

SENIOR CITIZENS POLICY
2024/2025

" The City of Heritage "



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PREAMBLE

Recognising the need for a CSS structure which will:

- Guide and facilitate the implementation of the local HIV and AIDS and STI strategic plan and other related matters.
- Facilitate monitor and evaluate the portion promotion and fulfilment of the rights of the affected and infected person living with HIV and AIDS in the municipality.
- Promote HIV and aids awareness in the provinces and municipality
- Promote a uniform approach and cooperate by all organs in Respert of any matter relating to HIV and AIDS.
- Advise the government on HIV and AIDS and related matters
- Monitor and coordinate implementation programmes and strategies of the provincial multi-sectoral response to the epidemic
- Ensure periodic review of the HIV and AIDS strategic plan and other related matters
- Mobilize resources for the implementation of HIV and aids programmes and strategies at community level
- Recommend appropriate research around HIV and AIDS
- Report to the national, provincial council on AIDS, district and local aids councils.

BACKGROUND, VISION, MISSION AND GOALS

BACKGROUND

- Ulundi Civil Society Forum (CSF) is a formal structure to the Municipality established after 5 years to champion the interest of community development and social well-being. The CSF operates at different levels in line with the governance structures as follow: National, Provincial, District/Metro and local municipality.

VISION

- Ulundi LM free from the burden of HIV, TB. &STIs

MISSION

- Ulundi LM on track to eliminates HIV, TB, STIs as public health threats by 2030.

GOALS

- The goal of the CSF is to strengthen the CSF response to HIV, TB, STIs and ensure that civil society effectively contribute to the attainment of the goals of the NSP during its 5-year period.

DEFINATIONS

In this constitution unless the context indicates otherwise-

“AIDS organisation” includes:

- A community-based aids organisation
- A faith-based AIDS organisation and
- A non-government aids organisation

“community-based organisation” means an organisation operates an HIV and AIDS programme or programmes.

“Department” means the department in the provincial or local government of KwaZulu natal.

“faith-based organisation” means religious body that operates an HIV and AIDS programmes.

“Non-governmental organisation” means

- A voluntary association
- A company
- A body corporate
- A trust
- A other organisation in civil society that operates an HIV and AIDS programmes

STRATEGIC FUNCTIONS AND OBJECTIVES

- Streamline & coordinate the CSF response and contribution Streamline & coordinate the CSF response and contribution to the NSP
- Monitor progress of the NSP implementation & hold SANAC constituencies accountable including CSS
- Create a platform for strategic information exchange to the guide the CSF response and actions
- Support joint strategic thinking build positions and advocate on key issues with the South Africa government private sector and other stakeholders.
- Ensure that CSF perspectives experiences and concerns of all CSF are collated and communicated through the relevant SANAC CSF committees, structure and processes

- Ensure an inclusive and equitable allocation of resources to CSF to advance the multi-sectoral response.

VALUES OF THE CIVIL SOCIETY FORUM

- **SELFLESSNESS** – CSF members should take decisions solely in the term of the public interest. CSF member should not do so in order to gain financial or other material benefits for themselves their family or their friends.
- **INTEGRITY** – CSF members should not place themselves under any financial or other obligation to outside individuals or organisation that might influence them in the performance of their CSF duties.
- **OBJECTIVITY** – in caring out NSP business including making public appointments awarding contracts or recommending individuals for rewards and benefits CSF members should make choices on merit.
- **ACCOUNTABILITY** – CSF members are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate
- **OPENNESS**- CSF member should be as open as possible about all the decision and restrict information only when the wider public interest clearly demands.
- **HONESTY**- CSF MEMBERS have a duty to declare any private interest relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- **LEADERSHIP** – CSF members should promote and support these principles through leadership and by being exemplary.

RESPONSIBILITIES CSF MEMBERS

These responsibilities apply to all levels of the CSF (i.e. national provincial district/metro and local levels).

- Support and facilitate the achievement of the NSP or PIP or MDIP
- Directing the achievement of the CSF vision mission and goals
- Adhere to the CSF tor and other governance documents amends and review periodically, if necessary,
- Convey mandate to the CSF deliberation and resolutions
- Promote contribution to the NSP/PIP response through the development and contribution of inclusive networks and the fair and transparent selection of representatives for key constituencies in particular people living with HIV and key population. Representatives should reflect the

diversity of the community and be grounded in the community's real perspectives.

- Elect the CSF chairpersons, committee members and task team
- Ensure CSF participation and involvement in the NSP programmes and interventions for effective processes and procedures that examine partnerships by securing active engagements
- Act as a source of strategic information on the HIV, TB and STIs epidemics grounded in the lives realities of infected and affected communities. Lead community grounded mapping data gathering and research processes.
- Provide consultation and normative guidance through community-led processes with appropriate time frames and languages to allow for thru consultation to ensure that consultation and feedback involve a wide range of perspectives which are reflected in the development of normative guidance
- Ensure appropriate service provision and accountability through monitoring activities by establishing and resourcing robust systems for overseeing and reviewing programmes to hold all partners to account for the effective implementation of the NSP.

COMPOSITION OF PROVINCIAL/DISTRICT/ LOCAL CIVIL SOCIETY FORUM

MEMBERSHIP

The Chairpersons and 1 representative nominated by each of the following civil society sectors:

- Non-Governmental organization sector
- Legal and human rights sector
- Community-based organisation sector
- Disability sector
- Faith based organizations
- Education /academic sector
- Children's sector
- Men's sector
- Labour sector
- Business sector
- Sport sector
- PLWHA sector
- Hospitality sector
- Traditional health practitioner sector

- Youth sector
- Media
- Academic/higher education
- Research
- Veterans
- People living on farms
- Senior citizens
- Refugees

Member of the forum contemplated in 7 above must be appointed by the forum following the procedure set out applying the principles of transparency and retrospectivity and taking into account any special competence skill knowledge experience and interest in the fields of HIV and AIDS and the provision of HIV and AIDS related services.

The forum must, as soon as possible after it has been constituted in terms of this clause elect an executive committee consisting of no more than twelve forum members or their nominees to carry out the operations of the forum. From the executive members appoint 1 people to represent the forum in the LAC Secretariat.

QUALIFICATIONS FOR APPOINTMENT AS MEMBER OF THE FORUM

A person appointed as a member of the council must have a special competence skill experience knowledge interest expertise in :

- HIV and AIDS related matters
- Community development
- Be a member of an organization working in the local municipality area.
- Have demonstrated commitment and interest in AIDS related matters.

TERM OF OFFICE FILLING OF VACANCIES AND VACATION OFFICE

1. A member appointed as contemplated in 7.1 holds office from the date of appointment for a period of three years.
2. A member contemplated in 7.1 whose term of office has expired is eligible for reappointment by the sector/forum for one additional term without following the procedure which led to the member's appointment.
3. The chairperson will be the co-chairperson of the AIDS council.

4. The CSF secretariat joins the representative from the department of health social development and education as the LAC secretariat and shall not be a member of the council nor enjoy voting rights in either the council.
5. The executive committee may after consultation with the forum terminate a person's membership of the forum.
 - If that member has been absent from three consecutive meeting of the forum without sufficient reason
 - On the grounds of being unable to fulfil his/her obligations
 - On account of misconduct
 - On the recommendation of the forum for reasons which are fair and just by a resolution adopted with a supporting vote of at least two-thirds of the members of the forum.
6. A member of the forum vacates office if :
He/she no longer meets the qualifications for membership referred to in clause 7.2
 - He/she dies
 - He/she resigns by giving one month's written notice to the chairperson
 - He/she has served prescribed period, and his/her term of office expires
 - His/her membership of the forum has been terminated as contemplated in sub clause 7.3
7. Any vacancy on the forum must be filled in the way the member who vacates office was appointed and members so appointed must hold office for the unexpired portion OFD the period for which the member who vacates office was appointed.

CSF LEADERSHIP ORGANOGRAM

SECTOR SUPPORT BY THE PROVINCIAL AIDS COUNCIL SECRETARIAT

Local AIDS council secretariat to:

- Support the establishment of the sector forums
- Supported the coordination of sector forum activities
- Capacitated the sectors according to their needs
- Engaged to make inputs to the council activities
- Creating granting opportunities through provincial grants and through conditions to partners receiving funding from entities such as pep far global fund and other funders

- Supporting the sectors to develop sector plans aligned to the NSP ,PIP and MDIPS (this means sectors will priorities activities in the PIP AND MDIP)

MEETING OF THE FORUM AND EXECUTIVE COMMITTEE

- The chairperson must convene the first meeting of the forum.
- The forum must thereafter meet as often as necessary, but at least four times a year at such places and times as the forum may determine.
- The chairperson and deputy chairperson must agree on the agenda at least 21 days prior to such meeting.
- Any agenda items by the members must be submitted to the secretariat 2 weeks prior to such meeting.
- Reports on the status of the action must be prepared and submitted to secretariat two weeks prior to such meeting.
- The chairperson the deputy chairperson and secretariat must hold a meeting to finalise the reports which must then be circulated.
- Writing at least 14 days prior to such meeting and such notification must contain an agenda for the proposed meeting.
- In the absent from any meeting of the forum of both chairperson and the deputy chairperson the members present at that meeting may elect one from the executive committee to preside at that meeting.
- A special meeting of the forum may be called at the request of:

The chairperson

- Two-thirds of the members of the form by written petition, where upon the chairperson must in writing notify every member of the forum of the time and place of the special meeting.
- A quorum for a meeting of the forum is a majority of its members at the time.
- Any decision of the forum is a must be taken by resolution of the majority of the members present at any meeting of the forum and in the event of an equality of votes on any matter, the member presiding at the meeting in question has a casting vote in addition to his or her deliberative vote as a member of the forum.
- The proceedings of all meetings of the forum must be duly recorded and minuted.
- The minutes of the previous meeting must be read at the commencement of each meeting.

- The minutes may be regarded as read if copies thereof were furnished to the members of the forum prior to the meeting and the chairperson may only sign the minutes once objections or corrections have been dealt with.
- The chairperson must decide on questions of order or procedure.
- If any member objects to any such decision, the question must be put to the vote and decision of the majority of the members at the meeting is final and binding on the Council or Executive Committee.

Conflict of interest:

- A member of the Forum or Executive Committee not be present at the venue where such a meeting is held if, in relation to any matter before the forum or Executive Committee, such a member has any interest which, reasonably considered, may preclude him or her from performing his or her functions as a member of the forum/Executive Committee in a fair, unbiased and proper manner.
- The secretariat must distribute action plan a week after each meeting of the forum/Executive Committee.
- The secretariat must follow up on action items and ensure the distribution of minutes no later than two weeks after the meeting of the forum/Executive Committee.
- The secretariat must coordinate the work of form/Executive Committee and ensure that the administrative duties, as contemplated in clause 9, are carried with the support of the LAC secretariat at the Office of the Mayor.
- The Executive Committee must hold its first meeting within one month of it being appointed and must thereafter meet as often as necessary, but at least once every month, at such places and times as the Committee may determine.
- The Executive Committee must, at its first meeting, elect a chairperson and deputy chairperson from amongst its members
- A quorum for the Executive Committee is seven members thereof.
- Any decision of the Executive Committee must be taken by resolution of the majority of the members present at any meeting of the Executive Committee and in the event of an equality of votes on any matter, the member presiding at the meeting in question has a casting vote in addition to his or her deliberative vote as a member of the Executive Committee.
- The proceedings of all meetings of the Executive Committee must be duly minute.
- The minutes of the previous meeting must be red at the commencement of each meeting.

- The minutes may be regarded as read if copies thereof were furnished to the members of the Executive Committee prior to the meeting.

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ADMINISTRATIVE WORK AND OPERATION OF FORUM AND EXECUTIVE COMMITTEE

1. The administrative work incidental to the performance of the functions of the Council and Executive Committee must be supported by the Office where the secretariat is in the Province, district or local Municipality.

2. Subject to direction from the Council, the Executive Committee is responsible for the day to day operation of the Council.

3. The Executive must

- Co-ordinate the activities and promote the interests of the forum and its members generally.
- Report regularly to the forum.
- Decide all matters of procedure on which this constitution is silent.

The Executive may

- For the purpose of maintaining discipline reprimand members, recommend disciplinary action by the Council or itself institute disciplinary action.
- Subject to authorization by resolution of the Council, acquire by purchase, lease or otherwise, dispose of any property hold same on behalf of the Council. Provided that any agreement or contract to which the Council is a party or signatory to give effect to such purchase, lease, disposal or holding must be signed by the Chairperson of the Council and must contain as a schedule to the agreement or contract, a copy of a dated resolution by the Council signed by all the Office Bearers authorizing the Chairperson to sign the agreement or contract in question.
- Institute or defend legal proceedings by, against the Council or any of its members.
- And do such other things as in the opinion of the Executive Committee or the Council appears to be in the interests of the Council, and which are consistent with the provision of this Constitution.

4. Committees of the Forum

(a) The Council may appoint standing committees, of a permanent nature to implement the National, Provincial, District and Local strategic plans on HIV and AIDs to carry out the functions and objectives set out in clause 9 of this guideline.

(b) The forum may appoint one or more technical committees, separate from the Executive Committee not limited to its own members who shall comprise both

Government and Civil Society members to assist it in the exercise of its powers and the performance of its duties and functions.

(c) When appointing a committee, the forum shall prescribe the terms of reference of the committee and any time frames that may be appropriate.

5. (A) A committee contemplated above must consist of at least five or more members of the forum, who shall not be exceeded by non-forum members, and must perform such duties and functions of forum as it may determine.

(b) The forum may dissolve or reconstitute such a committee.

6. (a) The forum may delegate any of its power or sign any of its duties and functions to a committee appointed in the terms of sub clause.

(b) Any delegated or assigned power, duty or function so exercised performed is regarded to have been exercised or performed by the forum.

(c) The forum is not absolved from exercising, performing any power, duty or function so delegated or assigned.

QUARTERLY AND ANNUAL REPORTS

- The forum must annually submit a report on its activities, including an assessment of the extent to which its objects have been achieved, to the Local, District Municipal Council and to the Provincial AIDS Council respectively.
- The Provincial report is tabled at the PCA meeting and the Chairperson at local and district level must cause the report to be tabled in the District or Local Council within 14 days after receipt thereof.
- The Executive Committee as well as any other committee established in terms of clause 9 must submit a report on its activities, including an assessment of the extent to which its objects have been achieved to the Council on a quarterly basis.

FINANCES AND SIGNING POWERS OF FORUM

1. The funds of the forum consist of all monies received or raised by means of donations for the running of the forum and its campaigns or project.
2. All cheque and financial documentation requiring signature on behalf of the forum must be sign by at least two signatures who shall be either the Chairperson or Deputy Chairperson and the Treasurer.
3. Any agreement or contract to which the forum is a party or signatory must -
 - Be signed by Chairperson
 - And contain as a schedule to the agreement or contract, a copy of a dated resolution by the Council.
4. Any official correspondence on behalf of the forum addressed to any person or body must be signed by either the Chairperson or Deputy Chairperson.

5. The Treasurer must :

- Keep proper books of account.
- Ensure that the books of account are audited annually by the auditors approved by the Executive Committee.
- Inspect all records related to the finances and book account of the Council.
- And submit statements of income and expenditure of account of the Council to each meeting of the Executive Committee, in respect of each financial year to the Annual General Meeting of the Council.

6. Apart from the duties already outlined, the secretariat –

Attends to the publication and dissemination of information pertaining to the affairs of the forum and Executive Committee and

Is responsible for the proper administration and co-ordination of the forum and Executive Committee, including the duty to:

- Perform such other duties as the forum or Executive Committee may direct
- Report fully to the each meeting of the forum and the Executive Committee
- Aspect of activities of the forum and Executive Committee and
- Ensure that a register of forum, Executive Committee and all other committee members is established and maintained.

NOTICES

- No meeting is invalid solely by reason of the non-receipt by any person entitled to receive the requisite notice.

DISSOLUTION OF FORUM

- The Chairperson may dissolve the forum at any time by resolution supported by two – thirds of the members of the forum.

AMENMENT TO THE TORS/GUIDELINES OF THE FORUM

(1) Any provision of this TORS/Guidelines may be amended in any manner by resolution of the majority of members of the forum provided that

- Written notice to that effect has been lodged with the Chairperson at least 30 days prior to the date of the next ensuing forum meeting.
- The secretariat forthwith circulates the notice to all members.
- The written notice contemplated is included as an item on the agenda of the next ensuring forum meeting.

(2) An amendment becomes effective upon a resolution to that effect being passed by the quorum present at such forum meeting.