MINUTES OF MEETING

Meeting:	HR Sub Committee Meeting
Date:	23 October 2020
Time:	12H00
Venue:	Via Video Conference (Zoom)

1. OPENING AND WELCOME

1.1 The meeting commenced at 12H03 with a welcome from Ms C Barnes, the Chairperson.

2. ATTENDANCE AND APOLOGIES

2.1 Present

Ms C Barnes	Chairperson
Ms L Munday	Department of Basic Education
Mr H Ngwenya	Department of Basic Education
Ms M Mogale	Department of Basic Education
Mr A Mohone	SADTU
Mr S Thwala	SADTU
Ms N Foca	ELRC- GS
Ms U Ndobeni	ELRC CFO
Ms O Makofane	ELRC CS Senior Manager
Mr F Moloisi	ELRC CBS Senior Manager
Ms N Bongco	ELRC IA Senior Manager
Mr M Moela	ELRC DRS Senior Manager
Ms M Zikalala	ELRC HR Manager
Ms M Milne	ELRC Manager: CBS
Mr N Make	ELRC Committee Officer: CBS

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2.2 Apologies

Mr N Ngcobo	Department of Basic Education
Mr M Seshibe	Department of Basic Education
Mr S Peter	SADTU
Mr K Mohlatlole	CTU-ATU

3. CONFIRMATION OF THE AGENDA

3.1. The Secretariat moved and SADTU seconded the confirmation of the agenda.

Decision 1:

The agenda was unanimously adopted.

4. MINUTES OF THE PREVIOUS MEETING

4.1. 24 July 2020

4.1.1. The Secretariat moved and SADTU seconded the motion for adoption of minutes.

Decision 2:

The minutes of Human Resource Sub Committee meeting held on the 24 July 2020 were unanimously adopted.

5. MATTERS ARISING FROM THE MINUTES

5.1. There were no matters arising from the minutes.

6. BUSINESS MATTERS

6.1. Second Quarter Report

6.1.1. The Senior Manager: Corporate Services (CS) presented the report and highlighted the following:

6.1.1.1. That there was no recruitment or appointment conducted during the period under review.

6.1.1.2. That one employee received a warning letter and another employee received a final written warning during the period under review

6.1.1.3. During the period under review the Council provided the following training:

i) Thirty employees were trained on COVID-19

ii) The Council's management staff also received training on the POPI Act.

6.1.1.4. That the performance assessment for the quarter under review did not take place due to Covid-19. A request was approved by the General Secretary to waive the performance assessments.

6.1.1.5. That the Internal Audit Manager tendered a resignation during the period under review and has since left the organisation on 30th September 2020.

6.1.1.6. That there were no leave days accumulated during the first quarter due to the lockdown and staff working from home.

6.1.2. SADTU appreciated the report and indicated that they understand the situation was not normal due to COVID-19.

6.1.3. The Secretariat moved and SADTU seconded the recommendation of the second quarter report to the Executive Committee for adoption.

Decision 3:

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

6.2. Review of HR Policies

6.2.1. **Leave Management Policy**

6.2.1.1. The Senior Manager CS presented the recommended changes and indicated the following:

6.2.1.2. That a new insertion was added as clause number 3.13.6 to read as follows:
An employee is expected to submit a Family Responsibility leave application within two working days upon returning from leave. Failing which, the Family Responsibility leave shall be deemed as unpaid leave.

6.2.1.3. That the insertion was necessitated by the fact that some employees were taking long to submit the leave application upon returning from leave, which resulted in challenges/problems when compiling a report.

Decision 4:

The recommendations on Leave Management Policy were accepted by the Committee and were recommended to the Executive Committee for adoption.

6.2.2. **Conditions of Service**

6.2.2.1. The Senior Manager CS presented the recommended changes and indicated the following:

6.2.2.2. That clause 9.4 was deleted which read: *The General Secretary must on a quarterly basis report overtime taken to the HR Sub-Committee and the Executive Committee.*

6.2.2.3. That the reason for deletion of the clause was because of the nominal overtime taken by Council employees.

6.2.2.4. That clause number 14 was revised to read as follows: *An employee may choose to have the tax provision in respect of the service bonus spread over 12 months.*

6.2.2.5. The Employer indicated that the reason tabled for deletion of clause 9.4 the was noted but felt that it should be kept in the policy because an employee may take overtime in future.

6.2.2.6. The General Secretary indicated that the issue of overtime would still be a report of the committee even if it was not in the policy. The overtime was always reported in the narrative of the HR report.

Decision 5:

The recommendations on Conditions of Services were accepted by the Committee and were recommended to the Executive Committee for adoption.

6.2.3. **Training and Development Policy**

6.2.3.1. The Senior Manager CS presented the recommended changes and indicated the following:

6.2.3.2. That a new insertion was added as clause number 9.16 to read as follows:
The employee shall then forfeit the further study assistance by the Council.

6.2.3.3. That the reason for the new insertion was to curb or minimise the tendency by employees of just abandoning studies.

6.2.3.4. The Employer commended the Council for taking a stance against the employees who abandon studies and as that becomes an expense to the Council.

6.2.3.5. SADTU enquired about the requirements needed in order for the employee to forfeit his/her assistance for studies, especially if the employee was involved in an accident that would require certain time for rehabilitation.

6.2.3.6. The General Secretary indicated that each case would be treated on its merit, the Council would look at the evidence presented by the employee and craft a way-forward in line with the evidence provided.

6.2.3.7. Furthermore, new clause number 13.4 was added to read as follows:
The Council has zero tolerance for failure and each case will be treated on its merit.

6.2.3.8. That the reason for the new clause was to deal with a case where an employee was unable to complete his/her studies due to ill health or sickness and the General Secretary would treat each case on its merit.

6.2.3.9. SADTU raised a concern on the 'zero tolerance' as it looks intimidatory.

6.2.3.10. The General Secretary indicated that clause can be removed but operationally the clause still stands.

6.2.3.11. Furthermore, the clause was put there as a deterrent not to intimidate.

6.2.3.12. The Employer proposed that the clause should be re-worded to read as follows:
The Council will not permit failure and each case will be treated on its merit.

6.2.3.13. The proposal by employer was accepted by committee members.

Decision 6:

The recommendations on Training and Development Policy were accepted by the Committee and were recommended to the Executive Committee for adoption.

7. CONFIRMATION OF THE DATE OF THE NEXT MEETING

7.1. Confirmation of the date will be dealt with administratively.

8. CLOSURE

8.1. The meeting was closed at 12H40 with the vote of thanks from the Chairperson.

_____ _____
Chairperson **General Secretary**

_____
Date