

**Eastern Cape PHSDSBC Quarterly report  
01 April 2018-30 June 2018**

**1. INTRODUCTION**

This report is a presentation of the work performed by the Eastern Cape Chamber. The report covers the period 01 April 2018 – 30 June 2018.

## 2. Meetings in this Period

- 2.1 24 April 2018 – Eastern Cape Chamber Meeting Preceding the Council AGM
- 2.2 06 June 2018 - Eastern Cape Chamber Meeting

## 3. Chamber Management Committee elected at the Chamber Meeting Preceding the Council AGM.

No.	Office Bearer Name	Constituency
1.	Mr Nicholas Ntsoane (Chairperson)	The Employer
2.	Mr Khonaye Gxaleka (Vice-Chairperson)	Labour
3.	Ms Masedi Lonkokile (Chamber Secretary)	Secretariat

## **4. Chamber Administration**

<b>1. Eastern Cape Chamber Evaluation</b>						
<b>STANDARD</b>	<b>INDICATOR Meeting Date</b>	<b>EXPECTED OUTCOME/TARGET</b>	<b>ACTUAL PERFORMANCE</b>	<b>Variance</b>	<b>COMMENTS</b>	<b>REMEDIAL ACTION</b>
1.1 Chamber notices, agenda and minutes must be sent out Seven (7) days before the meeting.	24 April 2018 (Chamber Meeting Preceding the Council AGM)	100% Compliance  (Chambers AGM meeting notice, agenda items and minutes must be send out fourteen (14) days before the meeting).	16 April 2018	None	The meeting was held successfully.	N/A.
	06 June 2018	100% Compliance  (Chambers meeting notice, agenda items and minutes must be send out seven (7) days before the meeting).	16 May 2018	None	The meeting was held successfully.	N/A.
1.2 Chamber Annual Reports to be submitted Forty-Five	N/A	100% Compliance	10 March 2018	None	All Chamber Annual Reports were submitted forty-five (45 days) before the Council AGM) before 2	N/A

(45) days before the Council AGM.						
1.3 All meeting bundles of documents must be ready on the day of the meeting. (i.e. conglomeration of all documents that must have been distributed beforehand)	24 April 2018 (Chamber meeting Preceding the Council AGM)	100% Compliance  (All meeting bundle of documents are ready on the day of the meeting).	100%  24 April 2018	None	All the supporting documents were ready and distributed prior to the meeting.	N/A
	06 June 2018	100% Compliance  (All meeting bundle of documents are ready on the day of the meeting).	100%  06 June 2018	None	All the supporting documents were ready and distributed prior to the meeting.	N/A
1.4 Minutes must be to the acceptable standard.	24 April 2018 (Chamber Meeting Preceding the Council AGM)	Minutes will be adopted in the Chamber meeting Preceding the Council AGM to be convened in 2019.	N/A	N/A	N/A	N/A

	06 June 2018	Minutes will be adopted in the Chamber meeting in the month of August 2018.	N/A	N/A	N/A	N/A
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## 2. OPTIMAL PARTICIPATION BY PARTIES TO MAXIMISE THE EFFICIENCY OF THE CHAMBER

STANDARD	INDICATOR	EXPECTED OUTCOME/TARGET	ACTUAL PERFORMANCE	VARIANCE	COMMENTS
2.1 Regular and consistent attendance of meetings by both parties.	Attendance of meetings by parties.	All parties must attend at least 100% of scheduled Chamber meetings.	90% attendance by all parties	-10 %	All Parties were well presented in the Chamber meetings.
2.2 Every party would be represented by the authorized representatives.	Number of parties who submit letters of credence 45 days before the Council AGM.	100% Compliance  (All Parties must produce the letters of credence for every chamber representative).	100%  All Parties tabled their authorized representatives.	0%	All Parties had submitted the letters of credence for every chamber representative.

### 3. ENSURE SPEEDY FINALIZATION OF AGENDA ITEMS

STANDARD	INDICATOR	EXPECTED OUTCOME/TARGET	ACTUAL PERFORMANCE	VARIANCE	COMMENTS
3.1 Agenda items must be submitted to Chamber Secretary fourteen (14) days before the Chamber meeting.	Number of agenda items submitted within 14 days before the Chamber Meeting.	100% compliance  All agenda items are submitted fourteen (14) days before the meeting.	100%  The agenda items were tabled in terms of PHSDSBC Resolution 4 of 2015 and were submitted within the timeline.	0%	The agenda items were tabled in terms of PHSDSBC Resolution 4 of 2015 and were submitted within the timeline, however Task Team reports are still not submitted five (5) days prior to the Chamber meeting but rather on the day of the meeting.
3.2 Agenda items to be finalized within three (3) Normal meetings.	Number of Agenda items finalized within three (3) normal meetings.	100% compliance	50%	50%	No agenda items were finalized within three (3) normal meetings.

### 3 FACILITATE THE STREAMLINING OF AGENDA ITEMS TO ENSURE THAT CHAMBER OPERATES OPTIMALLY

STANDARD	INDICATOR	EXPECTED OUTCOME	ACTUAL PERFORMANCE	VARIANCE	COMMENTS
3.2 Parties to hold a caucus at least a day before the meeting.	Number of caucuses held	100% Compliance  (All parties hold caucuses before the Chamber meeting).	100% Compliance  The Employer is holding its Caucuses days before the meeting. Organised Labour, however, does not convene caucuses prior to the Chamber meetings.	0 % compliance.	The Employer is consistently convening caucuses, Labour on the other hand is not convening caucuses. .



3.3 Chamber Management Committee must have a meeting before the Chamber meeting.	Number of meetings held	100% Compliance  (Chamber Management committee must hold a meeting before the Chamber meeting).	100% Compliance	0%	Chamber Management Committee holds its meetings at least 30 minutes before the start of the Chamber meeting mainly to screen the agenda items.
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<b>4 ENSURE THAT AGENDA ITEMS ARE ATTENDED TO AND RESOLVED SPEEDILY</b>					
<b>STANDARD</b>	<b>INDICATOR</b>	<b>EXPECTED OUTCOME</b>	<b>ACTUAL PERFORMANCE</b>	<b>VARIANCE</b>	<b>COMMENTS</b>
4.1 All parties must be mandated to engage on all items on the agenda.	Number of parties with mandate to engage.	100% Compliance  (Parties come in a meeting with mandated positions).	80% Compliance	-20%	The Employer Department of Social Development still need to improve on the mandatory issues and the appointed Task Teams need to improve in terms of reporting on allocated items and on the timely submission of reports.

**5 ENSURE SMOOTH IMPLEMENTATION OF COLLECTIVE AGREEMENTS BY THE EMPLOYER**

<b>STANDARD</b>	<b>INDICATOR</b>	<b>EXPECTED OUTCOME</b>	<b>ACTUAL PERFORMANCE</b>	<b>VARIANCE</b>	<b>COMMENTS</b>
5.1 Every Chamber must establish a Task Team to monitor new collective agreements.	The number of Chambers with functional Task Teams.	The Chambers had established implementation Monitoring Task Teams for new collective agreements.	The Task Team on the PHSDSBC Resolution 1 and 2 of 2014 was disbanded.	N/A	N/A
5.2 At least one (1) Chamber report on monitoring of implementation of a collective agreement.	The number of Chambers that submit monitoring reports.	Report on the implementation monitoring of a Collective Agreements.	N/A	N/A	N/A

**6 MEASURE THE LABOUR PEACE AND RELATIONSHIP AMONG PARTIES (refer to completed Strike Action template hereunder)**

<b>STANDARD</b>	<b>INDICATOR</b>	<b>EXPECTED OUTCOME</b>	<b>ACTUAL PERFORMANCE</b>	<b>VARIANCE</b>	<b>COMMENTS</b>
6.1 Zero wild cat strikes.	The number of wild cat strikes that occurred within the Chamber's jurisdiction.	Report of wild cat strikes that occurred within the Chamber's jurisdiction.	There was no industrial action which was reported in the Eastern Cape Chamber.	N/A	This matter has been set down as a standing agenda point.
6.2 Zero walk-out	The number of walk-out that occurred within the Chamber's jurisdiction.	Report on walk outs that occurred within the Chamber's jurisdiction.	No recorded walkout.	Nil	This matter has been set down as a standing agenda point.
6.3 Minimal disputes related to the Chamber items.	The number of disputes declared in relation to an agenda item.	Report on disputes that related to the Chamber agenda item.	None	Nil	N/A

## 7 ENSURE CAPACITY BUILDING FOR CHAMBERS

STANDARD	INDICATOR	EXPECTED OUTCOME	ACTUAL PERFORMANCE	VARIANCE	COMMENTS
7.1 Twenty (20) Chamber Management Committee members must attend the EXCO and Chamber Management workshop.	The number of Chamber Management Committee members who attend the EXCO and Chamber Management workshop.	All twenty (20) Chamber Management Committee members subjected to Capacity Building by EXCO.	0%	-100%	Most of the Chamber Management Committee members were retained.
7.2 Submit the training needs to Council.	The number of training needs submitted per Chamber.	The Chambers training needs analysis tool was forwarded to parties.	Not yet submitted.	Zero	The Eastern Cape Chamber had its Labour Relations Training session from 07 – 11 May 2018.
7.3 To have a Chamber operational planning session once a year.	The number of successful operational planning sessions undertaken by the Chamber.	All Chambers to hold operational planning sessions.	No yet submitted.	Zero	Not yet convened due to financial constraints.

### 5. Reporting on Industrial Action

No reports were submitted at this Chamber for the reporting period.

No	Chamber	District and City	Institution /s involved	Reason mentioned for the strike, type and duration taken	Leading Trade Union/s involved	Number and categories of employees involved	Action taken by Chamber parties	Recommended support Expected
1.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

### 6. PROMINENT ISSUES REQUIRING EXCO AND/OR COUNCIL ATTENTION.

There is no prominent issue that requires the attention of EXCO and or the Council.

## 7. LIFESPAN

LIFESPAN OF AGENDA ITEMS						
NO	ITEMS	SPONSORED BY	LIFESPAN	STATUS	Analysis	RESOLVED/NOT RESOLVED
1.	PSCBC Resolution 1 of 2007 : Filling of Vacant Funded Posts.	The Employer	<b>More than six (6) years</b>	Currently on the agenda of the Chamber.	<p>The item has been introduced with aim of filing the vacant posts and with hope of reducing the work load on other employees working on more than one post.</p> <p>The DoH continues not to submit their reports as per the agreed template.</p>	The item has been a standing item due to the work conducted by the Task Team on a continuous basis.
2.	Human Resource (HR) Backlogs	The Employer	<b>More than six (6) years</b>	Currently on the agenda of the Chamber.	The Task Team had tabled its report on the HR backlogs, the report reflected number of the backlogs were reduced with	The item has been a standing item due to the work conducted by the Task Team on a continuous basis.

					more than 50%. The Task Team would frequently report on the developments of the reduced Human resource backlogs.	
3.	Standard Policy and Chamber Policies (The item was renamed Chamber Policies)	The Employer	<b>More than six (6) years</b>	The item on the uniform standard policy would remain on the agenda of the Chamber to track progress.	This item deals with number of policies that were submitted to the Chamber by parties. The Chamber had established an on-going Task Team which would consult extensively on the policy that were tabled by parties.	The item has been a standing item due to the work conducted by the Task Team on a continuous basis.
4.	Skills Development	HOSPERSA	09 December 2015-06 June 2018 <b>Two (2) years and six (6) months</b>	The item was removed from the agenda of the Chamber.	Parties were satisfied with the report provided by the Employer that the Skills Development Committee meetings sitting on a regular basis.	Resolved
5.	Age restriction for admission for students at Lilitha College	HOSPERSA	29 March 2018 to date  One (1) meeting	The item is currently on the agenda of the Chamber for discussion by Parties.	No analysis required as the item is currently awaiting a response from the Employer.	Not yet resolved.
6.	Release Policy on Student Leavers	HOSPERSA	29 March 2018 to 06 June 2018  <b>Two (2) meetings</b>	The item was finalised and removed from the agenda of the Chamber on 06 June 2018.	No analysis required as the item was finalised and removed from the agenda of the Chamber.	Resolved.

7.	Implementation of the new ECDoH organogram	Department of Health	06 June 2018 to date  <b>One (1) Meeting</b>	The item was introduced by the Employer in the Chamber meeting dated 06 June 2018 for discussion by Parties.	The item is currently on the agenda of the chamber.	Not resolved.
8.	Consultation on the proposed Emergency Medical Services (EMS) work schedule.	Department of Health	06 June 2018 to date  <b>One (1) Meeting</b>	The item was introduced by the Employer in the Chamber meeting dated 06 June 2018 for discussion by Parties.	The item is currently on the agenda of the chamber.	Not resolved.
9.	Industrial Actions	Secretariat	18 September 2013-To date  <b>(Standing item)</b>	The item has been tabled as the standing item. Parties to report on the industrial actions in the Health and Social Development Sector.	The item was introduced to monitor the industrial actions that could have taken place in the province. The Council had developed a reporting template that should be utilized when reporting on industrial action. The Employer timeously report the industrial action as requested by the Chamber.	N/A