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NOTICE

13 December 2024

Honourable Councillors, Inkosi yeSilo and Honourable Chairperson of BTO & Corps PSC

**Cllr LN Zulu
Cllr ME Hlatshwayo
Cllr SN Ndlovu
Cllr A Khoza
Cllr MTD Makhoba
Cllr SW Mngomezulu
Cllr ECJ Cronje
Cllr SB Buthelezi
Cllr AT Nkosi**

Inkosi A. Zwane

Officials:

CFO

Deputy Director: Finance
Deputy Director: Finance
Assistant CFO
Assistant CFO
Manager Procurement
Manager SCM Compliance
Manager Assets
Accountant: Expenditure
Accountant: Revenue
Accountant: AFS
Accountant: Budget

DCS

Deputy Director: Corp Services
Deputy Director: Corp Services
Assistant Director: GSS & RM
Manager: Property & Fleet Management
Manager: Human Resources Management
Manager: Admin, Governance & IGR
Manager: Records Management
Chief Technology Officer
Admin Officer Committees

PORTFOLIO STANDING COMMITTEE MEETING FOR BTO AND CORPORATE SERVICES

Notice is hereby given that the Hybrid Budget & Treasury Office (BTO) and Corporate Services Portfolio Committee Meeting No. **BTO&CSP/07/2024-2025 SCHEDULED FOR THURSDAY, 09 JANUARY 2025 AT 10H00 IN THE ADM COUNCIL CHAMBER AND VIRTUALLY IN THE MS TEAM PLATFORM**, to deliberate on the matters in the sub-adjointed agenda.

Yours sincerely

**CLLR TE MTHEMBU
BTO & CORPORATE SERVICES PORTFOLIO COMMITTEE ACTING CHAIRPERSON**

AGENDA

1. **OPENING AND 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 AND RESOLUTIONS REGISTER**

7.1 Ordinary BTO/CORP Portfolio minutes for **10 DECEMBER 2024**

7.2 BTO/CORPS Portfolio Resolutions Register Implementation Report for **DECEMBER 2024**

8. **REPORTS FOR CONSIDERATION AND NOTING**

SECTION 1- BUDGET & TREASURY OFFICE ITEMS

- 8.1 SCM Monthly Report
- 8.2 Quarterly SCM Report
- 8.3 MFMA S71 Report
- 8.4 MFMA Monthly Reconciliation Report
- 8.5 Cost Containment Report for quarter 2
- 8.6 MFMA Section 52 D Mid-Year Assessment
- 8.7 Overtime Report
- 8.8 Consolidated Performance Finance Report

SECTION 2- CORPORATE SERVICES DEPARTMENT ITEMS

- 8.9 General Support Services/ Records Management Section Monthly Report for December 2024
- 8.10 Property and Fleet Management Section Monthly Report for December 2024
- 8.11 Admin, Governance & IGR Section Monthly Report for December 2024
- 8.12 Functionality of Oversight Structures & DDM Hubs and Clusters
- 8.13 Attendance of Councillors and Amakhosi in Council and Council Committees Monthly Report for December 2024
- 8.14 Consolidated ExCo and Council Resolution implementation for 2nd Quarter of 2024/2025
- 8.15 Human Resources Management Section Monthly Report for December 2024
- 8.16 Functionality of Local Labour Forum (LLF) Monthly Report for December 2024
- 8.17 Customer Relations/Care Section Monthly Report for December 2024
- 8.18 Information and Communication Technology (ICT) Section Monthly Report for December 2024
- 8.19 Information and Communication Technology Functionality Monthly Report for December 2024.
- 8.20 SALGA KZN Monthly Report for December 2024

SECTION 3 – OFFICE OF THE MM REPORTS

- 8.21 Consolidated Monthly Report for December 2024
- 8.22 Legal Section Monthly Report for December 2024

9. DATE OF NEXT MEETING: 14 FEBRUARY 2025

10. CLOSURE