UMZIMVUBU LOCAL MUNICIPALITY

UPHUHLISO KUMNTU WONKE

UMZIMVUBU

LOCAL MUNICIPALITY

CAPACITY BUILDING & TRAINING FOR COUNCILLORS

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CAPACITY BUILDING AND TRAINING FOR MUNICIPAL COUNCILLORS POLICY

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DEFINITIONS OF TERMS

Benchmarks	Targets that should be achieved if a municipality is to be considered to be sustainable; in terms of functionality, performance and adequate service delivery at an individual, institutional and environmental level.
Capacity	In relation to a municipality, as including the administrative and financial management capacity and infrastructure that enables a municipality to collect revenue and to govern the local government affairs of its community on its own initiative.
Capacity building	A process through which required abilities are obtained, strengthened, adapted and maintained over time". In relation to the three inter-related core elements, i.e. individual capacity, institutional capacity and environmental capacity
Education, Training and Development	The term used to describe the practices which directly or indirectly promote or support learning.
Environmental capacity	the potential or competence, or lack thereof, found outside of municipalities' formal structures. The components that constitute a conducive environment for a municipality to operate in must be deliberated on continuously and challenges made known to other spheres. These are elements that a municipality has little to no influence or direct impact on but that it may require for it to be considered operational. It also encompasses the social-economic (e.g. tax base), demographic, geography, non-municipal infrastructure, natural, mineral and environmental and non-municipal resources.
HRD Division	Human Resources Development Division
IDP	Intergrated Development Plan
Individual capacity	the potential of staff to occupy a job or the relevance of the combination of their qualifications, experience and competence (knowledge, skills and attitude) in relation to the job they occupy
Institutional capacity	The potential or competence (or lack thereof) found within municipalities. The aim in structuring a business unit and municipality should be to ensure that it is functional, performs and adequately delivers its services, that is, it has the required operational capacity. This capacity is normally reflected through human resources (adequacy of competent individuals in the municipality); physical resources (facilities, equipment, materials, etc) and budget; intellectual resources (organisational vision, strategy, planning, performance management, business know-how and technology, inter-institutional linkages, etc.); organisational structure and systems that enable efficient utilisation of resources to realise developmental goals; leadership of the change; policy instruments, including policies, laws, regulations, administrative rules, standards, etc. and the enforcement of the policy instruments.

Learning Programmes	Skills programmes, Leamerships and Apprenticeships are structured learning programmes that combine learning at a Training Institution with practical work- based learning in an integrated programme. They may lead to a formal qualification.
Continuous Professional Development	Professional, credit-bearing short training courses, including conferences and seminars where specific learning outcomes are assessed for the purposes of eligibility for professional registration with a professional body.
National Qualifications Framework (NQF)	A framework which consists of 10 hierarchical levels, including AET, for the registration of national standards and qualifications in the education and training system.
NCBF-LG	National Capacity Building Framework for Local Government
SALGA	South African Local Government Association
SALGA – EC	South African Local Government Association – Eastern Cape
South African Qualification Authority (SAQA)	Responsible for overseeing the development and implementation of the National Qualifications Framework. The South African Qualifications Authority (SAQA) came into being through the promulgation of the SAQA Act.
Sector Education and Training Authority (SETA)	A body established under the Skills Development Act in terms of section 9(1). Its main purpose is to contribute to the improvement of skills in South Africa through achieving a more favourable balance between demand and supply. In addition, SETA's will monitor education and training in the sector, and therefore will fulfill all the functions of ETQA's.
Workplace Skills Plan (WSP)	A Workplace Skills Plan is a formal documented plan of individual and organizational training interventions within an annual training cycle. The requirement to develop such a plan arises from the Skills Development Act. The process of developing this plan is contained within the act and includes consultation with staff and trade unions. The plan is submitted to the relevant SETA on an annual basis.

Abbreviations

ULM- Umzimvubu Local Municipality

HRD- Human Resource Development

NQF- National Qualifications Framework

IDP- Integrated Development Plan

NCBF-LG - National Capacity Building Framework for Local Government

SALGA- South African Local Government Association

EC- Eastern Cape

SAQA- South African Qualification Authority

SETA- Sector Education and Training Authority

WSP- Workplace Skills Plan

IDP- Integrated Development Plan

ABET- Adult Basic Education and Training

LGSETA- Local Government Sector Education and Training Authority

SAF- Skills Audit Form

NCBF- National Capacity Building Framework

SOP- Standard operating procedures

ROI- return of investment

1. PREAMBLE

The Municipality is fully committed to the structured, systematic and fully effective training, developing and capacitating its Councillors on an ongoing basis to enable them to perform their duties and mandate effectively and efficiently. This will also be provided to enable Councillors to acquire the skills, knowledge, related qualifications and to unlock their potential to meet the vision and mission of the municipality.

2. OBJECTIVES

2.1 To enable local government elected representatives to upgrade their knowledge and skills to better perform their responsibilities, such as implementing programmes equitably, enabling them to think in terms of concrete actions which they can take or facilitate and equipping them with the skills required for day-to-day performance of executive duties.

2.2 provide an approach that will enable sustainable municipal capacity;

2.3 To improve the coordination and monitoring of the provision and resourcing of support, capacity building and training to municipalities;

2.4 To determine where municipal capacity is at and introduce relevant initiatives that achieve the pre-determined impact

2.5 To provide a framework for aligning training needs with the strategic objectives of the Municipality.

2.6 To equip Municipal Councillors with the necessary skills for outstanding service delivery.

2.7 To manage skills development processes within the Municipality.

2.8 To promotes the achievement of organisational goals and objectives as expressed in the Integrated Development Plan (IDP)

2.9 To ensure Councillors have access to quality Training and Development opportunities

2.10 To ensure that ULM complies with national guidelines and criteria for skills Development.

3. APPLICATION OF THE POLICY

This policy shall apply only to Councillors of Umzimvubu Local Municipality

4. LEGISLATIVE FRAMEWORK

4.1 The South African Qualifications Authority Act, 58 of 1995;

4.2 The Labour Relations Act, 65 of 1995;

4.3 Employment Equity Act, 55 of 1998;

4.4 Municipal Systems Act, 32 of 2000(as amended);

4.5 Municipal Finance Management Act;

4.6 The Skills Development Act, 97 of 1998;

4.7 The Skills Development Levies Act, 9 of 1999;

4.8 Basic Conditions of Employment Act 75 of 1997;

4.9 Occupational Health & Safety Act 85 of 1993;

4.10. ABET Act 52 of 2000

4.11 Determination of upper limits for public office bearers, 2013/14

4.12 National Capacity Building Framework for Local Government -2012 to 2016

5. TRAINING AND DEVELOPMENT STRATEGY

5.1 This Policy is a strategic framework designed to serve as a guide and shall be executed and administered for Councillors at Umzimvubu Local Municipality

5.2 Training and Capacity development plans and programmes shall support the Municipality's strategies, action plans, human resources planning process as well as any other present and future training and development needs.

7.1. Every new Councillor, regardless of function or responsibility, shall receive systematic induction training, which will enable him / her to become fully oriented in their respective responsibilities in the shortest possible time.

7.2. Every new Councillor will receive induction about the Municipality from the Corporate Services Department within 1 month, starting from the day he or she assumed duties.

8. STUDY REGULATIONS

8.1. This is a regulatory framework designed to afford the personnel of Umzimvubu Local Municipality the opportunity to develop themselves in a formally structured way on a basis of identified requirements in the interests of the Municipality, in order to be able to cope satisfactorily with present and future allocated duties.

8.2. The Municipality supports the continuous development of its Councillors and however the operational requirements of the Municipality and relevance of the studies concerned to the Department shall always be the primary concern.

8.3. Councillors who wish to undertake training towards obtaining a formal qualification, a degree or equivalent qualification must first be recommended by the Executive Committee and approved by the Office of the Speaker

8.4. The Executive Committee and the Office of the Speaker shall consider each individual case upon application to ensure that the studies to be pursued by the Councillor are in the interests of the Municipality.

8.5. The Speaker shall approve the attendance of Training Sessions and writing of Examinations for Councillors.

9. TRAINING TORWARDS ACHIEVING FORMAL QUALIFICATION

9.1 The Municipality shall approve applications for trainings towards achieving formal qualifications subject to an agreement entered into between the Municipality and the Councillor in respect of which the following conditions will be specified:

9.1.1 The Municipality shall pay up to 100% of the cost of books, registration and tuition fees directly to the institution where possible in each academic year.

9.1.2 The total cost referred to in clause 9.1.1 shall not be recoverable from the Councillor unless conditions of the study grant are not met

9.1.3 The offer for trainings towards achieving formal qualifications by the municipality shall be renewed on an annual basis through a signed agreement, subject to performance of the Councillor.

9.1.4 If the Councillor has failed or not written exams, the Councillor must provide a written report to the Office of the Municipal Manager and the

want to further other studies, however, the nature of the job and operational requirements will take preference, taking into account the NCBF and the municipal IDP.

9.1.17 Trainings towards achieving formal qualifications will be provided for in the annual training budget by the Corporate Services Department.

9.1.18 Applications by Councillors for trainings towards achieving formal qualifications shall be made at least 6 months before commencement of the following financial year of the Municipality to the Corporate Services Department subject to whatever workable time frame for the Municipality.

9.1.19 Only trainings towards achieving formal qualifications applications processed in terms of this policy will be considered for allocation of funds and approval. There will be no retrospective payments for Councillors as reimbursement

9.1.20 If services of a Councillor are terminated before serving or completing the required period of service, the refund for trainings towards achieving formal qualifications shall be based on the following formula:

$$\frac{A \times C}{B \quad 1}$$

Where A = amount paid by the municipality
Where B = study period
Where C = required or balance of required service period

9.1.21 Trainings towards achieving formal qualifications will be for part-time studies or distance learning only.

10. ADMINISTRATIVE REGULATIONS

10.1 The Workplace Skills Plan is a statutory requirement, arising out of the Skills Development Act. Its purpose is to formally plan and allocate budget for appropriate training interventions which will address the needs arising out of Local Government's Skills Sector Plan, the Municipality's strategic requirements as contained in the IDP and the individual departmental recruitment strategies

10.2 The training and development programme shall be managed and Administered by the Corporate Services Department.

10.3 An annual training programme with full financial implications shall be

drawn up and administered by the Corporate Services Department

10.4 All course candidates or would-be course participants will sign an undertaking to attend a planned and organised course in terms of the annual training programme or any other arrangement prior to arrangement of the course attendance.

10.5 All capacity building and training courses to be attended shall be communicated to the Office of the Speaker / Mayor and Special Programmes and Communications department at least 2 weeks before training is conducted in order for the Offices/ department to prepare travelling arrangements for councillors

10.6 Transport arrangements shall be done for councillors who do not receive any travelling allowance by Corporate Services

10.7 All Councillors receiving travelling allowance shall use their own transport when attending trainings, workshops, seminars or symposiums

10.8 In instances where there will be 3 – 4 Councillors attending the same capacity building or training and receiving travelling allowance then one car has to be used or shared except when prohibited by any other policy or legislation.

10.9 Cancellation of training course attendance with valid reasons must be done at least 5 days before the commencement date of training.

10.10 Reasons for cancellation of the training course attendance must be objectively convincing and acceptable, failing which 100% of the irrecoverable costs will be recovered from the candidate concerned.

10.11 Late cancellations will not be acceptable, and applicable training costs will be recouped from the candidates when causes of cancellation are beyond the control of the candidate.

10.12 The candidate shall be liable for additional training costs incurred by him/her outside the scope of training course financial arrangements which include, travelling, accommodation, meals, course fee and incidental costs which are not directly or indirectly related to the training in question.

10.13 A database of accredited training service providers shall be established and maintained by the Skills Development and Employment Equity Unit of the Municipality.

10.14 Quality and expertise of training providers shall be considered as first priority in order to maintain high standard and quality of training.

10.15 An Outcome Based Assessment may be conducted by the Skills Development and Office of the Speaker at least once a month after training to test cognitive abilities and skills gained by the Councillor who attended a training course.

10.16 Reducing the spread of infectious diseases, capacity building and training of Of councillors may be held virtually to minimise the risk of spreading the Infection and adhering to declare regulations of the country.

11. CAPACITY BUILDING REGULATIONS

11.1. The Capacity building and training programmes shall be facilitated by the Skills Development Unit and administered by the Human Resources Division within Corporate Services Department.

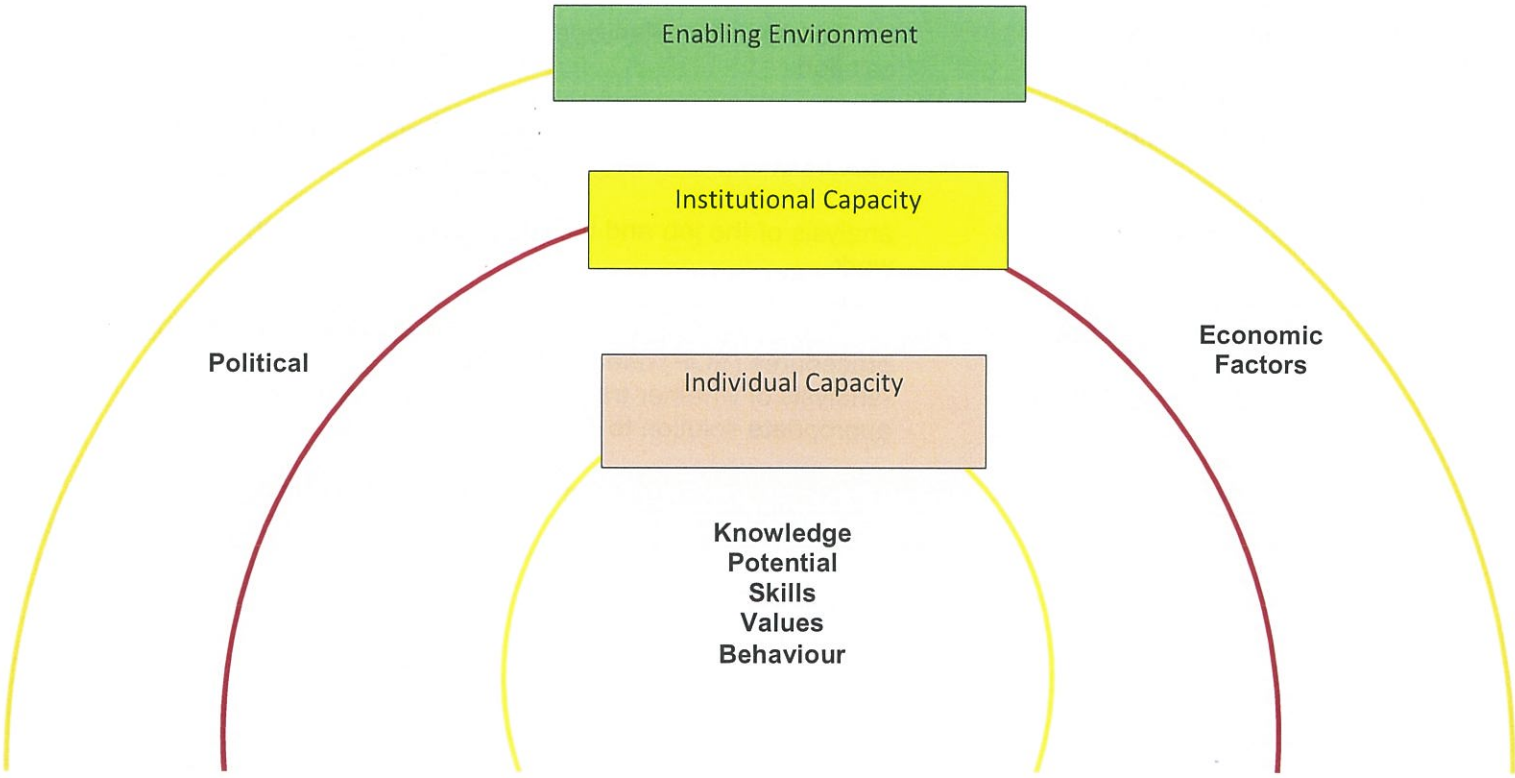
11.2 An annual training programme with full financial implications shall be drawn up by the Skills Development and Employment Equity Unit.

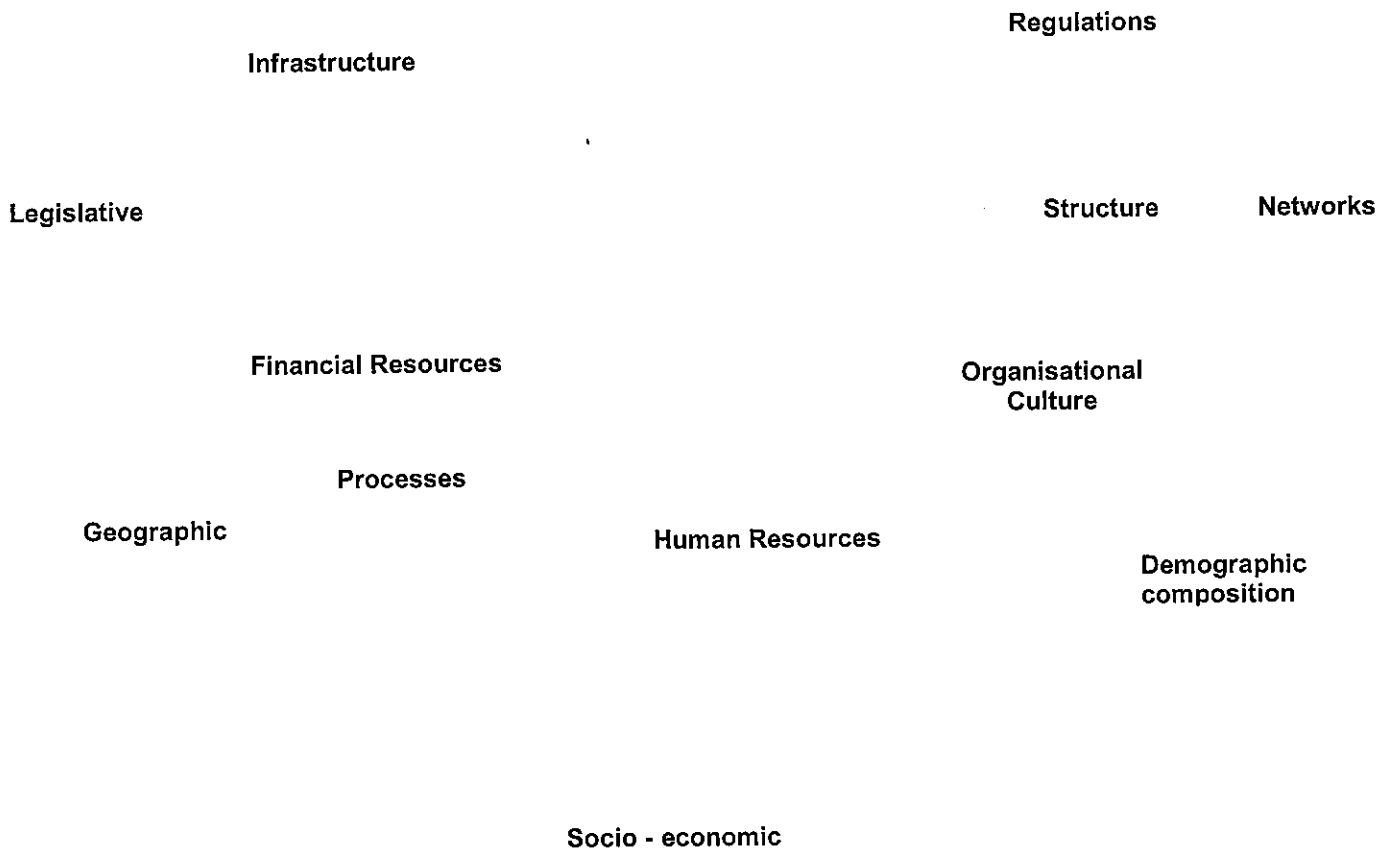
11.3 A skills audit will be done on all Councillors in order to develop a five year skills development Plan which shall be reviewed every financial year.

11.4 The Office of the Speaker shall consider the NCBF in prioritising and approving capacity building and training programmes for Councillors in terms of the three inter- related core elements, i.e. individual capacity, institutional capacity and environmental capacity

11.5 The Office of the Speaker will also have to consider from the capacity factors mentioned in Clause 10.4 that have been identified as affecting the achievement of developmental goals which are: (a) Competence of individuals; (b) effectiveness of organisational arrangements; (c) efficiency of policy instruments; and (d) conduciveness of socio-political environment.

11.6 The Multi – dimensional approach to capacity building as illustrated in the diagram below will also have to be considered in prioritising and approving capacity building and training interventions





11.7 Capacity building and Training needs analysis shall be conducted by the Skills Development with the Speaker, using the following types of needs analysis:

Context analysis -	analysis of the Municipal needs versus training as a solution.
User analysis-	analysis of identifying the key participants and decision-makers in implementing business needs.
Work analysis-	analysis of the job and the requirements for performing the work.
Content analysis-	analysis of documents, equipment and standard operating procedures (SOP) used on the job
Training suitability Analysis	-analysis of whether training is the best and most appropriate solution to the Municipal needs.
Cost-benefit analysis-	analysis of the return of investment (ROI) of training.

12. FORMS OF CAPACITY BUILDING AND TRAINING INTERVENTIONS SUPPORTED BY THE MUNICIPALITY

12.1 The Municipality shall provide various forms of Capacity buildings and Training Developments including, but not limited to:

12.1.1 Formal qualifications provided by a recognised tertiary institution in Southern Africa, and distance learning options;

12.1.1.1. for formal qualifications at Further Education Training Colleges;

12.1.1.2. Modules offered by a recognised tertiary institution or recognised service provider leading to an accredited outcome.

12.1.2 Adult Education, including literacy and numeracy programmes;

12.1.3 Short training courses, including both accredited and non-accredited training Programmes;

12.1.4 Continued Professional Development

12.1.5 SALGA initiated training interventions

13. RETURN OF INVESTMENT (ROI)

13.1 The Speaker is responsible for ensuring that the Capacity Building and Training and Development interventions undertaken are likely to result in a tangible Return of Investment.

13.2 ROI can be measured in many different ways. Some examples are:

13.2.1 Improved productivity

13.2.2 Improved efficiency

13..2.3 Reduced grievances

13..2.4 Reduced absenteeism

13.2.5 Improved community feedback/satisfaction

13.3. In order to ensure this:

13.3.1. The annual WSP should be accompanied by the anticipated ROI on each type of training intervention.

13.3.2. At the conclusion of implementation of the annual WSP, the Speaker should submit a report on the level of ROI achieved.

13.3.3. Corporate Services shall advise the Speaker with tools to measure ROI and Training where appropriate.

14. COMMENCEMENT OF THIS POLICY

14.1 This policy will come into effect on the date of adoption by Municipality.

15. INTERPRETATION OF THIS POLICY

15.1 All words contained in this policy shall have an ordinary meaning attached thereto, unless the definition or context indicates otherwise.

15.2 Any dispute on interpretation of this policy shall be declared in writing by any party concerned.

15.3 The Municipal Manager shall give a final interpretation of this policy in case of a written dispute.

15.4 If the party concerned is not satisfied with the interpretation, a dispute may then be pursued with the South African Local Government Bargaining Municipality/ or Arbitration

16. PERMANENT/TEMPORARY WAIVER OR SUSPENSION OF THIS POLICY

16.1 This policy may be partly or wholly waived or suspended by the Municipal Municipality on a temporary or permanent basis after consultation with Management and Trade Unions.

16.2 Notwithstanding clause No. 16.1 the Municipal Manager may under circumstances of emergency temporarily waive or suspend this policy subject to reporting of such waiver or suspension to Municipality and Trade Unions.

17. AMENDMENT AND/OR ABOLITION OF THIS POLICY

17.1 This policy may be amended or repealed by the Municipality after consultation with Management and Trade Unions.

18. COMPLIANCE AND ENFORCEMENT

18.1 Violation of or non-compliance with this policy will give a just cause for disciplinary steps to be taken.

18.2 It will be the responsibility of all Managers, Supervisors, Executive Committee and Municipality to enforce compliance with this policy.

APPROVAL OF THE POLICY

The Municipal Council has approved this policy and amendments thereof.

AUTHENTICATION

The amendments of the policy and or the new policy was adopted by the Council on the 29-01-2021

As per Council Resolution number ULMC:359/2020/2021.

Signed off

Mr. G.P.T. Nota

Municipal Manager

Cllr. N.F Ngonyolo

Speaker of the Council