



## Report on Management meeting held at Kgatleng District Council

**Country:** Botswana

**Facilitator:** Keabonye Ntsabane

**Council:** Kgatleng District Council

**Date of meeting:** 02 February 2011

Buy-in to proceed with 'centre of excellence' process obtained?

The buy-in has been accepted but waiting for BALA to finalize with Gender Links.

Contact person/s for the process identified?

Mr Jimmy Nsala Council Secretary

**Participants list**

**Meeting with management of council**

**Country:** Botswana

**Venue:** Conference Room

**Date:** 02/02/2011

<b>NAME</b>	<b>Sex M/F</b>	<b>ORGANISATION</b>	<b>DESIGNATION</b>	<b>PHONE</b>	<b>FAX</b>	<b>E MAIL</b>
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Attendance statistics by gender

Females	43	%
Males	57	%
TOTAL	100	%

## **Situational analysis report**

**Country:** Botswana

**Name of Council:** Kgatleng District Council

### **Synopsis**

Why does this council have an interest in developing a gender policy?

To implement the gender action plan which is directed by a policy and strengthen gender mainstreaming in the council.

**Strengths:** The council has a Gender Based Violence and Gender action Plans rafted, a strategic plan has been drafted which soon will mainstream gender. Human resources are available from the council e.g. human resources .Some staff members have been trained on gender by Gender links

### **Challenges:**

Inadequate financial resources and transfer of the gender task force.

The council has no gender officer to implement the gender policy

MandEScore01:

Gender Scorecard for Local Councils

How Gender Sensitive is Your Council?

### **Administration information**

Scoring: 0 indicates that the target has not be at all achieved, 10 is the highest value awarded if the target has been completely achieved.

Please note that this a scorecard for the institution and the questions relate to the current situation in the council as an institution. Please try to be as honest and realistic as possible as this will enable the organisation to measure progress based on accurate baseline data.

TARGET	SCORE OUT OF 10			Do not know
	COUNCIL	GL	AGREED	
<b>POLICY FRAMEWORK</b>			Agreed by GL	
1. The council is aware of national, regional, international commitments that the country has made especially the SADC Protocol on Gender and Development and the National Gender Policy	4	4	√	
2. There is a gender policy in the council and it is implemented.	0	0	√	
<b>GOVERNANCE</b>				
Representation	0	0		
3. There are equal numbers of women and men councillors in the council.	0	0	√	
4. There are equal numbers of women and men in decision-making positions in council, Mayoral committee, chairs of committees etc.	2	2	√	
5. There is gender balance on all community committees.	0	0	√	
<b>Participation</b>				
6. Women and men participate equally in council meetings.	5	5	√	
7. Women have an influence on decisions taken by the council.	0	0	√	
<b>Public participation</b>				
8. There is equal participation of women and men at public meetings and events.	5	5	√	
<b>PLANNING</b>				
9. Targeted gender planning and service delivery takes place in the council	0	1	√	
10. Strategic objectives of the Council explicitly mention gender.	0	0	√	

TARGET	SCORE OUT OF 10			Do not know
	COUNCIL	GL	AGREED	
11. Information is collected from women about their constraints, opportunities, incentives and needs and women are consulted in the drawing up of plans and policies.	0	0	√	
12. There are gender indicators in all plans.	0	0	√	
<b>MAINSTREAMING GENDER INTO EXISTING PROGRAMMES</b>				
The economy and job creation				
13. The council has a local economic development plan that targets women entrepreneurs as key beneficiaries	0	0	√	
14. Women and men benefit equally from informal trading facilities in the council.	5	5	√	
<b>Procurement</b>				
15. The council has a procurement policy that sets a target for increasing the number and value of contracts received by women.	0	0	√	
Housing				
16. The council keeps sex disaggregated data on title deeds.	N/A	N/A	√	
17. The council has taken steps to ensure that women benefit equally from land and housing opportunities.	N/A	N/A	√	
Utilities				
18. The council has sex disaggregated data on who has access to basic services i.e. Male and female headed households.	N/A	N/A	√	
19. Women are involved in the planning, management and maintenance of these services and facilities.	N/A	N/A	√	
Transport				
20. Women are consulted in regard to their transport needs.	N/A	N/A	√	
<b>Health</b>				
	N/A	N/A		

TARGET	SCORE OUT OF 10			Do not know
	COUNCIL	GL	AGREED	
21. Health facilities are easily accessible to women.	N/A	N/A	√	
22. The council keeps sex disaggregated data on HIV and AIDS.	N/A	N/A	√	
23. There is a gender aware HIV and AIDS public education and awareness campaign.	N/A	N/A	√	
24. PEP is available at all health facilities and there are information campaigns surrounding this.	N/A	N/A	√	
<b>Environmental health</b>				
25. Women are consulted in the management of waste.	5	5	√	
26. Women and men benefit equally from business opportunities in this sector.	10	10	√	
<b>Social development</b>				
27. The council keeps sex and age disaggregated data on the use of existing facilities, e.g. retirement centres, community centres, libraries and Women, girls, men and boys benefit equally from budget allocations for sports and recreation facilities	2	2	√	
<b>GENDER SPECIFIC PROGRAMMES</b>				
28. The council is involved in gender-specific programmes	3	3	√	
<b>Educare</b>				
29. There has been an assessment of the need for child care facilities.	5	5	√	
<b>Gender based violence (GBV) flagship</b>				
30. The council has an action plan and budget for addressing GBV. This has been mainstreamed into planning processes.	0	0	√	
<b>Prevention</b>				
31. A safety audit has been conducted to ascertain whether the city/town/ village is a safe place for women, i.e. To walk around	0	0	√	

TARGET	SCORE OUT OF 10			Do not know
	COUNCIL	GL	AGREED	
safely at night and in the day.				
32. There is sufficient lighting on streets and in public spaces and all streets are named clearly.	3	3	√	
33. Public transport is safe for women and children.	N/A	N/A	√	
Public awareness campaigns				
34. The council participates in campaigns to raise awareness on gender based violence (GBV), such as the Sixteen days of activism.	5	5	√	
<b>Response and coordination</b>				
35. The council has up to date crime statistics disaggregated by sex.	N/A	N/A	√	
36. There is a good working relationship between the police and community, especially women. Women are adequately represented in community policing forums.	N/A	N/A	√	
37. Police and justice service providers are given training on how to handle cases of gender based violence (GBV).	N/A	N/A	√	
<b>Support</b>				
38. The council has established or supports victim support/ empowerment programmes (VEP), including places of safety and day care centres.	3	3	√	
<b>EMPLOYMENT PRACTICES AND ENVIRONMENT</b>				
<b>Selection and recruitment</b>				
39. Women and men are employed in equal numbers across jobs, grades and in management positions and are equally remunerated for equal work.	7	7	√	
40. There is an affirmative action policy that specifically addresses redressing gender inequalities.	N/A	N/A	√	
<b>Capacity building</b>				



TARGET	SCORE OUT OF 10			Do not know
	COUNCIL	GL	AGREED	
41. Diversity and gender training is provided for both women and men in the council, at all levels and is done in a systematic way.	1	1	√	
<b>Career pathing</b>				
42. Women and men are given equal opportunity for growth within the council and have equal access to training and promotion opportunities	7	7	√	
<b>Working conditions and environment</b>				
43. The council provides equal benefits for women and men, including maternity and paternity leave.	10	5	√	
44. There is a sexual harassment policy that is enforced.	8	6	√	
<b>GENDER MANAGEMENT SYSTEM</b>				
<b>Gender structures</b>				
45. The council has set up a gender structure, including a gender focal person, which has a budget and is empowered to do its work.	N/A	N/A	√	
46. Gender is written into the job descriptions and performance agreements of managers and key functionaries	N/A	N/A	√	
<b>Budgets</b>				
47. A share of expenditure is explicitly targeted at promoting gender equality.	N/A	N/A	√	
48. Women are able to benefit equally and meaningfully from the resources allocated to mainstream projects.	6	6	√	
<b>Monitoring and evaluation</b>				
49. Service, employment, procurement statistics are disaggregated by sex and gender indicators have been put in place for planning and human resource management systems.	N/A	N/A	√	
<b>Political profile and champion</b>				

TARGET	SCORE OUT OF 10			Do not know
	COUNCIL	GL	AGREED	
50. Gender issues are given a high political profile by the Council and has a political champion	6	6	√	

## SITUATION ANALYSIS

### POLICY FRAMEWORK

- ✓ Is the council is aware of national, regional, international commitments that the country has made especially the SADC Protocol on Gender and Development and the National Gender Policy?
- ✓ Is there a gender policy in the council and it is implemented? (Get a copy of this policy)

### GOVERNANCE

#### Representation

- ✓ Are there equal numbers of women and men councillors in the council? (Include detail in table)
- ✓ Are there equal numbers of women and men in decision-making positions in council, Mayoral committee, chairs of committees etc? (Include detail in a table)
- ✓ Is there gender balance on all community committees? (Include detail in a table)

#### Participation

- ✓ Do women and men participate equally in council meetings? (It might be a good idea to observe a full council meeting)
- ✓ Do women have an influence on decisions taken by the council? (You will need to consult minutes from meetings to ascertain this)

#### Public participation

- ✓ Is there equal participation of women and men at public meetings and events? (You will need to consult records of these meetings where available, are attendance registers kept, are these disaggregated by sex?)

### PLANNING

- ✓ Does targeted gender planning and service delivery takes place in the council? (Get copies of planning documentation)

- ✓ Do strategic objectives of the Council explicitly mention gender? (Get copies of strategy documentation).
- ✓ Is information collected from women about their constraints, opportunities, incentives and needs and women are consulted in the drawing up of plans and policies? (Get documentation to substantiate this).
- ✓ Are there gender indicators in all plans? (Get copies of plans)

## **MAINSTREAMING GENDER INTO EXISTING PROGRAMMES**

### The economy and job creation

- ✓ Does the council have a local economic development plan that targets women entrepreneurs as key beneficiaries? (Get a copy of this plan)
- ✓ Do women and men benefit equally from informal trading facilities in the council? (Is there a policy that regulates this, what are the statistics of use of these facilities?)

### **Procurement**

- ✓ Does the council have a procurement policy that sets a target for increasing the number and value of contracts received by women? (Get a copy of this policy, interrogate the tenders register, who is benefitting most from tenders?)

### **Housing**

- ✓ Does the council keep sex disaggregated data on title deeds? (Get this data to interrogate).
- ✓ Has the council taken steps to ensure that women benefit equally from land and housing opportunities? (How has this been done? Is there a policy? Get a copy of the policy)

### **Utilities**

- ✓ Does the council has sex disaggregated data on who has access to basic services i.e. Male and female headed households? (Interrogate these statistics).
- ✓ Are women are involved in the planning, management and maintenance of these services and facilities? (How does this happen, get copies of meeting minutes etc)

### **Transport**

- ✓ Are women consulted in regard to their transport needs? (How does this happen, get copies of meeting minutes etc)

### **Health**

- ✓ Are health facilities are easily accessible to women? (eg. What is the average distance that a woman has to travel to get to the closet clinic?)
- ✓ Does the council keep sex disaggregated data on HIV and AIDS? (Check this data, is it disaggregated, what do these statistics tell you?)
- ✓ Is there a gender aware HIV and AIDS public education and awareness campaign? (Look at the campaign materials and messaging)
- ✓ Is PEP available at all health facilities and there are information campaigns surrounding this? (Visit a clinic to check this)

### **Environmental health**

- ✓ Are women are consulted in the management of waste? (How does this happen, get copies of meeting minutes etc)

- ✓ Do women and men benefit equally from business opportunities in this sector? (Request examples of this)

### **Social development**

- ✓ Does the council keep sex and age disaggregated data on the use of existing facilities, e.g. retirement centres, community centres, libraries and Women, girls, men and boys benefit equally from budget allocations for sports and recreation facilities? (Request to see this data – what does it tell you?)

### **GENDER SPECIFIC PROGRAMMES**

- ✓ Is the council is involved in gender-specific programmes? (eg. educare, GBV programmes etc.)

#### Educare

- ✓ Has there has been an assessment of the need for child care facilities? (Request a copy of this assessment).

#### Gender based violence (GBV) flagship

- ✓ Does the council have an action plan and budget for addressing GBV. Has this has been mainstreamed into planning processes? (Request a copy of the plan and budget, how much has been allocated to GBV?)

#### Prevention

- ✓ Has a safety audit been conducted to ascertain whether the city/town/ village is a safe place for women, i.e. To walk around safely at night and in the day? (Get a copy of this audit, what does it tell you about the safety of women in the city/town/ village )
- ✓ Is there is sufficient lighting on streets and in public spaces and all streets are named clearly? (During your situation analysis you could check these).
- ✓ Is public transport is safe for women and children.

#### Public awareness campaigns

- ✓ Does the council participate in campaigns to raise awareness on gender based violence (GBV), such as the Sixteen days of activism? (Get evidence of previous participation in campaigns)

#### Response and coordination

- ✓ Does the council have up to date crime statistics disaggregated by sex? (Interrogate these statistics, what do they tell you about the safety of women in the city/town/ village)
- ✓ Is there is a good working relationship between the police and community, especially women? Are women are adequately represented in community policing forums? (Interview the police regarding this, get copies of the names of people on the community policing forums)
- ✓ Are the Police and justice service providers given training on how to handle cases of gender based violence (GBV)? (How often does this training happen, how many have been trained etc.)

#### Support

- ✓ Has the council has established or does it support victim support/ empowerment programmes (VEP), including places of safety and day care centres? (Get a list/ database of these places).

## EMPLOYMENT PRACTICES AND ENVIRONMENT

### Selection and recruitment

- ✓ Are women and men are employed in equal numbers across jobs, grades and in management positions and are equally remunerated for equal work? (Get a breakdown of staff per job and level from HR, tabulate this information).

CATEGORY	No of women	%	No of men	%
Top management	1	7	13	93
Senior Management	25	48	27	52
Professional	108	52	100	48
Secretarial/ clerical	658	45	798	55

- ✓ Is there an affirmative action policy that specifically addresses redressing gender inequalities? (Get a copy of this policy)

### Capacity building

- ✓ Is diversity and gender training provided for both women and men in the council, at all levels and is done in a systematic way? (Get a copy of the training conducted by the council from the HR dept)

### Career pathing

- ✓ Are women and men are given equal opportunity for growth within the council and have equal access to training and promotion opportunities? (Interrogate HR records, how many women have been promoted into senior positions; are there special training or mentor programmes?)

### Working conditions and environment

- ✓ Does the council provide equal benefits for women and men, including maternity and paternity leave? (Get the HR policy that regulates this)
- ✓ Is there a sexual harassment policy that is enforced? (Get a copy of the policy. Request stats on sexual harassment cases and how these have been dealt with and resolved)

## GENDER MANAGEMENT SYSTEM

### Gender structures

- ✓ Has the council has set up a gender structure, including a gender focal person, which has a budget and is empowered to do its work? (Get a copy of this structure, interview the GFP, and interrogate the budget).
- ✓ Is gender is written into the job descriptions and performance agreements of managers and key functionaries? (get copies of these job descriptions and performance agreements)

### Budgets

- ✓ Is a share of expenditure is explicitly targeted at promoting gender equality? (interrogate the budget to confirm this)
- ✓ Are women able to benefit equally and meaningfully from the resources allocated to mainstream projects?

### Monitoring and evaluation

- ✓ Are service, employment, procurement statistics disaggregated by sex and have gender indicators have been put in place for planning and human resource management systems? (Check this with HR)

### Political profile and champion

- ✓ Are gender issues given a high political profile by the Council and have a political champion?

### The work place

- ✓ How many women and men are currently employed in each job and grade?
- ✓ Does the pattern of male and female employment indicate there are areas of 'women's work' and of 'men's work'?

Why do divisions exist, if they do? Is it because of the work involved? Is it because of tradition? Is it because of low pay?

### Attachments

To be submitted by council

