

**Northern Cape PHSDSBC Quarterly report
01 October 2019 to 31 December 2019**

INTRODUCTION

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

1. Meetings in this Period

- 2.1 10 October 2019 – Northern Cape Special Chamber Meeting
- 2.2 29 November 2019- Northern Cape Chamber Meeting

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

No.	Office Bearer Name	Constituency
1.	Mr. Richard Khoali (Chairperson)	The Employer
2.	Mr Phelegetso Oliphant (Vice Chairperson)	Labour (NEHAWU)
3.	Ms Thembi Gumbi (Chamber Secretary)	Secretariat

STANDARD	INDICATOR Meeting Date	EXPECTED OUTCOME/ TARGET	ACTUAL PERFORMANCE	Variance	COMMENTS	REMEDIAL ACTION
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3. Chamber Administration

1.1 Chamber notices, agenda and minutes must be sent out Seven (10) days before the meeting	10 October 2019 (Special Chamber Meeting)	100% Compliance (Chambers meeting notice, agenda items and minutes must be sent out ten (10) days before the meeting of the Chamber).	30 September 2019	N/A	The meeting was not successfully held.	N/A
	29 November 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).	15 November 2019	+4 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	10 October 2019 (Special Chamber Meeting)	100% Compliance (All meeting bundle of documents are ready on the day of the meeting).	(2) Days prior to the meeting 100% 08 October 2019	Zero (0)	N/A	Documents were prepared and ready before the meeting

documents that must have been distributed beforehand	29 November 2019 (Chamber Meeting)	100% Compliance (All meeting bundle of documents are ready on the day of the meeting).	(1) Day prior to the meeting 28 November 2019 100%	(1) day		
1.3 Minutes must be to the acceptable standard.	10 October 2019 (Special Chamber Meeting)	100% Compliance (No corrections and no disputes about the content 100%).	There were no corrections	N/A	N/A	N/A
	29 November 2019 (Chamber Meeting)	100% Compliance (No corrections and no disputes about the content 100%).	The minutes will be presented and adopted in the next Chamber meeting on 20 February 2020	N/A		

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 90% of scheduled Chamber meetings.	Parties attended the meetings	%	All parties attended the 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	%	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	100% compliance All agenda items are submitted	All agenda items are submitted five (5) days before the meeting.	N/A	All agenda items are submitted five (5) days before the meeting

	before the Chamber Meeting.	five (5) days before the meeting.	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	Three (03) agenda items were finalized within three (3) normal meetings. 0%	100%	Three (03) 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).	Labour held a Caucus before the meeting of. 50% Compliance	50%	Only Labour held its caucus meetings
3.3 Chamber Management	Number of meetings held	100% Compliance	Chamber Management	100%	Management Committee Meeting is yet to be held

Committee must have a meeting before the Chamber meeting.		(Chamber Management committee must hold a meeting before the Chamber meeting).	Committee does not hold its meetings at least 30 minutes before the start of the Chamber meeting. 0% Compliance		
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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 (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

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 no Task Team at present 100%	100%	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)

STANDARD	INDICATOR	EXPECTED OUTCOME	ACTUAL PERFORMANCE	VARIANCE	COMMENTS
6.1 Zero wild cat strikes.	The number of wild cat strikes that occurred within the	Report of wild cat strikes that occurred	Not reported in the Chamber.	Nil	This matter has been set down as a standing agenda point.

	Chamber's jurisdiction.	within the Chamber's jurisdiction.			
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	The number of Chamber Management Committee members who attend the EXCO and	All twenty (20) Chamber Management Committee members subjected to Capacity	-100%	Zero	Chamber Management workshop held on September 2019

workshop.	Chamber Management workshop.	Building by EXCO.			
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	Leading Trade Union/s involved	Number and categories of employees involved	Action taken by Chamber parties	Recommended support Expected
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				taken				
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

	ITEMS	SPONSORED BY	LIFESPAN	STATUS	COMMENTS
1.	Security at EMS/Kagisho	PSA	25 February 2014 to date 5 years & 10 months	Retained	The item remains on the agenda of the Chamber for progress reporting
2.	Occupational Health and Safety	HOSPERSA	25 February 2014 to date (5) years & 10 months	Retained	The item remains on the agenda of the Chamber as a standing item
3.	2016/17 Performance Management Development System	The Employer	13 July 2017 to date 2 years & 5 months	Retained	The item remains on the agenda of the Chamber as the standing item
4.	Non-Payment of Overtime and Standby Allowance	HOSPERSA	25 August 2016 to 3 years & 4	Retained	The item remains on the agenda of the Chamber for progress reporting

	ITEMS	SPONSORED BY	LIFESPAN	STATUS	COMMENTS
			months		
5	Outstanding Payment of Nurses Uniform Allowance	HOSPERSA	25 August 2016 to date 3 years & 4 months	Retained	The item remains on the agenda of the Chamber for progress reporting
6.	Monitoring and implementation of Clause 3.3 of Resolution 1 of 2009	Secretariat	24 November 2016 Two (2) years & 10 months	Retained	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 1 year & 10 months	Removed 10 October 2019	Labour indicated that it would declare a dispute on the matter
8.	Draft Policy on Patient Debt Management	The Employer (Health)	13 March 2018 1 year	Removed 10 April 2019	Policy was adopted
9.	Policy on Personal Protective Clothing and Equipment	The Employer (Health)	13 March 2018 to date 1 year	Removed 10 April 2019	Policy was adopted
10.	Draft Asset Management Policy	The Employer (Health)	13 March 2018 to date	Removed	Policy was adopted

	ITEMS	SPONSORED BY	LIFESPAN	STATUS	COMMENTS
			1 year	10 April 2019	
11.	Non-Clinical Records Management Policy	The Employer (Health)	13 March 2018 to date 1 year	Removed 10 April 2019	Policy was adopted
12.	Draft Policy on Revenue management	The Employer (Health)	13 March 2018 to date 1 year & 6 months	Removed 10 October 2019	Policy was withdrawn
13.	Draft Policy for Clinical Records Management	The Employer (Health)	13 March 2018 to date 1 year	Removed 10 April 2019	Policy was adopted
14	Draft Policy on Allocation of Mobile Communication.	The Employer (Health)	11 July 2018 to date 1 year & 2 months	Removed 16 July 2019	The policy was adopted
15.	Draft Policy on Acting Allowance.	The Employer (Health)	11 July 2018 to date 1 year & 2 months	Removed 16 July 2019	The policy was adopted
16.	Draft Policy on Medical	The Employer	11 July 2018 to	Removed	The Employer withdrew the

	ITEMS	SPONSORED BY	LIFESPAN	STATUS	COMMENTS
	Surveillance	(Health)	date 1 year & 2 months	10 October 2019	policy
17.	Draft Policy on Conducting Health Related Research within the Northern Cape Province	The Employer (Health)	19 September 2018 to date 7 months	Removed 10 April 2019	Policy was adopted
18.	Draft Voluntary Service Policy for Emergency Medical Services	The Employer (Health)	19 September 2018 7 months	Removed 10 April 2019	The Employer withdrew the policy
19.	Draft Policy on Disposal of Medicine and Scheduled Substances (Pharmaceutical Waste	The Employer (Health)	19 September 2018 7 months	Removed 10 April 2019	The policy was adopted
20.	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 1 year	Removed 10 October 2019	The Employer withdrew the policy
21.	Draft policy on Infection Prevention and Control in Health Facilities	The Employer (Health)	19 September 2018 1 year	Removed 10 October 2019	The Employer withdrew the policy

	ITEMS	SPONSORED BY	LIFESPAN	STATUS	COMMENTS
22.	Unilateral Enforcement of New Code of Conduct for EMS Employees in the Province	HOSPERSA	19 September 2018 1 year & 3 months	Retained	Item remains of the agenda to track progress
23.	Office Space for Social Workers in Postmasburg-DSD	HOSPERSA	19 September 2018 1 year & 3 months	Retained	Item remains of the agenda to track progress
24.	Status of Community Health Workers (CHWs) in the Province - Resolution 1 of 2018	HOSPERSA	19 September 2018 10 months	Removed 15 July 2019	The item was finalized and removed
25.	HR Plan and Organisation Structure at DSD	PSA	19 September 2018 1 year	Removed 18 September 2019	The item was finalized and removed
26.	Interview processes at	PSA	19 September	Removed	The item was finalized and

	ITEMS	SPONSORED BY	LIFESPAN	STATUS	COMMENTS
	DSD		2018 year	18 September 2019	removed
27.	Draft Admission, Re-admission and Discharge Policy Northern Cape Substance Abuse Treatment Centre	Employer (DSD)	14 March 2019 4 months	Removed 16 July 2019	The Employer withdrew the policy
28.	Draft Northern Cape Substance Abuse Treatment Centre Behaviour Management Policy	Employer (DSD)	14 March 2019 4 months	Removed 16 July 2019	The Employer withdrew the policy
29.	Draft Complaints and Request Policy of the Northern Cape Substance Abuse Treatment Centre	Employer (DSD)	14 March 2019 4 months	Removed 16 July 2019	The Employer withdrew the policy
30.	Draft Procedure Notification of Illness, Injury, Abuse and for the Northern Cape Substance Abuse Treatment Centre	Employer (DSD)	14 March 2019 4 months	Removed 16 July 2019	The Employer withdrew the policy
31.	Draft Policy on	Employer (DSD)	14 March 2019	Removed	The Employer withdrew the

	ITEMS	SPONSORED BY	LIFESPAN	STATUS	COMMENTS
	Volunteers Northern Cape Substance Abuse Treatment Centre		4 months	16 July 2019	policy
32.	Draft Fee Structure and Means Test for the Northern Cape Substance Abuse Treatment Centre	Employer (DSD)	14 March 2019 4 months	Removed 16 July 2019	The Employer withdrew the policy
33.	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 1 month	Removed 10 April 2019	The Employer withdrew the policy
34.	Bereavement Policy Review Version 2	Employer (DSD)	14 March 2019 4 months	Removed 16 July 2019	The Employer withdrew the policy
35.	Insourcing of the Kitchen at (West End Hospital, Robert Mangaliso Sobukwe Hospital, Galeshewe Day Hospital and Harmony Home)	NEHAWU	14 March 2019 9 months	Retained	Item Deferred to the next Chamber meeting
36.	Enforcement of EMS personnel to Drive with	HOSPERSA	14 March 2019	Retained	The items remain on the

	ITEMS	SPONSORED BY	LIFESPAN	STATUS	COMMENTS
	Unlicensed Vehicles that are not Compliant with Certificate of Fitness		9 months		agenda to track progress
37.	Contracts for the Community Health Care Workers-DoH	NEHAWU	16 July 2019 1 month	Removed 16 July 2019	NEHAWU withdrew the policy
38.	Rural Allowance-DSD	NEHAWU	16 July 2019 1 month	Removed 16 July 2019	NEHAWU withdrew the policy
39.	Absorption of Social Work (SW) graduates of DSD Scholarship Programme-DSD	NEHAWU	16 July 2019 5 months	Retained	The items remain on the agenda to track progress
40.	Delinking accelerated Grade Progression from PMDS-DSD	NEHAWU	16 July 2019 1 month	Removed 16 July 2019	NEHAWU withdrew the item
41.	Insourcing of Secure Care Centre Services-DSD	NEHAWU	16 July 2019 5 months	Retained	The items remain on the agenda to track progress
42.	Correct salary placement of Masupatsela cadres-DSD	NEHAWU	16 July 2019 2 months	Removed 18 September 2019	NEHAWU withdrew the item
43.	Entry level for support staff from salary level 5 to 6-DSD	NEHAWU	16 July 2019 2 months	Removed 18 September 2019	NEHAWU withdrew the item

	ITEMS	SPONSORED BY	LIFESPAN	STATUS	COMMENTS
44.	Abolishment of salary level 2 and 3-DSD	NEHAWU	16 July 2019 2 months	Removed 18 September 2019	NEHAWU withdrew the item
45.	Insourcing of all outsourced service (Cleaning, gardening and all other outsourced service within the DSD)	NEHAWU	16 July 2019 5 months	Retained	The items remain on the agenda to track progress
46.	Rural Allowance-DoH	DENOSA	16 July 2019 5 months	Retained	The items remain on the agenda to track progress
47.	Resolution 3 of 2007 Agreement on Implementation of Occupational Specific Dispensation (OSD) for Nurses	DENOSA	16 July 2019 5 months	Retained	The items remain on the agenda to track progress
48.	Shortage of Nurses in the Province	DENOSA	16 July 2019 3 months	Removed 10 October 2019	Labour indicated that it would declare a dispute on the matter
49.	Escorting of Patients	DENOSA	16 July 2019 5 months	Retained	The items remain on the agenda to track progress
50.	Information Pertaining to Staffing Levels, HR Costs and Other Expenditure	PSA	29 November 2019 1 meeting	Retained	The item was deferred to the next Chamber meeting

	ITEMS	SPONSORED BY	LIFESPAN	STATUS	COMMENTS
51.	State of Hospitals, Clinics and District Offices compliance to the Occupational Health and Safety Act in the Northern Cape	PSA	29 November 2019 1 meeting	Retained	The item was deferred to the next Chamber meeting
52.	Implementation of PSCBC Res. 1 of 2018, clause 6, de-linking of housing allowances for spouse, salary level 1 to 5	PSA	29 November 2019 1 meeting	Retained	The item was deferred to the next Chamber meeting
53.	Draft Employee Transport	Employer (DSD)	29 November 2019 1 meeting	Retained	The item was deferred to the next Chamber meeting
54.	Policy on Acting and Appointment Allowance	Employer (DSD)	29 November 2019 1 meeting	Retained	The item was deferred to the next Chamber meeting
55.	Draft Bursary Policy	Employer (DSD)	29 November 2019 1 meeting	Retained	The item was deferred to the next Chamber meeting

	ITEMS	SPONSORED BY	LIFESPAN	STATUS	COMMENTS
56.	Draft Policy on Overtime	Employer (DoH)	29 November 2019 1 meeting	Retained	The item was deferred to the next Chamber meeting
57.	Draft Retention Policy	Employer (DoH)	29 November 2019 1 meeting	Retained	The item was deferred to the next Chamber meeting