

**Northern Cape PHSDSBC Quarterly report  
01 April 2018 to 30 June 2018**

## **INTRODUCTION**

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

### **1. Meetings in this Period**

2.1 12 April 2018 – Northern Cape Annual General Chamber Meeting

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

| <b>No.</b> | <b>Office Bearer Name</b>              | <b>Constituency</b> |
|------------|--|---------------------|
| 1.         | Mr. Vincent Phuroe<br>(Chairperson)    | Labour (DENOSA)     |
| 2.         | Ms Drew Jenkins<br>(Vice Chairperson)  | The Employer        |
| 3.         | Ms Thembi Gumbi<br>(Chamber Secretary) | Secretariat         |

### **3. Chamber Administration**

| STANDARD  | INDICATOR Meeting Date               | EXPECTED OUTCOME/TARGET   | ACTUAL PERFORMANCE    | Variance | COMMENTS   | REMEDIAL ACTION |
|---|--------------------------------------|---|-----------------------|----------|--|-----------------|
| 1.1 Chamber notices, agenda and minutes must be sent out Seven (10) days before the meeting | 12 April 2018 (AGM Chamber Meeting)  | 100% Compliance (Chambers meeting notice, agenda items and minutes must be send out seven (14) days before the meeting of the Chamber). | 26 March 2018<br>100% | +4       | The meeting was held successfully. It was a special Chamber meeting.                                 | N/A.            |
| 1.2 Chamber Annual Reports to be submitted Forty-Five (45) days before the Council AGM.     | 12 April 2018 Annual Chamber Meeting | 100% Compliance (All Chamber Annual Reports are submitted forty-five (45 days) before the Council AGM) on or before 21 June 2018.       | 26 March 2018         | 0        | All Chamber Annual Reports were submitted forty-five (45 days) before the Council AGM) 21 June 2018. | N/A             |

|  |                                     |  |  |          |     |  |
|--|-------------------------------------|--|--|----------|-----|--|
| 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 | 12 April 2018 (Chamber AGM meeting) | 100% Compliance (All meeting bundle of documents are ready on the day of the meeting). | Two (2) Days prior to the meeting 100%   | Zero (0) | N/A | Documents were prepared and ready before the meeting |
|  |                                     |  |  |          |     |  |
| 1.4 Minutes must be to the acceptable standard.  | 12 April 2018 (Chamber AGM Meeting) | 100% Compliance (No corrections and no disputes about the content 100%).               | Minutes still to be adopted in the next Chamber Annual General meeting in April 2019 | N/A      | N/A | N/A  |
|  |                                     |  |  |          |     |  |

## 2. OPTIMAL PARTICIPATION BY PARTIES TO MAXIMISE THE EFFICIENCY OF THE CHAMBER

| STANDARD  | INDICATOR  | EXPECTED OUTCOME/<br>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 90% of scheduled Chamber meetings.   | Parties attended the meetings                        | 0%       | All parties attended the meeting                                  |
| 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<br><br>(All Parties must produce the letters of credence for every chamber representative). | All Parties tabled their authorized representatives. | 0%       | PSA and Employer Health are yet to submit the letters of credence |

### 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 five (5) days before the Chamber meeting. | Number of agenda items submitted within five (5) days before the Chamber Meeting. | 100% compliance<br>All agenda items are submitted five (5) days before the meeting. | There were no new agenda items that were submitted to the Chamber in the reporting period.<br>0% | %        | None     |
| 3.2 Agenda items to be finalized within three (3) Normal meetings.                                | Number of Agenda items finalized within three (3) normal meetings.                | 100% compliance   | No agenda item was finalized within three (3) normal meetings.<br>0%                             | N/A      | None     |

### 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<br><br>(All parties hold caucuses before the Chamber meeting).                        | The Employer held a Caucus before the meeting of 14 March 2017.<br>50% Compliance   | 0        | Both Parties held their caucus meetings prior the mini AGM |
| 3.3 Chamber Management Committee must have a meeting before the Chamber meeting. | Number of meetings held | 100% Compliance<br><br>(Chamber Management committee must hold a meeting before the Chamber meeting). | Chamber Management Committee does not hold its meetings at least 30 minutes before the start of the Chamber meeting.<br>0% Compliance | 100%     | None   |



#### 4 ENSURE THAT AGENDA ITEMS ARE ATTENDED TO AND RESOLVED SPEEDILY

| STANDARD   | INDICATOR                                 | EXPECTED OUTCOME  | ACTUAL PERFORMANCE  | VARIANCE      | COMMENTS |
|--|---|---|---|---------------|----------|
| 4.1 All parties must be mandated to engage on all items on the agenda. | Number of parties with mandate to engage. | 100% Compliance<br><br>(Parties come in a meeting with mandated positions). | The Employer had the reports and the relevant representatives were available to provide information<br><br>0% | 0% compliance | None     |

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

| STANDARD   | INDICATOR  | EXPECTED OUTCOME  | ACTUAL PERFORMANCE   | VARIANCE | COMMENTS |
|--|--|---|--|----------|----------|
| 5.1 Every Chamber must establish a Task Team to monitor new collective agreements. | The number of Chambers with functional Task Teams. | All Chambers have establish implementation Monitoring Task Teams for new collective agreements. | There is a Task Team on the PHSDSBC Resolution 1 and 2 of 2014 and on Resolution 1 of 2009 | 0%       | None     |

|  |  |  |      |     |     |
|--|--|--|------|-----|-----|
|  |  |  | 100% |     |     |
| 5.2 At least one (1) Chamber report on monitoring of implementation of a collective agreement. | The number of Chambers that submit monitoring reports. |  |      | N/A | N/A |

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

| STANDARD                   | INDICATOR   | EXPECTED OUTCOME  | ACTUAL PERFORMANCE           | VARIANCE | COMMENTS  |
|----------------------------|---|---|------------------------------|----------|---|
| 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. | Not reported in the Chamber. | Nil      | 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 | This matter has been set down as a standing agenda point. |
|--|--|---|------|-----|---|

## 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. | -100%              | Zero     | Next ExCo Chamber Management workshop will be in 2019 |
| 7.2 Submit the training needs to Council.  | The number of training needs submitted per Chamber.   | The Chambers training needs analysis tool was  | Not yet submitted. | Zero     | Not yet convened due to financial constraints.        |

|   |   |   |                   |      |  |
|---|---|---|-------------------|------|--|
|   |   | forwarded to parties.                               |                   |      |  |
| 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. |

#### 4. Reporting on Industrial Action

None reported at this Chamber.

| 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. | Northern Cape Chamber |                   |                         |  |                                |   |                                 |                              |

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

### 5.1. The PHSDSBC Resolution 1 of 2014

The Chamber requested the Executive Committee (ExCo) to intervene in the functioning of the Chamber. The Employer (Health) did not submit a single report in 2016 and the meeting attendance by the department of health was a concern

#### Status

The request was submitted to ExCo and a fact-finding meeting was held on either 20 February 2017. The report back from ExCo is yet to take place.

## 6. LIFESPAN

|    | ITEMS                   | SPONSORED BY | LIFESPAN                 | STATUS                | COMMENTS  |
|----|-------------------------|--------------|--------------------------|-----------------------|---|
| 1. | Security at EMS/Kagisho | PSA          | 25 February 2014 to date | Remains on the agenda | The item remains on the agenda of the Chamber for |

|    | ITEMS   | SPONSORED BY | LIFESPAN  | STATUS                             | COMMENTS   |
|----|---|--------------|---|------------------------------------|--|
|    |   |              | <b>Four (4) years &amp; (4) months</b>  |                                    | progress reporting   |
| 2. | Occupational Health and Safety                      | HOSPERSA     | 25 February 2014 to date <b>Four (4) years &amp; (4) months</b>               | Remains on the agenda              | The item remains on the agenda of the Chamber for progress reporting |
| 3. | EMS Overtime  | Labour       | 23 September 2014 to 13 July 2017<br><br><b>Two (2) years and (10) months</b> | Removed<br><br><b>13 July 2017</b> | Labour declared a dispute  |
| 4. | 2012/2013 Performance Management Development System | HOSPERSA     | 25 August 2016 to 13 July 2017<br><br><b>Eleven (11) months</b>               | Removed<br><br><b>13 July 2017</b> | The item was finalized and removed from the agenda of the Chamber    |

|    | <b>ITEMS</b>  | <b>SPONSORED BY</b> | <b>LIFESPAN</b>  | <b>STATUS</b>                      | <b>COMMENTS</b>  |
|----|---|---------------------|--|------------------------------------|--|
|    |   |                     | <b>5 meetings</b>  |                                    |  |
| 5. | 2013/2014 Performance Management Development System | HOSPERSA            | 25 August 2016 to 13 July 2017<br><br><b>Eleven (11) months</b><br><br><b>5 meetings</b> | Removed<br><br><b>13 July 2017</b> | The Employer provided an update report. Cases to be dealt with on individual basis |
| 6. | 2014/2015 Performance Management Development System | HOSPERSA            | 25 August 2016 to 13 July 2017<br><br><b>Eleven (10) months</b><br><br><b>5 meetings</b> | Removed<br><br><b>13 July 2017</b> | The item was finalized and removed from the agenda of the Chamber                  |
| 7. | 2015/2016 Performance Management                    | HOSPERSA            | 25 August 2016 to 13 July 2017   | Removed                            | The item was finalized and removed from the agenda of                              |

|     | ITEMS   | SPONSORED BY | LIFESPAN   | STATUS                | COMMENTS   |
|-----|---|--------------|--|-----------------------|--|
|     | Development System                                |              | Eleven (11) months<br>5 meetings                         | 13 July 2017          | the Chamber  |
| 8.  | 2016/17 Performance Management Development System | The Employer | 13 July 2017 to date<br>Eleven (11) months<br>5 meetings | Remains on the agenda | The item remains on the agenda of the Chamber for progress reporting |
| 9.  | Non-Payment of Overtime and Standby Allowance     | HOSPERSA     | 25 August 2016 to<br>1 year (10 months)<br>9 meetings    | Remains on the agenda | The item remains on the agenda of the Chamber for progress reporting |
| 10. | Outstanding Payment of Nurses Uniform             | HOSPERSA     | 25 August 2016 to date                                   | Remains on the agenda | The item remains on the agenda of the Chamber for                    |



|     | ITEMS   | SPONSORED BY | LIFESPAN   | STATUS                      | COMMENTS  |
|-----|---|--------------|--|-----------------------------|---|
|     | Allowance   |              | One (1) year (10) months<br><br>9 meetings                                 |                             | progress reporting  |
| 11. | Outstanding Payment of Grade Progression-Health Personnel | HOSPERSA     | 25 August 2016 to 13 July 2017<br><br>Eleven (11) months<br><br>5 meetings | Removed<br><br>13 July 2017 | The item was finalized and removed from the agenda of the Chamber |
| 12. | Draft Employment Equity Policy                            | PDSD         | 21 October 2016 to 13 July 2017<br><br>Nine (9) months                     | Removed<br><br>13 July 2017 | The item was finalized and removed from the agenda of the Chamber |

|     | ITEMS   | SPONSORED BY | LIFESPAN   | STATUS                | COMMENTS  |
|-----|---|--------------|--|-----------------------|---|
|     |   |              | 4 meetings   |                       |   |
| 13. | Monitoring and implementation of Clause 3.3 of Resolution 1 of 2009 | Secretariat  | 24 November 2016 to date<br><br><b>One (1) year 07 months</b><br><br><b>7 meetings</b> | Remains on the agenda | The item remains on the agenda of the Chamber for progress reporting. |
| 14. | Relocation of Wes End Psychiatry Specialised Hospital               | NEHAWU       | 24 November 2017 to date<br><br><b>Seven (7) months</b><br><br><b>3 meetings</b>       | Remains on the agenda | The item has been referred to a multilateral                          |
| 15. | Unilateral Change of Terms and Conditions of                        | NEHAWU       | 24 November 2017 to date   | Removed               | The item was finalized and removed from the agenda of                 |

|     | ITEMS  | SPONSORED BY | LIFESPAN  | STATUS                   | COMMENTS   |
|-----|--|--------------|---|--------------------------|--|
|     | Employment –Kimberley Hospital                               |              | Four (4) months<br>3 meetings                             | 13 March 2018            | the Chamber<br><br>(Matter has been deferred twice and only dealt with on 13 March 2018)   |
| 16. | Problem Identification Forms (PIF)                           | NEHAWU       | 24 November 2017 to date<br>Five (5) months<br>3 meetings | Removed<br>13 March 2018 | The item was finalized and removed from the agenda of the Chamber<br><br>(Matter has been deferred twice and only dealt with on 13 March 2018) |
| 17. | Danger Allowance to all Employees working in areas of danger | NEHAWU       | 24 November 2017 to date<br>Four (4) months<br>3 meetings | Removed<br>13 March 2018 | The item was finalized and removed from the agenda of the Chamber<br><br>(Matter has been deferred twice and only dealt with on 13 March 2018) |

|     | ITEMS                                    | SPONSORED BY          | LIFESPAN   | STATUS                                 | COMMENTS  |
|-----|--|-----------------------|--|--|---|
| 18  | Employment Equity Reports and Committees | HOSPERSA              | 24 November 2017 to 23 March 2018<br><br><b>Four (4) Months</b><br><br><b>3 meetings</b> | Removed on<br><br><b>13 March 2018</b> | The item was finalized and removed from the agenda of the Chamber |
| 19. | Dignity at work draft policy             | The Employer (Health) | 24 November 2017<br><br><b>Four (4) Months</b><br><br><b>3 meetings</b>                  | Removed <b>24 November 2017</b>        | Policy Redrawn for later resubmission                             |
| 20. | Employment Equity Policy                 | The Employer (Health) | 24 November 2017<br><br><b>Four (4) Months</b><br><br><b>3 meetings</b>                  | Removed<br><br><b>23 March 2018</b>    | Policy was consulted on and adopted by Parties                    |

|     | ITEMS                             | SPONSORED BY   | LIFESPAN   | STATUS                              | COMMENTS                                       |
|-----|-----------------------------------|--|--|-------------------------------------|--|
| 21  | Diversity Management Draft Policy | The Employer (Health)  | 24 November 2017 to 23 March 2018<br><br><b>Four (4) Months</b><br><br><b>3 meetings</b> | Removed<br><br><b>23 March 2018</b> | Policy was consulted on and adopted by Parties |
| 22. | Sexual Harassment Draft Policy    | The Employer<br>24 November 2017 to 23 March 2018<br><br><b>Four (4) Months</b><br><br><b>3 meetings</b><br><br>(Health) | 24 November 2017 to 23 March 2018<br><br><b>Four (4) Months</b><br><br><b>3 meetings</b> | Removed<br><br><b>23 March 2018</b> | Policy was consulted on and adopted by Parties |
| 23. | Draft Policy on Reasonable        | The Employer   | 24 November  | Removed                             | Policy Redrawn for later                       |

|     | ITEMS                            | SPONSORED BY          | LIFESPAN   | STATUS                              | COMMENTS                                       |
|-----|----------------------------------|-----------------------|--|-------------------------------------|--|
|     | Accommodation                    | (Health)              | 2017   | <b>24 November 2017</b>             | resubmission                                   |
| 24. | Anti-Fraud and Corruption Policy | The Employer (Health) | 24 November 2017 to 23 March 2018<br><br><b>Four (4) months</b><br><br><b>3 meetings</b> | Removed<br><br><b>23 March 2018</b> | Policy was consulted on and adopted by Parties |
| 25. | Debt Management Policy           | The Employer (Health) | 24 November 2017 to 23 March 2018<br><br><b>Four (4) Months</b><br><br><b>3 meetings</b> | Removed<br><br><b>23 March 2018</b> | Policy was consulted on and adopted by Parties |

|     | ITEMS                           | SPONSORED BY          | LIFESPAN   | STATUS                                 | COMMENTS  |
|-----|---------------------------------|-----------------------|--|--|---|
| 26. | ICT Information Security Policy | The Employer (Health) | 24 November 2017 to 23 March 2018<br><br><b>Four (4) Months</b><br><br><b>3 meetings</b> | Removed<br><br><b>23 March 2018</b>    | Policy was consulted on and adopted by Parties  |
| 27. | Communication Policy            | The Employer (Health) | 24 November 2017 to 23 March 2018<br><br><b>Four (4) Months</b><br><br><b>3 meetings</b> | Removed<br><br><b>23 March 2018</b>    | Policy was consulted on and adopted by Parties) |
| 28. | Wellness Policy                 | The Employer (Health) | 24 November 2017   | Removed<br><br><b>24 November 2017</b> | The Employer withdrew the policy                |

|     | ITEMS  | SPONSORED BY          | LIFESPAN  | STATUS                              | COMMENTS                                       |
|-----|--|-----------------------|---|-------------------------------------|--|
|     |  |                       | <b>1 Meeting</b>  |                                     |  |
| 29. | Policy on Subsistence and Travelling           | The Employer (Health) | 01 December 2017 to 23 March 2018<br><br><b>Three (3) Months</b><br><br><b>3 meetings</b> | Removed<br><br><b>23 March 2018</b> | Policy was consulted on and adopted by Parties |
| 30. | Policy on Health Technology Equipment Donation | The Employer (Health) | 01 December 2017 to 23 March 2018<br><br><b>Three (3) Months</b><br><br><b>3 meetings</b> | Removed<br><br><b>23 March 2018</b> | Policy was consulted on and adopted by Parties |



|     | ITEMS                                      | SPONSORED BY          | LIFESPAN  | STATUS                              | COMMENTS   |
|-----|--|-----------------------|---|-------------------------------------|--|
| 31. | Policy on Subsidized Vehicles              | The Employer (Health) | 01 December 2017 to 23 March 2018<br><br><b>Three (3) Months</b><br><br><b>3 meetings</b> | Removed<br><br><b>23 March 2018</b> | Policy was consulted on and adopted by Parties                             |
| 32. | Draft Policy on Patient Debt Management    | The Employer (Health) | 13 March 2018 to date<br><br><b>Three (3) Months</b><br><br><b>1 meeting</b>              | Remains on the agenda               | Policy was presented and referred to a multilateral for further engagement |
| 33. | Policy on Personal Protective Clothing and | The Employer (Health) | 13 March 2018 to date   | Remains on the agenda               | Policy was presented and referred to a multilateral for                    |

|     | ITEMS                                  | SPONSORED BY          | LIFESPAN  | STATUS                | COMMENTS  |
|-----|--|-----------------------|---|-----------------------|---|
|     | Equipment                              |                       | Three Months<br>(3)<br><br>1 meeting                              |                       | further engagement  |
| 34. | Draft Asset Management Policy          | The Employer (Health) | 13 March 2018 to date<br><br>Three Months<br>(3)<br><br>1 meeting | Remains on the agenda | Policy was presented and referred to a multilateral for further engagement. |
| 35. | Non-Clinical Records Management Policy | The Employer (Health) | 13 March 2018 to date<br><br>Three Months<br>(3)                  | Remains on the agenda | Policy was presented and referred to a multilateral for further engagement  |

|     | ITEMS  | SPONSORED BY          | LIFESPAN   | STATUS                           | COMMENTS   |
|-----|--|-----------------------|--|----------------------------------|--|
|     |  |                       | <b>1 meeting</b>   |                                  |  |
| 36. | Draft Policy on Revenue management           | The Employer (Health) | 13 March 2018 to date<br><br><b>Three Months</b><br><br><b>1 meeting</b> | (3)<br><br>Remains on the agenda | Policy was presented and referred to a multilateral for further engagement |
| 37. | Draft Policy for Clinical Records Management | The Employer (Health) | 13 March 2018 to date<br><br><b>Three Months</b><br><br><b>1 meeting</b> | (3)<br><br>Remains on the agenda | Policy was presented and referred to a multilateral for further engagement |

|     | ITEMS   | SPONSORED BY          | LIFESPAN     | STATUS | COMMENTS                        |
|-----|---|-----------------------|--------------|--------|---------------------------------|
|     |   |                       |              |        |                                 |
| 38  | Draft Policy on Allocation of Mobile Communication. | The Employer (Health) | 11 July 2018 |        | To be discussed on 11 July 2018 |
| 39. | Draft Policy on Acting Allowance.                   | The Employer (Health) | 11 July 2018 |        | To be discussed on 11 July 2018 |
| 40. | Draft Policy on Resettlement                        | The Employer (Health) | 11 July 2018 |        | To be discussed on 11 July 2018 |
| 41. | Draft Policy on Medical Surveillance                | The Employer (Health) | 11 July 2018 |        | To be discussed on 11 July 2018 |

