



## MINUTES OF MEETING

Meeting: HR SUB COMMITTEE MEETING  
Date: 29 JANUARY 2018  
Time: 10H30  
Venue: ELRC BUILDING  
260 WEST AVENUE  
CENTURION

### 1. OPENING AND WELCOME

1.1 The meeting commenced at 10H40 with a word of welcome from Mr A Mohone, the Acting Chairperson in the absence of Mr D. Lerm.

### 2. ATTENDANCE AND APOLOGIES

#### 2.1 Present

Ms. L Munday	Department of Basic Education
Mr. M Seshibe	Department of Basic Education
Ms. K Frank	SADTU
Mr. A Mohone	SADTU
Mr. S Thwala	SADTU
Mr. M Moloi	CTU-ATU
Mr. A Dlamini	CTU-ATU
Ms. N. Foca	ELRC- GS
Ms. M Zikalala	ELRC HR Manager
Ms. O Makofane	ELRC CS Senior Manager
Ms. M Milne	ELRC CBS Manager
Mr. N Make	ELRC CBS Officer

#### 2.2 Apologies

Mr. D Lerm	Chairperson
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Mr. N Ngcobo	Department of Basic education
Mr. S Tshabalala	Department of Basic education
Mr. F Moloisi	ELRC CBS Senior Manager

### 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. The following correction was made in sub-item 6.2.14 of the minutes  
 4.1.1. The word 'they' be replaced by word 'there'
- 4.2. SADTU moved for the adoption of the minutes and Employer/ CTU-ATU seconded the adoption of the minutes.

#### **Decision 2:**

The minutes of Human Resource Sub Committee meeting held on 16<sup>th</sup> October 2017 were unanimously adopted.

### 5. MATTERS ARISING FROM THE MINUTES

#### 5.1. 16 October 2017

##### 5.1.1. Update on CFO Post

- 5.1.1.1. The Senior Manager Corporate Services indicated that the post was advertised on LinkedIn and send it to different agencies.
- 5.1.1.2. That LinkedIn could not assist the Council because it was going to be costly for a short term exercise.
- 5.1.1.3. That the advert was circulated to eleven (11) agencies and only two (2) responded.
- 5.1.1.4. That only one (1) applicant met the criteria set on the advert.
- 5.1.1.5. The Employer enquired whether the Council will consider the one applicant that met the requirements or not since the Council has spent a lot of money in advertising the post.
- 5.1.1.6. The GS responded that the matter would be reported to EXCO and take advice from EXCO in terms of way forward.

- 5.1.1.7. The Employer proposed that the HR Committee should recommend avenues that EXCO may explore to recruit and identify potential employees.
- 5.1.1.8. SADTU proposed that the report should be noted and wait for EXCO to give the committee a way forward.
- 5.1.1.9. CTU-ATU concurred with SADTU.

**Decision 3:**

The report on filling of post of the CFO was noted and the committee would wait for EXCO to deliberate on the issue and give a way forward.

## **6. BUSINESS MATTERS**

### **6.1. Third Quarter Report**

- 6.1.1. The Senior Manager Corporate Services presented the report and highlighted the following:
  - 6.1.1.1. That during the period under review the Council had advertised two positions.
  - 6.1.1.2. That the details of positions advertised are as follows:
    - 6.1.1.2.1. Chief Financial Officer
    - 6.1.1.2.2. Finance Officer
  - 6.1.1.3. That the Finance Officer candidate has accepted the offer and will commence employment on 1 February 2018.
  - 6.1.1.4. That the Council workshopped 26 employees on policies viz; SCM and Irregular, Fruitless and Wasteful Expenditure.
  - 6.1.1.5. That one (1) employee was trained on ITIL Foundation.
  - 6.1.1.6. That furthermore six (6) employees were trained on Case Management.
  - 6.1.1.7. That the Moderation Committee had concluded the process of conducting Performance Assessments for the First and Second quarter.
  - 6.1.1.8. That the Council conducted four (4) events in relation to Employee Wellness which were Men's International Day, Employee Wellness Day, Breast Cancer Awareness Day and World AIDS Day.
  - 6.1.1.9. That there was one (1) resignation (Finance Manager) during the quarter under review.
  - 6.1.1.10. The reason for the resignation was due to poor performance where the employee could not deliver according to the acceptable standards required in that particular post.
  - 6.1.1.11. That the Council has 54 active employees and three (3) vacant positions; two (2) of the three (3) vacant

positions had been advertised and one (1) position would not be advertised.

- 6.1.1.12. That the report on leave management was summarised per Department and it was reported that the increase in number of leave taken by employees was as a result of festive season holidays and closure of Council.
- 6.1.2. CTU-ATU requested more details regarding poor performance of the Finance Manger because the Council would have to recruit again and should try to avoid encountering the same challenges where the preferred candidate fails to perform.
- 6.1.3. The Employer enquired as to when is the position of Finance Manager going to be advertised.
- 6.1.4. The GS responded that the Council policy requires that a person is appointed for probation of 12 months and one has to satisfy the performance requirements entered into by the employee and Council.
- 6.1.5. That on quarterly basis the probation performance is appraised by the line manager and the reports indicated that the performance was not satisfactory.
- 6.1.6. That the Council recruitment process is such that appointment of candidates is based on the outcome of interview which might not be 100% correct because a candidate may convince the interviewing panel by being able to express him/herself theoretically.
- 6.1.7. That the HR office has been requested to find ways of introducing competency assessment prior the recommendation is made to appoint the candidate in the middle management positions.
- 6.1.8. Regarding the enquiry of the Employer, the GS responded that incidentally the probation of the Finance Manager and Chief Financial Officer were to expire at the same time and the CFO's probation was also not going to be confirmed.
- 6.1.9. That the former CFO voluntarily requested for a demotion and that was considered by EXCO since the employee was recruited from within the ranks of the Council.
- 6.1.10. That the former CFO was then demoted to the position of Finance Manager hence the position was not advertised.

#### **Decision 4:**

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

## **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 11H05 with the vote of thanks from the Chairperson.

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**Chairperson**

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**General Secretary**

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**Date**