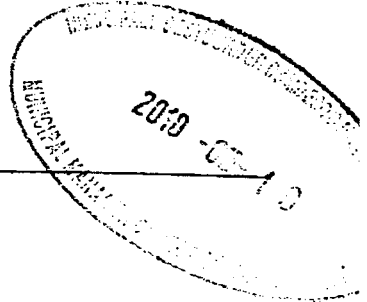


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Camdeboo Municipality – Draft Policy on Councillor Skills Development and Training



CAMDEBOO MUNICIPALITY

COUNCILLOR SKILLS DEVELOPMENT AND TRAINING POLICY

1. Purpose

The purpose of this policy is to outline the processes associated with the education, training and development of all councillors of Camdeboo Municipality.

2. Intent of policy

The intent of this policy is:

- 2.1 To promote skills development as a strategic output to ensure that councillors are professional, productive and competent in the execution of their tasks;
- 2.2 To ensure that councillor skills development ultimately provides effective, efficient and cost effective service delivery;
- 2.4 To ensure that councillor competencies are continuously improved.

3. Policy objectives

The objectives of this policy are to ensure that:

- 3.1 the capacity of councillors to render and drive the rendering of service delivery is promoted;
- 3.2 an integrated strategic approach is adopted in addressing the educational, training and development needs of councillors;
- 3.3 areas of skills shortages amongst councillors is addressed;
- 3.4 the council contributes to the full personal development of every councillor from the day such councillor is elected as a councillor of the municipality until such councillor's services with the municipality are terminated for any lawful reason;
- 3.5 access to training is facilitated thereby ensuring mobility and progression in the career path of each councillor;
- 3.6 a culture of life-long learning is created;

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- 3.7 fair and transparent education, training and development practices with regard to councillors is promoted.

4. Core Education, Training and Development (ETD) principles

The speaker of the council will promote the following principles in order to achieve the objectives of this policy:

- 4.1 the attainment of stakeholder support for the objectives referred to in paragraph 3;
- 4.2 the alignment of ETD interventions to the strategic objectives of the municipality;
- 4.3 the need for council investment in human capital;
- 4.4 competency based job profiling;
- 4.5 the assessment of competencies and potential;
- 4.6 the full utilisation of potential career pathing and development;
- 4.7 the alignment of the council's ETD policy with the applicable legislative framework;
- 4.8 the need for an integrated ETD process;
- 4.9 the need for outcomes orientated activities;
- 4.10 the support and acceptance of responsibility and accountability, including adequate resourcing;
- 4.11 improved performance and service delivery.

5. Processes

The following processes relative to the satisfaction of the educational, training and development needs of councillors in terms of this policy should be followed by the speaker:

- 5.1 the speaker must undertake an assessment of the competencies of councillors by means of a potential evaluation, actual work performance and training needs analysis;
- 5.2 the speaker should conduct a skills audit annually to inform, amongst others, the ETD budget of the municipality;
- 5.3 the speaker must submit an annual report to the council on identified skills development areas of councillors;
- 5.4 the speaker must promote specific development interventions, including but not limited to:

- the grant of financial assistance to councillors by the municipality to allow study towards further relevant qualifications;
 - the attendance by councillors of goal-orientated training courses;
 - the participation by councillors in formal development programmes leading to recognised qualifications;
 - the undertaking by councillors of formal studies through accredited educational institutions; and
 - the participation of councillors in learnerships, mentorships and career counseling sessions;
 - ABET;
 - the development and maintenance of career management.
- 5.5 the speaker must submit for council approval, a strategic plan relating to councillor development in order to enable councillors to adequately and efficiently perform their assigned duties and promote service delivery;
- 5.6 the strategic plan referred to in paragraph 5.5 shall also deal with the role of the councillor in ensuring adequate public participation as required by chapter 4 of the Municipal Systems Act No. 32 of 2000.

6. Education, Training and Development

In order to afford councillors an opportunity to equip themselves with skills, knowledge and expertise that will add value to their functions and the municipality, the speaker must actively encourage the participation of councillors in internal and external training courses and formal studies that are accredited in terms of SAQA/NQF specifications and requirements, provided that a councillor who participates in a training programme shall not:

- 6.1 be absolved from his or her responsibilities as a councillor of the municipality; nor
- 6.2 shall such councillor be entitled to advance the fact that he or she is undergoing training as a reason for non-compliance with the code of conduct for councillors contained in schedule 1 to the Municipal Systems Act No. 32 of 2000 (code of conduct for councillors) and particularly the requirement relating to the attendance of meetings; provided that –
- 6.3 a councillor may, in terms of the standing rules and orders of the council, apply for leave of absence in a manner provided for therein in respect of those days which he or she cannot perform his or her functions as a councillor of the municipality on account of his or her formal training commitments.

6.1 Internal Training Courses

Subject to budgetary provision, the speaker will provide or make arrangements for the provision of in-house training courses and/or develop and/ or purchase new training courses, subject to the following principles:

- councillors should have ongoing and equitable access to training in order to equip them with the necessary and relevant skills and knowledge;
- training should support/enhance work performance;
- training should be needs driven.

6.2 External Training Courses

Subject to budgetary provision, financial study assistance may be granted to councillors to enable them to attend external training courses in line with the strategic plan prepared for the personal development of councillors.

External courses include congresses, symposia, seminars, conferences, workshops, lectures and study tours of short duration all of which are referred to below as "short interventions".

Applications for study assistance must be made on an application form to be made available for this purpose and be submitted to the speaker for approval.

Applications will be evaluated on the basis of the following criteria:

- whether or not the nature of the short intervention is applicable to the functions and responsibilities of the applicant councillor;
- whether the training intervention will enhance the performance of the applicant councillor;
- the performance profile of the applicant councillor;
- the need for fair exposure to ensure that all deserving councillors are afforded an opportunity to be nominated for external training interventions;
- cost –benefit analysis of prospective training course/training provider to ensure value for money and optimal investment;
- alignment with the personal development plan of the councillor concerned.

Fees related to the training intervention referred to in this paragraph will only be paid by the municipality upon production of an original invoice submitted by the relevant training service provider which invoice must contain full details of the fees so claimed.

Training assistance to be funded out of organizational/donor funds, may also be provided for short courses conducted either locally, provincially or nationally.

7. Formal Studies

Subject to compliance with this policy and budgetary provision, the speaker may grant formal study bursaries to councillors who have the desire to further their development in line with the council's objectives, the need for specifically identified courses and the career planning and personal development plans of councillors wishing to apply for a bursary in terms of this policy.

Bursaries may also be granted, in terms of this policy, for training in respect of senior certificate, ABET and advanced qualifications or modules leading to or associated with the award of degrees, diplomas and certificates up to NQF level 6.

Bursaries will only be awarded for part-time studies at recognised tertiary institutions. Campuses that claim to be extensions of foreign training institutions must submit proof of compliance with SAQA/NQF requirements.

Any leadership programme supported by or offered SALGA shall, for purposes of this policy, also be regarded as a formal training programme.

Applications for bursaries must be made on an application form to be made available for this purpose and be submitted to the speaker for processing in terms of this policy.

Councillors must, in particular, provide full details pertaining to the course they intend pursuing as well as the subjects/modules of such course, the name of the educational institution which they will intend or at which they will be enrolled as a part-time student, the duration of the course concerned and the cost thereof.

The council shall establish a committee to assist the speaker with the assessment of applications for bursaries received from councillors in terms of this policy.

8. Bursary Conditions

A bursary approved by the speaker in terms of this policy shall be subject to the following conditions:

- 8.1** the study course must comply with the provisions of this policy and be purpose-directed;
- 8.2** the training institution at which the applicant councillor wishes to study must be approved by the speaker provided that this condition shall not apply in respect of training courses approved by or sponsored by SALGA ;

- 8.3 a bursary is awarded on an academic year and not a financial year basis and then only for such number of academic years as are equal to the duration of the study course plus one year or for such number of years as may remain until a new council is elected for the municipality in terms of applicable legislation, whichever is the shortest;
- 8.4 a bursary amount shall not exceed R15 000 per councillor per academic year provided that this amount may be increased by the council in respect of advanced training courses in local government management offered by training institutions on a national or provincial basis ;
- 8.5 the bursary amount referred to in 8.4 shall be used for the payment of registration, examination, tuition costs, if applicable, and book and study material costs only;
- 8.6 a bursary will only be paid to the educational institution concerned and not directly to the applicant councillor and then only upon receipt of a detailed account reflecting all costs from such educational institution and also proof that the application for registration by the affected councillor has been approved;
- 8.7 before the grant of a bursary to a councillor in terms of this policy is confirmed, the applicant councillor shall submit proof to the satisfaction of the speaker to the effect that he or she is in a financial position to meet any shortfall in study fees as reflected on the account from the educational institution concerned and, in the event of such councillor not having the required funds, he or she shall not qualify for a bursary in terms of this policy;
- 8.8 the educational institution at which a councillor in receipt of a bursary in terms of this policy is studying, must submit regular progress reports to speaker and, in the event of the councillor concerned failing to meet reasonable standards in terms of progress towards completing the approved course of study, the speaker shall, after consultation with the councillor concerned, advise the relevant training institution that the council shall advance no further bursary funds to it on behalf of such councillor;
- 8.9 the speaker shall also apply paragraph 8.8 in the event of the councillor concerned being unable, in the sole discretion of the speaker, to undertake his or her duties as a councillor of the municipality or to carry out his or responsibilities as a full-time office bearer of the council, due to the fact that he or she is pursuing a course of study funded either wholly or in part by a bursary granted in terms of this policy, provided that this paragraph shall not prevent the speaker from taking action against the councillor concerned in terms of the applicable provisions of the code of conduct for councillors on the grounds of neglect of duty;
- 8.10 in the event of a councillor who has been granted a bursary in terms of this policy failing to meet the required standard in terms of progress or failing to complete the course of study due to his or her own fault or negligence, then the council reserves the

right to claim from such councillor all amounts paid to an educational institution on his or her behalf and, by accepting a bursary in terms of this policy, such councillor authorizes the municipal manager to deduct all amounts so paid from the monthly allowance paid to him or her by the municipality;

8.11 paragraph 8.10 shall also be applied in circumstances where the councillor concerned is removed as a councillor of the municipality on account of a contravention of the code of conduct for councillors;

8.12 no bursary amount granted in terms of this policy will be disbursed on behalf of a qualifying councillor before that councillor has entered into a written agreement with the council accepting the terms and conditions of this policy and the municipal manager has certified that funds are available to fund the bursary concerned;

8.13 in the event of the councillor referred to in this policy being the speaker of the council, then the functions of the speaker in terms thereof shall be performed by the council with due regard to any recommendation by the municipal manager.

9. Bursary not to constitute a loan

9.1 The council acknowledges that, in terms of section 164(1)(c) of the Municipal Finance Management Act, 2003, no municipality or municipal entity may make loans to councillors or officials of the municipality, directors or officials of the entity concerned or members of the public.

9.2 Any bursary granted by the council to a councillor in terms of this policy shall not be regarded as a loan to such councillor but a conditional donation aimed at ensuring that the council complies with its obligation to build the educational and development capacity of councillors of the municipality.

10. Effective date of policy

This policy shall take effect on the date of approval thereof by resolution of the council provided that the payment of any bursary in terms thereof shall be dependent upon adequate budgetary provision either in the annual or an adjustments budget approved by the council in terms of the applicable provisions of the Municipal Finance Management Act, 2003.

11. Application of this policy

11.1 This policy shall not apply in respect of the attendance by nominated councillors at workshops, conferences, meetings and short training courses offered by organs of state, SALGA or any public institution with a view to discussing or disseminating information on matters concerning local government either generally or specifically and councillors shall

be compensated for any costs incurred by them in attending such events in a manner provided in the subsistence and transport policy of the council.

- 11.2** The speaker shall report all applications for bursaries approved in terms of this policy to the council at its next ensuing meeting.