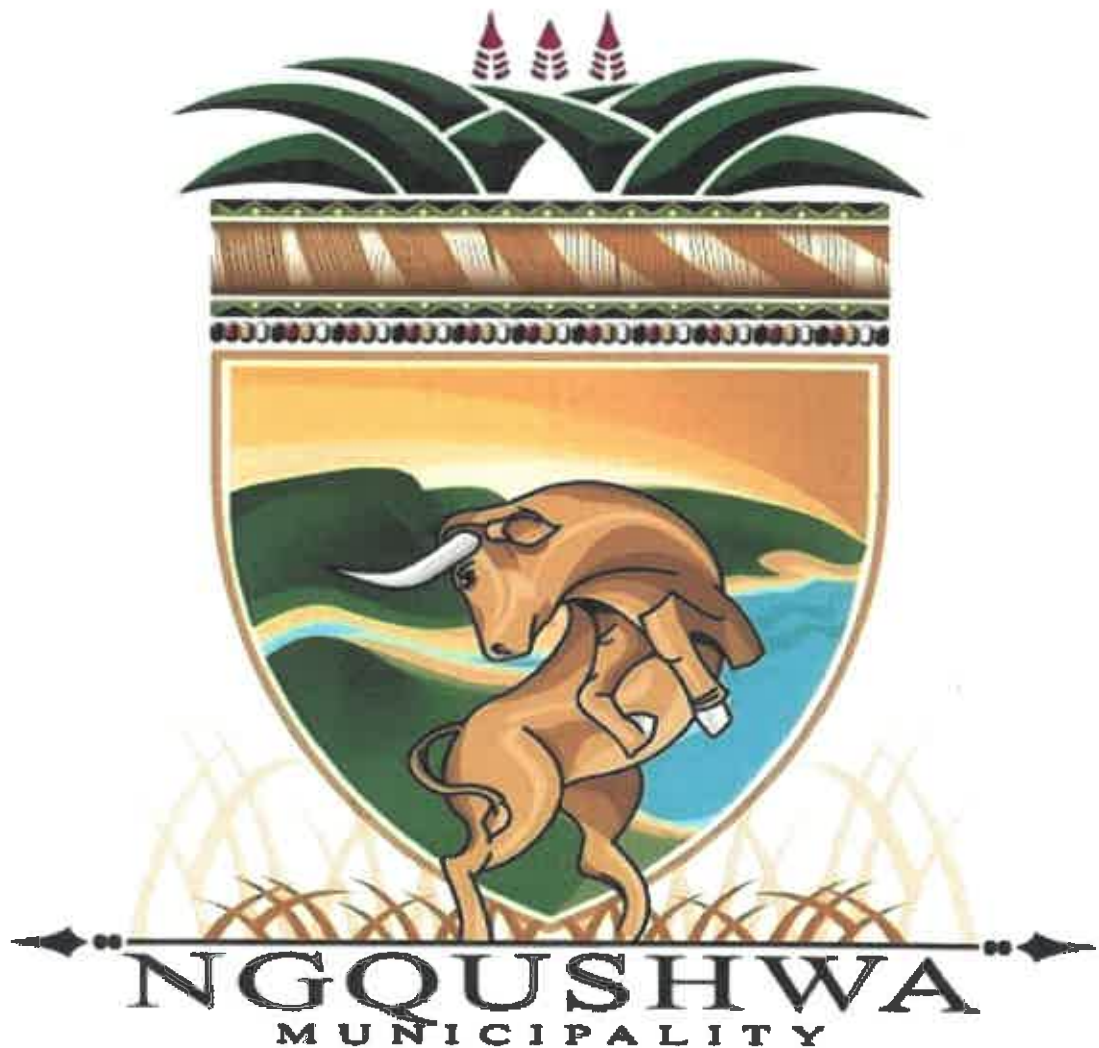


NGQUUSHWA LOCAL MUNICIPALITY



COUNCIL RESOLUTIONS MANAGEMENT POLICY

2022/2023

Publication Date	11 July 2022
Review Date	19 March 2022
Related Legislation/Applicable Section of Legislation	Municipal Offices Bearers Handbook
	Basic Condition of Employment Act, Collective Agreement, Municipal System Act, Employment Equity Act, Municipal Staff Regulations
Related Policies, Procedures, Guidelines, Standards, Frameworks	None
Replaces/ Repeals (whichever is relevant, if any)	<i>Director Corporate Services</i>
Policy Officer (Name/Position)	040 6732 081
Policy Officer (Phone)	Mkhuseli Mxekezo
Policy Sponsor (Name/Position)	Corporate Services
Department Responsible	Human Resources
Unit responsible	All staff and External candidates
Applies to	Draft Council Resolution Management Policy
Key Words	Reviewed/ Amended
Status	8 July 2022
Council approval date	1
Version	

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1. NAME OF POLICY

This is the Management of Council Resolutions Policy of the Ngqushwa Local Municipality.

2. OBJECTIVES OF POLICY

The purpose and objective of this policy is to provide guidelines on the management and reporting on the implementation of all Council resolutions in pursuit of administrative efficiency, good governance and best practise.

The objective is to update Council on the Implementation and status of all Council decisions on a regular basis.

3. APPLICATION OF POLICY

This Policy shall apply to all resolutions adopted at meetings of Council. Council may resolve to extend the provisions of this Policy to all Committees of Council in which instance a Resolutions Register must be compiled for each such Committee.

4. PROCEDURES

4.1 Council Resolutions Register

All Council resolutions, as contained in the signed minutes of all Council meetings, must be captured in a list called the Council Resolution Register.

4.2 Responsibility to Populate and Update Register

The Manager in the Office of the Speaker shall be responsible to update this Register by not later than five (5) working days after the date of each Council meeting.

Council Secretariat Services shall be responsible for the compilation and update of the Register of all Committees of Council if the provisions of this Policy had been extended to the Committees of Council.

4.3 Information to be captured in the Register.

The following minimum information shall be captured in this Register:

- Number
- Date of Council Meeting
- Type of Meeting
- Agenda Item No.
- Resolution details as per minutes
- Who is Responsible to implement
- Status/Progress at date of report
- Resolved/Implemented
- Any other information as may be required by Council

4.5 Responsibility of the Office of the Municipal Manager

The Municipal Manager shall be responsible for the implementation of this Policy.

The Manager in the Office of the Municipal Manager shall be responsible:

4.5.1 To co-ordinate the collection of all the updated Registers from all Committees and Departments

4.5.2 Drafting a Report with the annexed updated Registers for submission to Council and after approval by the Municipal Manager, submit such report to the Office of the Speaker for inclusion in the next Council agenda.

4.6 Responsibility of Senior Managers

Senior Managers are responsible to ensure that their respective Registers are updated on a regular basis and to submit the updated Registers to the Office of the Municipal Manager in time for inclusion in the next Council meeting agenda.

5. PERFORMANCE ASSESMENT

Compliance with the provisions of this Policy may be included as a performance assessment criterion in the performance agreement of all Senior Managers

6. REVIEW OF POLICY

Council may review this Policy as and when required.

7. APPROVAL BY COUNCIL

This Policy is approved by Council and shall be effective from the date of approval.

ANNEXURE A: EXAMPLE REGISTER

APPROVED BY COUNCIL ON 08th JULY 2022 UNDER AGENDA ITEM NO 5.1



MUNICIPAL MANAGER



MAYOR QBO COUNCIL



COUNCIL RESOLUTION REGISTER

Number	Date of Council Meeting	Type of Meeting	Agenda Item Number	Resolution as per Minutes	Responsibility	Status/Progress	Resolved/Implemented

SUBMITTED FOR CONSIDERATION BY COUNCIL

Municipal Manager

Date: _____ 2022