

**Northern Cape PHSDSBC Quarterly report  
01 January 2019 to 31 March 2019**

## **INTRODUCTION**

This report is a presentation of the work performed by the Northern Cape Chamber. The report covers the period 01 January 2019– 31 March 2019.

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

- 2.1 23 January 2019 – Northern Cape Chamber Meeting
- 2.2 14 March 2019- Northern Cape 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 (Chairperson)	Labour (DENOSA)
2.	Ms Drew Jenkins (Vice Chairperson)	The Employer
3.	Ms Thembi Gumbi (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	23 January 2019 (Chamber Special Meeting)	100% Compliance (Chambers meeting notice, agenda items and minutes must be sent out ten (10) days before the meeting of the Chamber).	11 January 2019 100%	+3	The meeting was not successfully held.	N/A
	14 March 2019 (Chamber Meeting)	100% Compliance (Chambers meeting notice, agenda items and minutes must be sent out ten (10) days before the meeting of the Chamber).	28 February 2019	+2 days	The meeting was held successfully.	
1.2 All meeting bundles of documents must be ready on the day of the meeting. (i.e. conglomeration of all	23 January 2019 (Chamber Meeting)	100% Compliance (All meeting bundle of documents are ready on the day of the meeting).	22 January 2019 Two (2) Days prior to the meeting 100%	Zero (0)	N/A	Documents were prepared and ready before the meeting  <b>4</b>

documents that must have been distributed beforehand	14 March 2019 (Chamber Meeting)	100% Compliance  (All meeting bundle of documents are ready on the day of the meeting).	11 March 2019 (3) Days prior to the meeting 100%	Zero (0)		
1.3 Minutes must be to the acceptable standard.	23 January 2019 (Chamber Meeting)	100% Compliance  (No corrections and no disputes about the content 100%).	There were no corrections	N/A	N/A	N/A
	14 March 2019 (Chamber Meeting)	100% Compliance  (No corrections and no disputes about the content 100%).	Minutes still to be adopted in the next Chamber in May 2019	NA		

## 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	Attendance of meetings by parties.	All parties must attend at least 90% of scheduled	Parties attended the meetings	%	All parties attended the meeting

parties.		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).	All Parties tabled their authorized representatives except PSA	%	All Parties submitted their 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 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. 0%	%	All agenda items submission was done within the prescribed period
3.2 Agenda items to be finalized within three (3) Normal meetings.	Number of Agenda items finalized	100% compliance	No agenda item was finalized within three (3)	100%	None

	within three (3) normal meetings.		normal meetings.  0%		
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### 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).	Labour held a Caucus before the meeting of. 50% Compliance	50%	Only Labour held its caucus meetings
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).	Chamber Management Committee does not hold its meetings at least 30 minutes before the start of the Chamber meeting. 0% Compliance	100%	Meeting was held

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

<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).	The Employer had the reports 0%	100% compliance	

**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	The number of Chambers with functional Task Teams.	All Chambers have established implementation Monitoring Task Teams for	There is a Task Team on the PHSDSBC Resolution 1 of 2009	0%	None



collective agreements.		new collective agreements.	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.	Report on the implementation of a Collective Agreements	Reports are submitted to the Chamber	0%	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.	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	Report on walk outs that occurred within the	No recorded walkout.	Nil	This matter has been set down as a standing agenda point.

	jurisdiction.	Chamber's jurisdiction.			
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	Not yet submitted.	Zero	Not yet convened due to financial constraints.

		analysis tool was 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 submitted.	yet 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.**

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 and again on 22 February 2019. The report back from ExCo for the meeting on 22 February 202019 will circulated to parties in the May 2019 Chamber meeting. The RBO was held on 25 and 26 March 2019.

## **6. LIFESPAN**

**NORTHERN CAPE CHAMBER**

	<b>ITEMS</b>	<b>SPONSORED BY</b>	<b>LIFESPAN</b>	<b>STATUS</b>	<b>COMMENTS</b>
1.	Security at EMS/Kagisho	PSA	25 February 2014 to date <b>Five (5) years &amp; (1) month</b>	Remains on the agenda	The item remains on the agenda of the Chamber for progress reporting
2.	Occupational Health and Safety	HOSPERSA	25 February 2014 to date <b>Five (4) years &amp; (1) month</b>	Remains on the agenda	The item remains on the agenda of the Chamber for progress reporting
3.	2016/17 Performance Management Development System	The Employer	13 July 2017 to date <b>One (01) year &amp; 8 months (9 meetings)</b>	Remains on the agenda	The item remains on the agenda of the Chamber for progress reporting
4.	Non-Payment of Overtime and Standby Allowance	HOSPERSA	25 August 2016 to <b>Two (2) years &amp; (7) months (14 meetings)</b>	Remains on the agenda	The item remains on the agenda of the Chamber for progress reporting
5	Outstanding Payment of Nurses Uniform	HOSPERSA	25 August 2016	Remains on the agenda	The item remains on the agenda of the Chamber for

	ITEMS	SPONSORED BY	LIFESPAN	STATUS	COMMENTS
	Allowance		to date <b>Two (2) years (7) months</b> <b>(14 meetings)</b>	agenda	progress reporting
6.	Monitoring and implementation of Clause 3.3 of Resolution 1 of 2009	Secretariat	24 November 2016 to date <b>Two (2) years &amp; 4 months</b> <b>(12 meetings)</b>	Remains on the agenda	The item remains on the agenda of the Chamber for progress reporting.
7.	Relocation of Wes End Psychiatry Specialised Hospital	NEHAWU	24 November 2017 to date <b>One (1) year &amp; 4 months</b> <b>(8 meetings)</b>	Remains on the agenda	The item has been referred to a multilateral
8.	Draft Policy on Patient Debt Management	The Employer (Health)	13 March 2018 to date <b>One (1) year</b> <b>(6 meetings)</b>	Remains on the agenda	Policy was presented and referred to a multilateral for further engagement
9.	Policy on Personal Protective Clothing and Equipment	The Employer (Health)	13 March 2018 to date	Remains on the agenda	Policy was presented and referred to a multilateral for further engagement

	ITEMS	SPONSORED BY	LIFESPAN	STATUS	COMMENTS
			<b>One (1) year (6 meetings)</b>		
10.	Draft Asset Management Policy	The Employer (Health)	13 March 2018 to date <b>One (1) year (6 meetings)</b>	Remains on the agenda	Policy was presented and referred to a multilateral for further engagement.
11.	Non-Clinical Records Management Policy	The Employer (Health)	13 March 2018 to date <b>One (1) year (6 meetings)</b>	Remains on the agenda	Policy was presented and referred to a multilateral for further engagement
12.	Draft Policy on Revenue management	The Employer (Health)	13 March 2018 to date <b>One (1) year (6 meetings)</b>	Remains on the agenda	Policy was presented and referred to a multilateral for further engagement
13.	Draft Policy for Clinical Records Management	The Employer (Health)	13 March 2018 to date <b>One (1) year (6 meetings)</b>	Remains on the agenda	Policy was presented and referred to a multilateral for further engagement
14	Draft Policy on Allocation of Mobile	The Employer (Health)	11 July 2018 to date	Remains on the agenda	Item remains of the agenda to track progress

	ITEMS	SPONSORED BY	LIFESPAN	STATUS	COMMENTS
	Communication.		<b>Eight (8) months (5 meetings)</b>		
15.	Draft Policy on Acting Allowance.	The Employer (Health)	11 July 2018 to date <b>Eight (8) months (5 meetings)</b>	Remains on the agenda	The Employer is yet to present the policy
16.	Draft Policy on Resettlement	The Employer (Health)	11 July 2018 to date <b>Five (5) months (3 meetings)</b>	Removed <b>29 November 2018</b>	The Employer withdrew the policy
17.	Draft Policy on Medical Surveillance	The Employer (Health)	11 July 2018 to date <b>Eight (8) months (5 meetings)</b>	Remains on the agenda	The Employer is yet to present the policy
18.	Draft Policy on Conducting Health Related Research within the Northern Cape Province	The Employer (Health)	19 September 2018 to date <b>Six (6) months (4 meetings)</b>	Remains on the agenda	Item remains of the agenda to track progress
19.	Draft Voluntary Service	The Employer	19 September	Remains on the	The Employer is yet to present



	ITEMS	SPONSORED BY	LIFESPAN	STATUS	COMMENTS
	Policy for Emergency Medical Services	(Health)	2018 <b>Six (6) months</b> <b>(4 meetings)</b>	agenda	the policy
20.	Draft Policy on Disposal of Medicine and Scheduled Substances (Pharmaceutical Waste)	The Employer (Health)	19 September 2018 <b>Six (6) months</b> <b>(4 meetings)</b>	Remains on the agenda	Item remains of the agenda to track progress
21.	Draft Policy on the Distribution and Handling of Medicines (Schedule 1-4, Schedule 5, Specified Schedule 5 and Schedule 6)	The Employer (Health)	19 September 2018 <b>Six (6) months</b> <b>(4 meetings)</b>	Remains on the agenda	Item remains of the agenda to track progress
22	Draft policy on Infection Prevention and Control in Health Facilities	The Employer (Health)	19 September 2018 <b>Six (6) months</b> <b>(4 meetings)</b>	Remains on the agenda	The Employer is yet to present the policy as the item was deferred
23.	Unilateral Enforcement of New Code of Conduct for EMS Employees in the Province	HOSPERSA	19 September 2018 <b>Six (6) months</b> <b>(4 meetings)</b>	Remains on the agenda	Item remains of the agenda to track progress

	ITEMS	SPONSORED BY	LIFESPAN	STATUS	COMMENTS
24.	Office Space for Social Workers in Postmasburg-DSD	HOSPERSA	19 September 2018 <b>Six (6) months</b> <b>(4 meetings)</b>	Remains on the agenda	Item remains of the agenda to track progress
25.	Status of Community Health Workers (CHWs) in the Province - Resolution 1 of 2018	HOSPERSA	19 September 2018 <b>Six (6) months</b> <b>(4 meetings)</b>	Remains on the agenda	Item remains of the agenda to track progress
26.	HR Plan and Organisation Structure at DSD	PSA	19 September 2018 <b>Six (6) months</b> <b>(4 meetings)</b>	Remains on the agenda	Item remains of the agenda to track progress
27	Interview processes at DSD	PSA	19 September 2018 <b>Six (6) months</b> <b>(4 meetings)</b>	Remains on the agenda	Item remains of the agenda to track progress
28	Draft Admission, Re-admission and Discharge Policy Northern Cape Substance Abuse Treatment Centre	Employer (DSD)	14 March 2019 <b>One (1) month</b> <b>(1 meeting)</b>	Remains on the agenda	The Employer is yet to present the policy

	ITEMS	SPONSORED BY	LIFESPAN	STATUS	COMMENTS
29	Draft Northern Cape Substance Abuse Treatment Centre Behaviour Management Policy	Employer (DSD)	14 March 2019 <b>One (1) month</b> <b>(1 meeting)</b>	Remains on the agenda	The Employer is yet to present the policy
30	Draft Complaints and Request Policy of the Northern Cape Substance Abuse Treatment Centre	Employer (DSD)	14 March 2019 <b>One (1) month</b> <b>(1 meeting)</b>	Remains on the agenda	The Employer is yet to present the policy
31	Draft Procedure Notification of Illness, Injury, Abuse and for the Northern Cape Substance Abuse Treatment Centre	Employer (DSD)	14 March 2019 <b>One (1) month</b> <b>(1 meeting)</b>	Remains on the agenda	The Employer is yet to present the policy
32	Draft Policy on Volunteers Northern Cape Substance Abuse Treatment Centre	Employer (DSD)	14 March 2019 <b>One (1) month</b> <b>(1 meeting)</b>	Remains on the agenda	The Employer is yet to present the policy
33	Draft Fee Structure and Means Test for the Northern Cape Substance Abuse Treatment Centre	Employer (DSD)	14 March 2019 <b>One (1) month</b> <b>(1 meeting)</b>	Remains on the agenda	The Employer is yet to present the policy

	<b>ITEMS</b>	<b>SPONSORED BY</b>	<b>LIFESPAN</b>	<b>STATUS</b>	<b>COMMENTS</b>
34	Evacuation Procedures in Case of Fire or Earthquake: (To be displayed in all offices where it can be seen and read)	Employer (DSD)	14 March 2019 <b>One (1) month</b> <b>(1 meeting)</b>	Remains on the agenda	The Employer is yet to present the policy
35	Bereavement Policy Review Version 2	Employer (DSD)	14 March 2019 <b>One (1) month</b> <b>(1 meeting)</b>	Remains on the agenda	The Employer is yet to present the policy
36	Insourcing of the Kitchen at (West End Hospital, Robert Mangaliso Sobukwe Hospital, Galeshewe Day Hospital and Harmony Home)	NEHAWU	14 March 2019 <b>One (1) month</b> <b>(1 meeting)</b>	Remains on the agenda	Item Deferred to the next Chamber meeting
37.	Enforcement of EMS personnel to Drive with Unlicensed Vehicles that are not Compliant with Certificate of Fitness	HOSPERSA	14 March 2019 <b>One (1) month</b> <b>(1 meeting)</b>	Remains on the agenda	The items remain on the agenda to track progress