

**Northern Cape PHSDSBC Quarterly report  
01 October 2018 to 31 December 2018**

## **INTRODUCTION**

This report is a presentation of the work performed by the Northern Cape Chamber. The report covers the period 01 October 2018 – 31 December 2018.

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

- 2.1 30 October 2018 – Northern Cape Special Chamber Meeting
- 2.2 30 November 2018- 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	30 October 2018 (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).	22 October 2018 100%	NA	The meeting was held successfully. It was a special Chamber meeting.	N/A.
	29 & 30 November 2018 (Chamber Meeting)	100% Compliance (Chambers meeting notice, agenda items and minutes must be sent out ten (10) days before the meeting of the Chamber).	15 November 2018	+4 days	The meeting was held successfully. It was a special Chamber meeting.	

1.2 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	30 October 2018 (Chamber Special Meeting)	100% Compliance (All meeting bundle of documents are ready on the day of the meeting).	29 October 2018 Two (2) Days prior to the meeting 100%	Zero (0)	N/A	Documents were prepared and ready before the meeting
	29 & 30 November 2018 (Chamber Meeting)	100% Compliance (All meeting bundle of documents are ready on the day of the meeting).	27 November 2018 Two (2) Days prior to the meeting 100%	Zero (0)		

1.3 Minutes must be to the acceptable standard.	30 October 2018 (Chamber Special Meeting)	100% Compliance (No corrections and no disputes about the content 100%).	There were no corrections	N/A	N/A	N/A
	29 & 30 November 2018 (Chamber Meeting)	100% Compliance (No corrections and no disputes about the content 100%).	Minutes still to be adopted in the next Chamber in January 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	All parties must attend at least	Parties attended the meetings	%	All parties attended the meeting

attendance of meetings by both parties.	parties.	90% of scheduled 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	%	PSA is yet to submit

### 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	Number of agenda items	100% compliance	There were no new agenda	%	All agenda items submission was done within the prescribed period

Secretary five (5) days before the Chamber meeting.	submitted within five (5) days before the Chamber Meeting.	All agenda items are submitted five (5) days before the meeting.	items that were submitted to the Chamber in the reporting period. 0%		
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. 0%	100%	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	Number of	100%	Labour held a	50%	Only Labour held its caucus



at least a day before the meeting.	caucuses held	Compliance  (All parties hold caucuses before the Chamber meeting).	Caucus before the meeting of. 50% Compliance		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

#### 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	Number of parties with	100% Compliance	The Employer had the reports	100% compliance	None

all items on the agenda.	mandate to engage.	(Parties come in a meeting with mandated positions).	but the relevant representatives were available to provide information 0%		
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## 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 established implementation Monitoring Task Teams for new collective agreements.	There is a Task Team on the PHSDSBC Resolution 1 of 2009  100%	0%	None
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	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 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 forwarded to parties.	Not yet submitted.	Zero	Not yet convened due to financial constraints.
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 was circulated to parties in the last Chamber meeting and an RBO would be held during the course of 2019.

**6. LIFESPAN**

	ITEMS	SPONSORED BY	LIFESPAN	STATUS	COMMENTS
1.	Security at EMS/Kagisho	PSA	25 February 2014 to date <b>Four (4) years &amp; (10) months</b>	Remains on the agenda	The item remains on the agenda of the Chamber for progress reporting
2.	Occupational Health and	HOSPERSA	25 February 2014 to date <b>Four (4)</b>	Remains on the	The item remains on the agenda of the Chamber for

	ITEMS	SPONSORED BY	LIFESPAN	STATUS	COMMENTS
	Safety		<b>years &amp; (10) months</b>	agenda	progress reporting
3.	EMS Overtime	Labour	23 September 2014 to 13 July 2017  <b>Two (2) years and (10) months</b>	Removed  <b>13 July 2017</b>	Labour declared a dispute
4.	2012/2013 Performance Management Development System	HOSPERSA	25 August 2016 to 13 July 2017  <b>Eleven (11) months</b>  <b>5 meetings</b>	Removed  <b>13 July 2017</b>	The item was finalized and removed from the agenda of the Chamber
5.	2013/2014 Performance Management Development System	HOSPERSA	25 August 2016 to 13 July 2017  <b>Eleven (11)</b>	Removed  <b>13 July 2017</b>	The Employer provided an update report. Cases to be dealt with on individual basis

	<b>ITEMS</b>	<b>SPONSORED BY</b>	<b>LIFESPAN</b>	<b>STATUS</b>	<b>COMMENTS</b>
			<b>months</b>  <b>5 meetings</b>		
6.	2014/2015 Performance Management Development System	HOSPERSA	25 August 2016 to 13 July 2017  <b>Eleven (10) months</b>  <b>5 meetings</b>	Removed  <b>13 July 2017</b>	The item was finalized and removed from the agenda of the Chamber
7.	2015/2016 Performance Management Development System	HOSPERSA	25 August 2016 to 13 July 2017  <b>Eleven (11) months</b>  <b>5 meetings</b>	Removed  <b>13 July 2017</b>	The item was finalized and removed from the agenda of the Chamber



	ITEMS	SPONSORED BY	LIFESPAN	STATUS	COMMENTS
8.	2016/17 Performance Management Development System	The Employer	13 July 2017 to date  <b>One (01) year &amp; 5 months</b>  <b>7 meetings</b>	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  <b>2 years (4) months</b>  <b>12 meetings</b>	Remains on the agenda	The item remains on the agenda of the Chamber for progress reporting
10.	Outstanding Payment of Nurses Uniform Allowance	HOSPERSA	25 August 2016 to date  <b>Two (2) years (4) month</b>  <b>12 meetings</b>	Remains on the agenda	The item remains on the agenda of the Chamber for progress reporting

	ITEMS	SPONSORED BY	LIFESPAN	STATUS	COMMENTS
11.	Outstanding Payment of Grade Progression-Health Personnel	HOSPERSA	25 August 2016 to 13 July 2017  <b>Eleven (11) months</b>  <b>5 meetings</b>	Removed  <b>13 July 2017</b>	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  <b>Nine (9) months</b>  <b>4 meetings</b>	Removed  <b>13 July 2017</b>	The item was finalized and removed from the agenda of the Chamber
13.	Monitoring and implementation of Clause	Secretariat	24 November	Remains on the	The item remains on the agenda of the Chamber for

	ITEMS	SPONSORED BY	LIFESPAN	STATUS	COMMENTS
	3.3 of Resolution 1 of 2009		2016 to date <b>(2) years &amp; 1 months</b> <b>10 meetings</b>	agenda	progress reporting.
14.	Relocation of Wes End Psychiatry Specialised Hospital	NEHAWU	24 November 2017 to date <b>1 year &amp; 1 month</b> <b>6 meetings</b>	Remains on the agenda	The item has been referred to a multilateral
15.	Unilateral Change of Terms and Conditions of Employment –Kimberley Hospital	NEHAWU	24 November 2017 to date <b>Four (4) months</b> <b>3 meetings</b>	Removed <b>13 March 2018</b>	The item was finalized and removed from the agenda of the Chamber  (Matter has been deferred twice and only dealt with on 13

	ITEMS	SPONSORED BY	LIFESPAN	STATUS	COMMENTS
					March 2018)
16.	Problem Identification Forms (PIF)	NEHAWU	24 November 2017 to date  <b>Five (5) months</b>  <b>3 meetings</b>	Removed  <b>13 March 2018</b>	The item was finalized and removed from the agenda of the Chamber  (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  <b>Four (4) months</b>  <b>3 meetings</b>	Removed  <b>13 March 2018</b>	The item was finalized and removed from the agenda of the Chamber  (Matter has been deferred twice and only dealt with on 13 March 2018)
18	Employment Equity Reports and Committees	HOSPERSA	24 November 2017 to 23 March 2018	Removed on  <b>13 March 2018</b>	The item was finalized and removed from the agenda of the Chamber

	ITEMS	SPONSORED BY	LIFESPAN	STATUS	COMMENTS
			<b>Four (4) Months</b> <b>3 meetings</b>		
19.	Dignity at work draft policy	The Employer (Health)	24 November 2017 <b>Four (4) Months</b> <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 <b>Four (4) Months</b> <b>3 meetings</b>	Removed <b>23 March 2018</b>	Policy was consulted on and adopted by Parties
21	Diversity Management Draft Policy	The Employer (Health)	24 November 2017 to 23 March 2018	Removed <b>23 March 2018</b>	Policy was consulted on and adopted by Parties

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

	ITEMS	SPONSORED BY	LIFESPAN	STATUS	COMMENTS
24.	Anti-Fraud and Corruption Policy	The Employer (Health)	24 November 2017 to 23 March 2018  <b>Four (4) months</b>  <b>3 meetings</b>	Removed  <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  <b>Four (4) Months</b>  <b>3 meetings</b>	Removed  <b>23 March 2018</b>	Policy was consulted on and adopted by Parties
26.	ICT Information Security Policy	The Employer (Health)	24 November 2017 to 23 March 2018	Removed  <b>23 March 2018</b>	Policy was consulted on and adopted by Parties

	ITEMS	SPONSORED BY	LIFESPAN	STATUS	COMMENTS
			<b>Four (4) Months</b>  <b>3 meetings</b>		
27.	Communication Policy	The Employer (Health)	24 November 2017 to 23 March 2018  <b>Four (4) Months</b>  <b>3 meetings</b>	Removed <b>23 March 2018</b>	Policy was consulted on and adopted by Parties)
28.	Wellness Policy	The Employer (Health)	24 November 2017  <b>1 Meeting</b>	Removed <b>24 November 2017</b>	The Employer withdrew the policy



	ITEMS	SPONSORED BY	LIFESPAN	STATUS	COMMENTS
29.	Policy on Subsistence and Travelling	The Employer (Health)	01 December 2017 to 23 March 2018  <b>Three (3) Months</b>  <b>3 meetings</b>	Removed  <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  <b>Three (3) Months</b>  <b>3 meetings</b>	Removed  <b>23 March 2018</b>	Policy was consulted on and adopted by Parties
31.	Policy on Subsidized	The Employer	01 December 2017 to 23 March	Removed	Policy was consulted on and

	ITEMS	SPONSORED BY	LIFESPAN	STATUS	COMMENTS
	Vehicles	(Health)	2018  <b>Three (3) Months</b>  <b>3 meetings</b>	<b>23 March 2018</b>	adopted by Parties
32.	Draft Policy on Patient Debt Management	The Employer (Health)	13 March 2018 to date  <b>Nine (9) Months</b>  <b>4 meetings</b>	Remains on the agenda	Policy was presented and referred to a multilateral for further engagement
33.	Policy on Personal Protective Clothing and Equipment	The Employer (Health)	13 March 2018 to date  <b>Nine (9) Months</b>  <b>4 meetings</b>	Remains on the agenda	Policy was presented and referred to a multilateral for further engagement

	ITEMS	SPONSORED BY	LIFESPAN	STATUS	COMMENTS
34.	Draft Asset Management Policy	The Employer (Health)	13 March 2018 to date  <b>Nine (9) Months</b>  <b>4 meetings</b>	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  <b>Nine (9) Months</b>  <b>4 meetings</b>	Remains on the agenda	Policy was presented and referred to a multilateral for further engagement
36.	Draft Policy on Revenue management	The Employer (Health)	13 March 2018 to date  <b>Nine (9) Months</b>  <b>4 meetings</b>	Remains on the agenda	Policy was presented and referred to a multilateral for further engagement
37.	Draft Policy for Clinical	The Employer	13 March 2018 to	Remains on the	Policy was presented and referred to a multilateral for

	ITEMS	SPONSORED BY	LIFESPAN	STATUS	COMMENTS
	Records Management	(Health)	date  <b>Nine (9) Months</b>  <b>4 meetings</b>	agenda	further engagement
38	Draft Policy on Allocation of Mobile Communication.	The Employer (Health)	11 July 2018 to date  <b>5 months</b>  <b>3 meetings</b>	Remains on the agenda	Labour to provide input on the policy
39.	Draft Policy on Acting Allowance.	The Employer (Health)	11 July 2018 to date  <b>5 months</b>  <b>3 meetings</b>	Remains on the agenda	The Employer is yet to present the policy
40.	Draft Policy on Resettlement	The Employer (Health)	11 July 2018 to date  <b>5 months</b>	Removed  <b>29 November 2018</b>	The Employer withdrew the policy

	ITEMS	SPONSORED BY	LIFESPAN	STATUS	COMMENTS
			<b>3 meetings</b>		
41.	Draft Policy on Medical Surveillance	The Employer (Health)	11 July 2018 to date  <b>5 months</b> <b>2 meetings</b>	Remains on the agenda	The Employer is yet to present the policy
42.	Draft Policy on Conducting Health Related Research within the Northern Cape Province	The Employer (Health)	19 September 2018 to date  <b>3 months</b> <b>2 meeting</b>	Remains on the agenda	Labour to provide input
43.	Draft Voluntary Service Policy for Emergency Medical Services	The Employer (Health)	19 September 2018  <b>3 months</b> <b>2 meetings</b>	Remains on the agenda	The Employer is yet to present the policy as the item was deferred

	ITEMS	SPONSORED BY	LIFESPAN	STATUS	COMMENTS
44.	Draft Policy on Disposal of Medicine and Scheduled Substances (Pharmaceutical Waste	The Employer (Health)	19 September 2018  <b>3 months</b>  <b>2 meetings</b>	Remains on the agenda	Labour to provide input
45.	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>3 months</b>  <b>2 meetings</b>	Remains on the agenda	Labour to provide input
46.	Draft policy on Infection Prevention and Control in Health Facilities	The Employer (Health)	19 September 2018  <b>3 months</b>  <b>2 meetings</b>	Remains on the agenda	The Employer is yet to present the policy as the item was deferred

	ITEMS	SPONSORED BY	LIFESPAN	STATUS	COMMENTS
47.	Unilateral Enforcement of New Code of Conduct for EMS Employees in the Province	HOSPERSA	19 September 2018 <b>3 months</b> <b>2 meetings</b>	Remains on the agenda	The item was deferred to the January 2019 meeting
48.	Office Space for Social Workers in Postmasburg-DSD	HOSPERSA	19 September 2018 <b>3 months</b> <b>2 meeting</b>	Remains on the agenda	The item was deferred to January 2019 meeting
49.	Status of Community Health Workers (CHWs) in the Province -	HOSPERSA	19 September 2018	Remains on the agenda	The item was deferred to the January 2019 meeting

	ITEMS	SPONSORED BY	LIFESPAN	STATUS	COMMENTS
	Resolution 1 of 2018		3 months 2 meetings		
50.	HR Plan and Organisation Structure at DSD	PSA	19 September 2018 3 months 2 meetings		The item was deferred to the January 2019 meeting
51	Interview processes at DSD	PSA	19 September 2018 3 months 2 meetings		The item was deferred to the January 2019 meeting



