

MFMA Capacity Building and Training

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Municipal Regulations on Minimum Competency Levels, Gazette 29967 of June

- the regulations meant to assist municipal officials under take their contracted responsibilities under the MFMA and ensure that there is a structured and capacitated Budget and Treasury Offices (BTO);
- MFMA Circular 9, 17, 24, 47 and 60 published on the NT website for ease of reference and support on implementation;
- Four areas prescribed for FM positions: HEQ, work experience, Performance Agreement related matters and the FM and SCM competency levels;
- NT is working towards alignment of these regulations with the DCOG regulations on conditions of appointment of senior managers;
- We have also been approached by other municipalities to look into the effective date of these regulations for full compliance. There is work underway to manage this request from municipalities.

Minimum Competency Levels ...continued

- There will be continuous monitoring and reporting to NT on these regulations and details will be confirmed as soon as possible to the 17 large municipalities, among others;
- MFMA Circular 60 of April 2012, Annexure B has been updated and still serves as a reporting platform to enable ease of update of NT database;
- Reporting database on these regulations is close to finalisation to help understand the compliance levels across the 17 large municipalities, among others;
- Progress update also needed for the purposes of Outcome 9 reporting (*a responsive, accountable effective and efficient local government system*) to the other stakeholders such as Presidency, DCOG, AGSA and Parliament.

Internship Programme and MFMA Induction Programme

- Municipalities who still do not have a minimum of five interns must start closing this gap within the next three months and report on performance information covering retention and resignations;
- We need reporting on performance information to enable NT to provide continued justification of the DoRA FMG grant allocation to municipalities;
- All reporting templates will be shared with the HR forum for the large municipalities where HR directors also sit;
- CFOs must put processes in place to ensure that newly appointed officials to go through the MFMA Interactive DVD learning and the MFMA Induction programme when invited;
- This programme is meant for relatively new officials with a FM responsibility including interns.

Other Capacity building initiatives under the MFMA

- NT has embarked on a BTOs study to help standardise the structures, job descriptions, align advertisements and appointments to the minimum competency levels and manage vacancy rates to reduce reliance on consultants;
- The study will consider differentiation among municipalities in the BTO study development process;
- The FMCMM study results on the capacity building module for the 17 large municipalities will also be reviewed to assess if municipalities have since closed the identified gaps and managed to move from level 2 to 3;
- Municipalities still struggling to close the gaps will be identified and visited to provide support in closing the identified gaps;
- A further communication will be sent to the relevant municipalities.

FMCMM Scores – Capacity Building Module

	Buffalo City	Nelson Mandela	Mangaung	Ekurhuleni	City of Johannesburg	City of Tshwane	eThekweni	City of Cape Town	uMhlathuze	Polokwane	George	O.R. Tambo	Mbombela	Sol Plaatje	Rustenburg	Msunduzi	Mafikeng
Capacity Building	2.52	2.76	2.67	2.97	2.94	2.88	2.94	2.88	2.91	2.64	2.67	2.64	2.58	2.79	2.82	2.64	2.12

Capacity Building National Average Score
2.50

FMCMM Score Ranges

Red (1.00 – 2.19)
Orange (2.20 – 2.59)
Yellow (2.60 – 2.69)
Light green (2.70 – 2.89)
Dark green (2.90 – 3.00)

FMCMM – Capacity Building

Top 10 “No” Responses

Question	No. of Response
Are officials that have attended repeated training on specific areas of their work, and still not effectively and efficiently discharging that specific duty, been transferred to positions more suitable for the individual’s skills set?	7
Is the MFMA Interactive DVD Learning included as part of training?	6
Has the Municipality developed and implemented a change management strategy?	5
Does the co-ordination of the internship programme reside within the HR department?	5
Do all staff members have an agreed and documented development plan (reviewed annually), filed in each employees file and is there a process in place to ensure that individual training is based on the individuals development plan?	4
Are there plans in place to absorb interns at the end of the training period?	3
Are interns portfolio of evidence regularly updated and signed off by mentors?	2
Are interns log books updated regularly in terms of work activities performed?	2
Is the municipality’s recruitment and selection policy aligned to the Municipal Regulations on Minimum Competency Levels, 2007?	2
Is there an adopted Municipal Finance Management Internship Programme (MFMIP) Framework / Policy?	2

FMCMM – Capacity Building

Top 10 “Partial” Responses

Question	No. of Response
Do all staff members have an agreed and documented development plan (reviewed annually), filed in each employees file and is there a process in place to ensure that individual training is based on the individuals development plan?	7
Do the officials affected by the Minimum Competency Regulations have personal development plans (PDPs) in place, competency gaps identified and monitored?	6
Has the municipal manager, senior managers, CFO and other financial officials met the prescribed financial management competency levels?	6
Has the Municipality developed and implemented a change management strategy?	6
Is all training undertaken according to the skills gaps identified and personal development plans?	5
Are officials that have attended repeated training on specific areas of their work, and still not effectively and efficiently discharging that specific duty, been transferred to positions more suitable for the individual’s skills set?	3
Are there plans in place to absorb interns at the end of the training period?	3
Is the municipality’s recruitment and selection policy aligned to the Municipal Regulations on Appointment and Conditions of Employment of Senior Managers, 2014?	2
Is the MFMA Interactive DVD Learning included as part of training?	2
Is there a database of service providers and particularly service providers from the region?	2

Resolutions

- Municipalities to submit updated progress reports on the minimum competency levels through the MFMA circular 60, April 2012, Annexure B;
- All 17 municipalities to report the status of the internship programme (appointments, retention, resignations) on a continuous basis;
- CFOs to put processes in place to ensure that newly appointed municipal employees with FM responsibilities go through the MFA DVD learning and induction programme;
- NT to communicate FMCMM capacity building module gaps to municipalities still at level 2 to assist in moving them to level 3.

- End