



## MINUTES OF MEETING

Meeting: HR SUB COMMITTEE MEETING  
Date: 24 APRIL 2018  
Time: 12H00  
Venue: ELRC BUILDING  
260 WEST AVENUE  
CENTURION

### 1. OPENING AND WELCOME

1.1 The meeting commenced at 11H50 with a word of welcome from Mr D Lerm, the Chairperson.

### 2. ATTENDANCE AND APOLOGIES

#### 2.1 Present

Ms M Mogale	Department of Basic Education
Mr. A Mohone	SADTU
Mr. S Thwala	SADTU
Mr. A Dlamini	CTU-ATU
Ms. N. Foca	ELRC- GS
Ms. M Zikalala	ELRC HR Manager
Ms. O Makofane	ELRC CS Senior Manager
Mr. F Moloisi	ELRC CBS Senior Manager
Mr. N Make	ELRC CBS Officer

#### 2.2 Apologies

Mr. N Ngcobo	Department of Basic Education
Mr. S Tshabalala	Department of Basic Education
Ms. L Munday	Department of Basic Education
Mr. M Seshibe	Department of Basic Education

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Ms. K Frank  
Mr. M Moloji

SADTU  
CTU-ATU

### 3. CONFIRMATION OF THE AGENDA

- 3.1. The SADTU moved and Employer / CTU-ATU seconded the adoption of the agenda.

#### **Decision 1:**

The agenda was unanimously adopted.

### 4. MINUTES OF THE PREVIOUS MEETING

- 4.1. CTU-ATU moved and Employer/ SADTU seconded the adoption of the minutes.

#### **Decision 2:**

The minutes of Human Resource Sub Committee meeting held on 29<sup>th</sup> January 2018 were unanimously adopted.

### 5. MATTERS ARISING FROM THE MINUTES

- 5.1. There were no matters arising from the minutes.

### 6. BUSINESS MATTERS

#### **6.1. Fourth Quarter Report**

- 6.1.1. The Senior Manager Corporate Services presented the report and highlighted the following:
- 6.1.1.1. That the Council had advertised one position for the Chief Financial Officer through recruitment agency and no suitable candidate was found.
  - 6.1.1.2. That the Finance Officer candidate had commenced employment on 1 February 2018.
  - 6.1.1.3. That the Council workshopped 18 employees on the Disciplinary Procedure and Policy.
  - 6.1.1.4. That 1 employee was trained on Minute Taking, and 1 employee was trained on Employee Self Service (ESS).
  - 6.1.1.5. That furthermore 1 employee has enrolled for a Certificate in Labour Dispute Resolution Practice.
  - 6.1.1.6. That 8 employees were trained on King IV reporting.
  - 6.1.1.7. That the Moderation Committee had concluded the process of conducting Performance Assessments for the third quarter.

- 6.1.1.8. That the Council conducted 2 events in relation to Employee Wellness which were World Cancer Day and Valentine's Day.
  - 6.1.1.9. That there was no resignation during the quarter under review.
  - 6.1.1.10. That the report on leave management was summarised per Department and it was reported that the abuse of sick leave had decreased.
- 6.1.2. The Employer enquired whether the Employee Wellness programmes are conducted in provinces as well.
  - 6.1.3. The Senior Manager: Corporate Service responded that all Wellness programmes are also extended to provincial offices.

### **Decision 3:**

The fourth quarter report was unanimously recommended to the Executive Committee for adoption.

## **6.2. Update on CFO position**

- 6.2.1. The Senior Manager Corporate Services presented the feedback received from EXCO regarding CFO position and highlighted the following:
  - 6.2.1.1. That EXCO recommends that the requirements for the position be relaxed.
  - 6.2.1.2. That the initial requirement was a postgraduate degree in Accounting or Financial Management (an MBA/MBL/BS/CPA/CA/ NQF level 8 equivalents (SA), with SAICA article as an added advantage.
  - 6.2.1.3. Furthermore, the candidate should have at least 10 years' Accounting or Financial management experience with at least 7 years at senior level.
  - 6.2.1.4. That EXCO recommends that the requirements should be a Bachelors Degree in Accounting or Financial Management, with SAICA article as an added advantage.
  - 6.2.1.5. Furthermore, the candidate should have at least 10 years' Accounting or Financial management experience with at least 5 years at senior level.
  - 6.2.1.6. The GS proposed that the Council should consider adding postgraduate qualification as an added advantage.
  - 6.2.1.7. The Employer supported the proposal by the GS and enquired whether the Council cannot consider decreasing the 10 years' Accounting and Financial experience.
  - 6.2.1.8. The GS responded that the experience carries more weight than the qualification because a candidate may have a certificate but that does not necessarily mean the person can do the job.

- 6.2.1.9. Adding to that, the GS responded that the 10 years' experience is referring to the finance sector but the Council is actually looking for 5 years experience at senior level.
- 6.2.1.10. The GS indicated that there was no date set as yet for the advertisement but there was a view that it should be advertised after revision of salaries.

**Decision 4:**

The HR committee members accepted the recommendations from EXCO. That the postgraduate qualification would be added on the advertisement as an added advantage.

**7. CONFIRMATION OF THE DATE OF THE NEXT MEETING**

- 7.1. The Secretariat would communicate the date of the next meeting.

**8. CLOSURE**

- 8.1. The meeting closed at 12H10 with the vote of thanks from the Chairperson.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
General Secretary

\_\_\_\_\_  
Date