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10 August 2023

**Honourable Councillors & Inkosi yeSilo: Chairperson of BTO & Corporate Services
Portfolio Committee His Worship the Mayor**

**Cllr LN Zulu
Cllr ME Hlatshwayo
Cllr SN Ndlovu
Cllr PS Mgcina
Cllr MTD Makhoba
Cllr MJ Dladla
Cllr ECJ Cronje
Cllr SB Buthelezi
Cllr AT Nkosi**

Inkosi PSS Khumalo

Officials:

**CFO
Deputy Director: Finance
Deputy Director: Finance
Procurement Manager
Payroll Officer
Accountant: Expenditure
Accountant: Revenue
Assistant CFO**

**DCS
Deputy Director: CorpS (A,G,IGR & PM)
Deputy Director: HRM & GSS/RM)
Assistant Director: IPMS
Manager: Property Management
Manager: Human Resources Management
Manager: Admin, Governance & IGR
Manager: Records Management
Admin Officer Committees**

PORTFOLIO STANDING COMMITTEE MEETING- BTO & CORPORATE SERVICES

Notice is hereby given that the Budget & Treasury Office (BTO) and Corporate Services Portfolio Committee Meeting No. **BTO&CSP/03/2023-2024** will be held on **FRIDAY, 18 AUGUST 2023 at 08h30 IN THE HYBRID (VIRTUALLY AND IN THE ADM COUNCIL CHAMBER** to deliberate on the matters in the sub-adjointed agenda.

Yours sincerely

**CLLR PRINCE MN ZULU
BTO & CORPORATE SERVICES PORTFOLIO COMMITTEE CHAIRPERSON**

AGENDA

1. OPENING & WELCOME
2. NOTICE CONVENING THE MEETING
3. GRANTED LEAVE OF ABSENCE
4. ACCEPTANCE OF THE AGENDA
5. DECLARATION OF INTEREST
6. ANNOUNCEMENTS
7. CONFIRMATION OF MINUTES FROM PREVIOUS MEETING
 - 7.1 Ordinary BTO/CORP Portfolio minutes dated 14 JULY 2023
 - 7.2 Special BTO/CORP Portfolio minutes dated 20 JULY 2023

8. REPORTS FOR CONSIDERATION AND NOTING

SECTION 1-BUDGET & TREASURY OFFICE ITEMS

- 8.1 Section 71
- 8.2 AFS Preparation Plan
- 8.3 Monthly Reconciliation
- 8.4 Cost Containment measures
- 8.5 SCM Monthly report
- 8.6 UIFW Report
- 8.7 Cash Analysis

SECTION 1-CORPORATE SERVICES ITEMS

- 8.8 Admin, Governance and IGR monthly report for July 2023
- 8.9 General Support Services/Records Management Section Report for July 2023
- 8.10 Property Management Section Report for July 2023
- 8.11 Human Resources Management Section Report for July 2023
- 8.12 Functionality of Local Labour Forum (LLF) Report for July 2023
- 8.13 ICT Monthly Report
- 8.14 SALGA KZN Monthly Report for July 2023
- 8.15 Corporate Services Business Plan for 2023/2024
- 8.16 Performance Agreements for Section 54A & 56 Managers.

9. DATE OF NEXT MEETING: 12 SEPTEMBER 2023
10. CLOSURE

