



LEKWA LOCAL  
MUNICIPALITY

## **Revised Terms of Reference for LED Forum**

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## **LEKWA LOCAL MUNICIPALITY**

### **LOCAL ECONOMIC DEVELOPMENT FORUM TERMS OF REFERENCES**

#### **1. RATIONALE:**

- 1.1 The LED Forum to be inclusive of all stakeholders and be properly elected in line with the agreed and adopted LED Terms of Reference
- 1.2 The Terms of Reference serve as guideline for a sustainable LED Forum

#### **2. DEFINITION OF THE LED FORUM:**

- 2.1 LED Forum: a platform (Institutional arrangement) where Private Sector, Public Sector Concerned Groups and Organized Labour come together to discuss issues of common economic interests
- 2.2 NB LED Forum is not a political structure but a business

#### **3. PURPOSE OF THE LED FORUM:**

- 3.1 To build the capacity for the locality to improve its economic future and the quality of life for its citizens
- 3.2 To analyse the economic trends within the Municipality
- 3.3 To assess the impact of the economic strategies of the Municipality
- 3.4 To offer the local community to work together to improve the local economy

#### **4. OBJECTIVES OF THE LED FORUM:**

- 4.1 Assist in the integration of LED initiatives into the Integrated Development Plan (IDP) of the Lekwa Municipality.
- 4.2 Provide support and expertise to the Lekwa Municipality in developing the LED Strategy and the implementation plan.
- 4.3 Facilitate access to funding, expertise and formulate partnerships on the implementation of the projects identified through the LED processes.
- 4.4 Make recommendations to Council through communication structure.
- 4.5 Identify economic development opportunities (through SDF, LED strategy etc.) that lead to competitiveness.
- 4.6 Ensure that, the resolutions of the economic summits are implemented and reviewed accordingly.
- 4.7 Analyse the economic trends within the municipality, assess the impact of the economic strategies of the municipality.

#### **5. COMPOSITION OF THE LED FORUM:**

- 5.1 Local Municipality
- 5.2 Local Business Chambers/Forums
- 5.3 Organized formations or structures (NGO's, NPO's)

- 5.4 Academic institutions
- 5.5 Private sector (Companies operating in Lekwa)
- 5.6 Organized Labour representatives per registered federation.
- 5.7 Economic sector departments, e g DEDT (LED) representative per department
- 5.8 SOEs (Eskom, Transnet etc.)
- 5.9 South African Local Government Association (SALGA) – LED Planning
- 5.10 District Municipality (LED) representative
- 5.11 National Youth Development Agency

## **6. QUALIFYING CRITERIA FOR MEMBERSHIP:**

Membership shall be voluntary taking into consideration the following aspects:

- 6.1 Each business sector must be represented by not more than two members
- 6.2 Each member must belong to a business chamber/ forum to ensure accountability to its constituency
- 6.3 All members serving in the LED Forum must have good business reputation and be acceptable in the society
- 6.4 All members must be from the local business forum/ chamber or unless he/ she has been seconded to serve in the LED Forum because of expertise
- 6.5 A Business Chamber/Forum to be recognised in the LED Forum must be in existence for at least 12 months
- 6.6 A Business Chamber/Forum must have a constitution
- 6.7 A Business Chamber/Forum must submit at least three previous minutes of its general meetings
- 6.8 A Business Chamber/Forum must provide membership data of not less than Fifty (50)
- 6.9 If Business Chamber/Forum is Non-Profit Organisation (NPO) or Non-Governmental Organisation (NGO) it must be registered with CIPC.

## **7. OFFICE BEARERS:**

The LED Forum will have the following office bearers:

- 7.1 Chairperson: Member of Mayoral Committee PED
- 7.2 Deputy Chairperson (Business)
- 7.3 Secretariat (LED Division)
- 7.4 All Elected Chairpersons of Working Groups

## **8. TERM OF OFFICE:**

- 8.1 The term of office of the Office Bearers shall be five (5) years; (In line with Council's Term of Office)
- 8.2 An Office bearer shall serve a maximum of two (2) terms.

## **9. ELECTION OF THE OFFICE BEARERS:**

- 9.1 The MMC shall be the Chairperson, ex-officio
- 9.2 Deputy Chairperson shall be elected from the floor (in a meeting)
- 9.3 Secretariat shall be the LED Division, ex-officio

- 9.4 Chairpersons of the Working Groups shall be elected by each Working Group on its first meeting

**10. FORMATION OF THE WORKING GROUPS:**

- 10.1 The LED Forum shall form Working Groups in accordance with the economic sectors that exist within Lekwa Municipality
- 10.2 Each Working Group shall have a chairperson and the secretary
- 10.3 Working Groups shall meet monthly
- 10.4 All reports from the Working Groups shall be submitted to the LED Division for consolidation
- 10.5 The consolidated reports of the Working Groups shall be tabled in the LED Forum on quarterly basis
- 10.6 Membership of the Working Groups shall be based on the expertise of the individual in that sector

**11. TERM OF THE WORKING GROUPS:**

- 11.1 The term of the Working Groups shall be the same as the LED Forum.

**12. THE MANAGEMENT COMMITTEE:**

The municipality shall appoint a Management Committee chaired by the chairperson of the LED portfolio committee. This is a technical team that reports to the broad LED Forum. The Management Committee shall be constituted as follows:

- 13.1 Member of the Mayoral Committee responsible for LED (Chairperson).
- 13.2 Chairpersons of the working groups.
- 13.3 Section 57 managers (Finance and Planning and Economic Development Directorate).
- 13.4 LED Manager.
- 13.5 IDP Manager.
- 13.6 Member of the Mayoral Committee responsible for Finance.

**14. SECTOR WORKING GROUPS:**

- 14.1 Agriculture
- 14.2 Manufacturing
- 14.3 Construction
- 14.4 Mining & Energy
- 14.5 Automobile
- 14.6 Tourism
- 14.7 Real Estate
- 14.8 Transportation and Logistics
- 14.9 Information and Communication Technology
- 14.10 Women in Business
- 14.11 Youth in Business
- 14.12 Financial Services
- 14.13 Retail

- 14.14 Education
- 14.15 Informal Economy (Hawkers)
- 14.16 NPO/NGO
- 14.17 Safety and security
- 14.18 People living with Disability

**15. MEETINGS OF LED FORUM AND WORKING GROUPS:**

- 14.1 Meetings of the LED Forum shall be held once a quarter at the venue, date and time designated by the chairperson in consultation with the secretariat
- 14.2 Special meetings shall be held as and when a need arises
- 14.3 Meetings of the Working Groups shall be held monthly
- 14.4 The agenda and the minutes of the previous meeting shall be circulated seven days before the date of the next meeting
- 14.5 The Chairperson shall chair all the meetings
- 14.6 Meetings of the Ad Hoc committee shall be held when the Ad Hoc committee has been convened for a specific purpose.

**16. ROLES AND REPSONSIBILITIES:**

STAKEHOLDER:	ROLE AND RESPONSIBILITY:
1. Chairperson	<ul style="list-style-type: none"> <li>• Chair all meetings of the forum.</li> <li>• Represent the sector during IDP representative meetings.</li> <li>• Input into the strategies for LED initiative and implementation.</li> <li>• Represent the forum in other business initiatives taking place within the municipality.</li> </ul>
2. Working group chairperson	<ul style="list-style-type: none"> <li>• Structure the agenda for the working group.</li> <li>• Schedule meetings together with the secretary.</li> <li>• Provide written reports to the chairperson of the broader forum on quarterly basis.</li> </ul>
3. Members	<ul style="list-style-type: none"> <li>• To attend meetings on regular basis.</li> <li>• Provide technical input during discussions in the meeting.</li> <li>• Be able to air views of their relevant organizational representation.</li> </ul>
4. Secretariat	<ul style="list-style-type: none"> <li>• Schedule the meetings of the forum on time.</li> <li>• Prepare and circulate the meeting agenda in consultation with the chairperson.</li> <li>• Circulate and keep attendance register of the meetings.</li> <li>• Compile minutes of all meetings and circulate copies to members prior to next meeting.</li> <li>• Handle any other administration and communication matters relevant to all the committees of the forum.</li> <li>• Manage all logistics regarding meetings in consultation with the chairperson of the forum.</li> </ul>

	<ul style="list-style-type: none"> <li>• Consolidate all reports of the working groups</li> </ul>
5. Member of Mayoral committee (MMC PED)	<ul style="list-style-type: none"> <li>• Chair all Management Committee meetings</li> <li>• May resume all duties as delegated by the Executive Mayor</li> </ul>
6. Municipal Manager	<ul style="list-style-type: none"> <li>• Shall be member of LED Forum governance structure and give advice on municipal policies and strategies</li> </ul>

**17. CODE OF CONDUCT:**

- 17.1 All members shall respect each other
- 17.2 A member shall raise his/her hand before talking in a meeting
- 17.3 All deliberations in a meeting shall be directed to the Chairperson
- 17.4 All members shall address other member as ‘speaker’ when addressing issue raised by other member
- 17.5 A member shall submit a written apology if unable to attend a meeting
- 17.6 All members shall leave the meeting after the Chairperson has declared the meeting adjourned unless got a permission from the Chairperson
- 17.7 All members shall be presentable in the meetings
- 17.8 All members shall be punctual when attending meetings
- 17.9 All members to respect the working station of other member
- 17.10 All members to raise issues in the LED Forum or concerned Working Group
- 17.11 All members shall be expected to display maximum ethical behaviour; and
- 17.12 All members shall be expected to report to his/her constituency.

**18. TERMINATION OF MEMBERSHIP:**

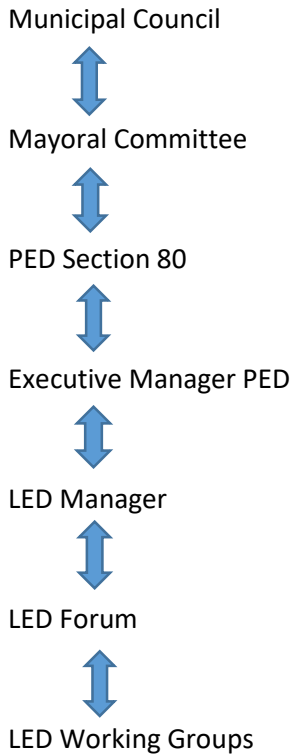
- 17.1 Membership shall be terminated whereby:
- 17.2 A member has written a request for termination – voluntarily
- 17.3 A member has violated the Code of Conduct
- 17.4 A member has ceased to be a member of a business chamber/forum
- 17.5 A member failed to attend three quarterly LED Forum meetings
- 17.6 A member misrepresented the LED Forum
- 17.7 A member is convicted for fraud and corruption; and
- 17.8 A member acting in unethical manner which compromise the integrity of the LED forum

**19. DISBANDMENT OF LED FORUM:**

The LED Forum shall be disbanded whereby:

- 19.1 The Member of Executive (MEC), in consultation with Executive Mayor, feel so
- 19.2 60% of the members voted for such disbandment
- 19.3 60% of the membership has resigned
- 19.4 In case where less than 60% of membership has resigned, the Chairperson shall invite structures to enlist for membership through Public Notice.
- 19.5 In case where bullets 1 to 3 apply, the Chairperson shall convene a special meeting to declare the disbandment of LED Forum.

**20. COMMUNICATION STRUCTURE:**



**21. LED ToR EVALUATION AND REVIEW**

21.1 In order to ensure proper monitoring and evaluation of the ToR, inclusive of its impact, these ToR shall be reviewed every five (5) years. However, in instance where the environment or legislation necessitates urgent reviews, Council shall review the ToRs to respond to legislative or environment prevailing at the time.

**22. COUNCIL APPROVAL AND RESOLUTION**

Council Resolution	Resolution and Approval date
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Note: An annexure of Council Resolution, approving this ToR, to be attached once approved by Council.