



# Wes-Kaapse Provinsiale Parlement Western Cape Provincial Parliament IPalamente yePhondo leNtshona Koloni

## MINUTES OF PROCEEDINGS

### CHAIRPERSONS' FORUM

(Ref no: 11/4/1/2/13)

Tuesday 5 April 2022 (at 13:00), MS Teams Virtual Meeting

### **PRESENT**

#### **Democratic Alliance**

Schafer, B A (Chairperson)  
America, D  
Allen, R I  
Bartman, D M  
Bosman, G  
Botha, L J  
Maseko, L M  
Philander, W F  
Plato, D  
Van der Westhuizen, A P  
Wenger, M M

#### **African National Congress**

Mvimbi, LL

#### **Apologies :**

None

#### **The following persons were in attendance:**

Mr R Adams: Secretary: Western Cape Provincial Parliament  
Mr D Jawoodien, Manager: Financial and Management Accounting: Western Cape Provincial Parliament  
Mr L Stemele: Director: Parliamentary Support Services: Western Cape Provincial Parliament  
Mr M Mahlutshana: Manager: Office of the Speaker: Western Cape Provincial Parliament  
Ms S Fouche: Director: Public Engagement: Western Cape Provincial Parliament  
Mr V Titus: Director: Institutional Enablement: Western Cape Provincial Parliament  
Ms N Petersen: Director: Financial Management: Western Cape Provincial Parliament  
Mr J Uys: Senior Parliamentary Adviser: Office of the Secretary: Western Cape Provincial Parliament  
Mr A Patience: International Relations Protocol Officer: Stakeholder Management and Communications Services Section

## AGENDA

### **1. Opening and Welcome**

The Chairperson welcomed all Members and officials to the Forum meeting.

### **2. Presentation by the Manager: Committee Support on the Breakdown of the Status of the Budget of the Budget Spending Patterns of Standing Committees and the Budget Split for Standing Committees 2022/2023**

Mr Sassman briefed the forum on the budget of committees as at 31 March 2022.

The Forum deliberated on the budget allocation of committees.

The Chairperson requested that all chairpersons submit an email to her Office by Monday 11 April 2022, indicating their 'nice to have' requests in addition to their normal standing committee budget requirements, which would be consolidated for submission to EXCO, to see whether these could be accommodated.

Mr Adams suggested that any funding not spent in a financial year, and after it had been determined if not to be used in other priority areas in the WCPP, that it be considered for inclusion as part of the Standing Committee's budget in the ensuing financial year for committee work, as a priority for the rollover allocation consideration.

Hon Baartman requested that the WCPP administration at a Chairpersons' Forum meeting presents to the Forum on where other sections of WCPP have had cost savings at the end of the 2021/22 financial year, to see if such funds could be considered for allocation to standing committees.

Hon Wenger enquired what the total costing for legislation, for NCOP (s76) and Provincial bills, was on average, per Bill, including the projected costing for the 2022/23 financial year.

Mr Adams requested that each standing committee does a costing for each respective committee its planned expenditure as part of its budgeted plan for its activities, including anticipated planned legislation for each of the main cost line items, as part of a costing template.

Hon Wenger requested that each standing committee chairperson (together with its Procedural Officer and Senior Procedural Officer) prepares a Business (Strategic) Plan for the financial year, which would include a section dealing with legal requirements, i.e. comprising of NCOP legislation, Western Cape Provincial legislation, Board vacancies, and other statutory requirements, etc. And then to cost these and other committee prioritised expected

requirements to be dealt with in the financial year. These Plans would then be used to look into the funding priority needs of each committee to be so determined by the Secretary and Speaker.

The Chairperson indicated that the Finance and Management Accounting Section assists with the detailed costed planning for the respective committees.

The Chairperson requested that the costing exercise for each of the standing committees be finalised by chairpersons and their respective Committee Support staff to be completed by the end of April 2022, where Chairpersons would present their Committee Plans, so costed, at a meeting of the Chairpersons' Forum meeting, where it would be discussed and tweaked with the assistance from the Finance and Management Accounting Section.

**3. Feedback from the Secretary to the Western Cape Provincial Parliament (WCPP) on the meeting with the Executive Committee, the Senior Management Team and the Minister of Finance and Economic Development and the Head of Department of the Provincial Treasury regarding the budget of the WCPP**

Mr Adams noted that this agenda item had been dealt with and finalised.

**4. Upcoming International Travel**

The Chairperson informed the Forum of the progress regarding the upcoming international travel. That three motivations from standing committees were received and submitted to the Speaker for his determination and way forward.

The Forum deliberated on the logistical arrangements pertaining to international travel.

The Chairperson suggested that as soon as she has further clarifying information on the matter of international travel implications that she will arrange for a Chairpersons' Forum meeting where the WCPP administration would brief chairpersons on such matters.

Hon Baartman requested that the Forum be provided with the detail pertaining to the average Members per international travel trip, as well as for officials per international travel trip, and the cost spend for such travel since 2019. Ms Fouche noted that she would provide the Forum with a written response regarding the relevant requested detail.

**5. Communication regarding sign language interpretation services at Committee meetings**

The Chairperson informed the Forum of the limitation regarding the arrangements for Sign Language Interpreters at committee meetings, especially for simultaneous meetings of committees, which currently required a first-come-first served response and allocation of such service.

Mr Tutus informed the Forum that this is a scarce service which requires a team of two interpreters to service one committee meeting, and that the WCPP administration is in the process of considering including a second team to support the requirements of simultaneous meetings of committees.

Hon Baartman requested that the WCPP Administration provides a long term answer to this matter into the way forward at the next meeting of the Chairpersons' Forum.

Mr Titus also responded to a query from Mr Bosman regarding where the Interpreting Services for supporting the House and Committees now resides as from 1 April 2022, in that such service now resides with the Parliamentary Support Services Directorate. And that the hand-over from the Institutional Enablement Directorate is in progress.

#### **6. Consideration and adoption of the draft minutes of 4 February 2022**

The Chairperson submitted the draft minutes of the Chairpersons' Forum meeting of 4 February 2022, which was agreed to and adopted, as amended. The motion was moved by Hon Botha and seconded by Hon Maseko.

The meeting adjourned at 14:30.



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**BA SCHAFFER, MPP**  
**CHAIRPERSON OF THE CHAIRPERSONS' FORUM**