

Minutes

SUBJECT PMS POLICY REVIEW
VENUE ST MARCO HALL

MEETING NO 02
DATE 08 NOV 2007

APPROVAL

Chairperson
MASHEGO D

Secretary
TSHABANGU H

Date
08 NOV 2007

DELEGATES

PRESENT

APOLOGIES

FOR INFO
PMS: SS

1. Mr Manamela OM- PMS
2. Mrs Netshitomboni A- PMS
3. Mr Mathonzi E- PMS
4. Mr Mosena A- PMS
5. Mr Mundzedzi- PMS
6. Mr Madzibandila P- PMS
7. Mr Malale MI- Labour Relations
8. Mr Kobela LP- Legal Services
9. Mrs Mudau MM- Corporate Services
10. Mrs Ramedzi TG- Strategic Planning
11. Mr Lamola RM- Project Management
12. Mrs Letsoalo EM- Risk & Security
13. Mr Makgolane S- Property Management
14. Ms Motlatle RM- Help Desk Services
15. Ms Magati TS- Gito
16. Mrs Ramasuvha S- Commucations
17. Mr Shilajoe C- Nehawu
18. Mr Moshwana D – Nehawu
19. Mr Matlala M- HRD

ITEM NO RESOLUTION / OBJECTIVE/DISCUSSION/CONCERNS

RESPONSIBILITY TARGET DATE

1

OPENING AND WELCOME

Mr. Mashego D

The Chairperson opened the meeting and welcomed all delegates present.

Explained the purpose of the meeting, which is a follow –up on the PMS policy review meeting held on the 10 Oct 2007. He further indicated the

ITEM NO	RESOLUTION / OBJECTIVE/DISCUSSION/CONCERNS	RESPONSIBILITY	TARGET DATE
	<p>On 4.4 (a) where it says small committee it should be explained in detail and also the word upward should be specific.</p> <p>It was agreed that with grievances which are not solved the public grievance procedures should be used.</p> <p>It was suggested that delegation in the appeals committee should not be given to SMS's only.</p> <p>Item 5.1(g) paragraph 2 must be amended and read as follows: Employees who fail to submit their Performance Agreement / MOU's without valid reasons will be subject to disciplinary action.*</p> <p>Item 5.3 (a) It was agreed that community services workers, interns and employees on learnership programme may sign MOUs only for developmental purposes.</p> <p><i>Inputs on moderating were:</i></p> <p>The person who was scoring the individual should not take part in the committee when moderating that certain individual.</p> <p>Labour Relations should form part of the moderating committees to give direction with labour laws.</p> <p>The GM should chair the Senior Manager's committee moderating level 1 up to 12. The SGM should chair the GM's committee moderating SMS's. The HOD should chair the SGM's committee moderating GMs.</p> <p>A person selected to sit in a committee should include the activity in the MOU.</p> <p>The issue of shop- stewards who are called in the office to be full time should also be included.</p> <p>A question was raised regarding the payment of the 1.5% wage bill for PMS bonuses and also the bases to select 16-20% of employees who should be paid incentives. The chairperson indicated that the 16-20% issue has no answer for now unless the DPSA comes up with the criteria to select staff, till then we will be using the same system.</p>		

ITEM NO	RESOLUTION / OBJECTIVE/DISCUSSION/CONCERNS	RESPONSIBILITY	TARGET DATE
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necessity of reviewing the policy every year.

Indicated that the formats which are used are not supposed to be changed if there's a need to change them authority has to be granted from the premier's office.

He explained the reason why employees are not paid PMS bonuses and incentive which is due to the outcome of the Auditor General's report; this will determine the payment of PMS bonus for those who qualifies for 2006-2007 financial year.

2 **READING AND ADOPTION OF THE PREVIOUS MEETING**

Mr. Manamela read the minutes of the previous meeting and they were taken as read and adopted.

MATTERS ARISING FROM THE PREVIOUS MEETING

Due to fact that delegates who raised issues in the previous meeting were not present, it was agreed that we should move forward and go through the policy and make inputs.

4 **POLICY DISCUSSION**

Mr. Manamela read the policy and was open for discussion.

It was mentioned by one of the delegates that the Department was operating using the Provincial policy because the Departmental policy was not signed; the chairperson disputed that statement and indicated to everybody that the policy was there and was signed by the former MEC.

IT was agreed that in the policy document Performance Management and Development System was not inline with the Provincial Policy it should be read as Performance Management System, not PMDS.

It was agreed that the statutory framework (mandates) which PMS is based on should include PMS policy.

It was agreed that when consulting the Policy, it should be representative according to rank levels. Labour and unions must be involved and advice the kind of decision we are taking. The number of union members to participate should be indicated.

On 4.3 (f) the sentence was changed to: Deal with disputes between parties signing the Memorandum of Understanding and Reviews.

ITEM NO	RESOLUTION / OBJECTIVE/DISCUSSION/CONCERNS	RESPONSIBILITY	TARGET DATE
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5. WAY FORWARD

1. The incentives % cut off points or PMS Assessment breakdown be continued to be used as a basis to determine % bonus payable and must be attached to the new policy.

2. The draft policy be e-mailed to all staff members and employees must be given five days to make inputs

3. That upon approval the policy must be available in the intranet of the department.

6. Closure

Mr Mashego D thanked all the delegates for attending and giving inputs