



**STANDARD  
OPERATIONAL  
PROCEDURES IN  
THE EXECUTION OF  
COUNCIL RESOLUTIONS**

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## **STANDARD OPERATING PROCEDURE ON THE EXECUTION OF COUNCIL RESOLUTIONS**

### **1. Introduction**

This Standard Operating Procedure documents the responsibilities and procedures to be followed in the Execution of Resolutions of the Kouga Municipal Council and Committees of the Kouga Municipal Council and the framework for reporting on the status of the Execution of such Resolutions.

#### **1.1 Purpose**

The purpose of these Standard Operating Procedures is to provide a uniform procedural document to describe the procedures that the Directors and their Personal Assistants must perform as part of the Resolution Management Process.

These procedures further detail some of the actions to be performed in the Execution of Resolutions of Council and its Committees by the person executing the Resolution.

#### **1.2 Scope**

This document encompasses all of the activities that the Personal Assistants must perform in receiving the distribution lists for the Execution of Resolutions (Action Sheet) and methods and procedures to be followed by the Personal Assistant in recording and reporting on the Execution of Resolutions by staff in the relevant Section and/or Directorate.

This document further details some activities and responsibilities of the person preparing and dispatching correspondence in the Execution of Resolutions.

#### **1.3 Responsibilities in the Execution of Resolutions**

All employees to whom a responsibility has been assigned to execute a resolution have the responsibility to execute such resolution within 7 days of being notified of such a resolution and such responsibility.

The Municipal Manager has the accountability for the Execution of Resolutions of Council and its Committees.

Directors act in support of the Municipal Manager and shall have the responsibility to ensure that all Resolutions of Council are executed at their respective levels and shall have the responsibility to report all delays in the Execution of Resolutions in excess of 7 days, calculated from date of notification of Resolutions to be executed as per Action Sheet.

On completion of the Execution of Resolutions as per Action Sheets, Directors are to have discussions with their relevant Portfolio Director on the Execution of Council Resolutions, in order for it to be tabled to the ensuing Mayoral Committee Meeting. **(NOTE: All 'Status' and 'Report Back / Completion Date' columns has to be completed by Directors.**

To enable Directors to act in support of the Municipal Manager shall the following persons have the duties and responsibilities as set out hereunder:

### **3.1.1 Personal Assistants**

Personal Assistants work under the supervision of the Municipal Manager and Directors (as applicable) and perform a support and monitoring role on behalf of the superior in the Execution of Resolutions.

The Personal Assistants performs the roles of liaison and monitoring progress between the Municipal Manager/Director (as applicable) and the person to whom the task of the Execution of a Resolution(s) has been assigned (relevant Manager). The responsibilities of the Personal Assistants are the following in this regard:

- Receive the Action Sheet and relevant Minutes for the Execution of Resolutions from the Directorate Corporate Services;
- On receipt, highlight the Resolutions to be executed by the relevant Director;
- Submit the Action Sheet to the Municipal Manager or Director (as applicable);
- Forward Action Sheet per email in order to inform the persons assigned with the responsibility to execute a Resolution;
- Request the person required to execute the resolution to submit an electronic copy of the letter written in Execution of the resolution to the Personal Assistant;
- Follow up on the Execution of Resolution/s after 5 working days of issuing the action sheet to the person responsible for the Execution of the resolution;
- Report non-execution of Resolutions to the Municipal Manager/Director (as applicable) within 7 days of issuing action sheets;
  - Relay the instructions from the Municipal Manager/Director (as applicable) relative to the Execution of the Resolution(s) or intervention to the person assigned the responsibility to execute the Resolution(s) per email;
- Capture executed Resolutions electronically and comment on delays in the Execution of Resolutions electronically by performing the following actions:

- Access the '121' (R-Drive) on the internal drive;
- Find the folder 'Resolutions' and open the folder;
- Select the relevant meeting, 'Council' or 'Mayoral' and open the selected folder;
- Find the relevant date of the meeting and open the folder;
- Find the relevant date of Minutes and complete the 'Status' column by typing in '*progress made*', where a resolution has been executed, type '*done*' and insert the date of the letter in which the resolution executed, signed and dispatched in the 'Report Back / Completion Date' column.
- Where a resolution has not been executed complete the 'Report/Back Completion date' column by indicating the reason for the delay and the anticipated date for the Execution of the resolution;
- Once all columns have been completed, **save** the document on exiting the '121' drive.

### **3.1.2 Persons executing Resolutions**

Persons executing Resolutions works under supervision of the Municipal Manager or Directors (as applicable) and has been assigned the responsibility to execute a resolution(s).

With regard to the Execution of Resolutions the duties and responsibilities of persons executing Resolutions are the following:

- On receipt of an email from the Personal Assistant on Action Sheets, open the email and ascertain which Resolutions must be executed;
- Where the Execution of a resolution requires a letter to be written, prepare the letter by doing the following:
  - Insert the Resolution Number against the '*reference*' section in the letter;
  - Establish the correct file reference from the Records Section in the Directorate Administration and Monitoring and Evaluation Directorate and insert the file reference under the resolution number in the '*reference*' section in the letter, with the initials of the relevant Director in capital letters and the initials of the person executing a Council Resolution on behalf of his/her Director, in small letters e.g. (JJ/edl) (Japie Jansen as Director and Eksteen de Lange as person executing the resolution.
  - Insert the name of the contact person in the '*enquiries*' section of the letter;
  - Establish to whom the letter must be addressed and address the letter as such;

- o Convey the content of the resolution as per the following example:

'With reference to your application dated..... you are hereby informed that the Council, on a meeting held on ..... (insert date and resolution number) resolved:

- i) That .....
- ii) That ..... etc'

Insert the name and title of the Municipal Manager for signatory of the letter (all letters in the Execution of Resolutions of Council must be signed by the Municipal Manager).

- Forward an electronic copy of the letter to the Personal Assistant of the Director.
- Print the letter for signature and submit to the Municipal Manager via the Office of the Director;
- **NB:** Once the Municipal Manager has signed the letter, 2 (two) copies of the letter has to be made and submitted to the Records Section (for filing purposes).
- Where the Execution of a resolution requires an action other than a written letter:
  - o Execute the resolution in the manner as may be required;
  - o Forward statement to the Personal Assistant per email stating the resolution number indicating what action has been taken to execute the resolution and progress made to fulfill the requirements of the resolution. This information will be captured on the relevant Action Sheet in the 'Status' column by the PA of the relevant Director.
- Where follow up instructions or interventions are submitted via the Personal Assistant, attend to the matter as set out above and inform the Personal Assistant by email of progress made and date on which the resolution was executed.

### **The Manager Administration**

Over and above the duties and responsibilities the Manager Administration may have in the Execution of Resolutions as set out above, shall also have the responsibility to report back to Council and the Committees on the Execution of Resolutions in respect of all Directorates and Departments and in doing so shall have the following duties and responsibilities:

- Ensure that the Minutes of Meetings of Council and its Committees are prepared and distributed with 'Action Sheet' within 7 days from the date of any meeting;
- Within 14 days of a meeting prepare a report back schedule on the Execution of Resolutions for submission to the Council or relevant Committee of Council;

