

**Western Cape PHSDSBC Quarterly report
01 October 2020 to 31 December 2020**

INTRODUCTION

This report is a presentation of the work performed by the Western Cape Chamber. The report covers the period 01 October 2020 – 31 December 2020.

1. Meetings in this Period

- 1.1. 30 October 2020 – Western Cape Chamber
- 1.2. 02 December 2020 - Western Cape Chamber

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

No.	Office Bearer Name	Constituency
1.	Ms Marthenique Marinus (Chairperson)	Labour (HOSPERSA)
2.	Ms Liesl Strauss (Vice-Chairperson)	The Employer
3.	Ms Thembi Gumbi (Chamber Secretary)	Secretariat

3. Chamber Administration

1. WESTERN CAPE CHAMBER EVALUATION						
STANDARD	INDICATOR Meeting Date	EXPECTED OUTCOME/TARGET	ACTUAL PERFORMANCE	Variance	COMMENTS	REMEDIAL ACTION
1.1 Chamber notices, agenda and minutes must be sent out Ten (10) days before the meeting.	30 October 2020 (Chamber Meeting)	100% Compliance (Chambers meeting notice, agenda items and minutes must be sent out ten (10) days before the meeting of the Chamber).	13 October 2020	+ 7 Days	None	None
	02 December 2020 (Chamber Meeting)	100% Compliance (Chambers meeting notice, agenda items and minutes must be sent out ten (10) days before the meeting of the Chamber).	19 November 2020	+2 days	None	None
1.2 All meeting bundles of documents must be ready on the day of	30 October 2020 (Chamber Meeting)	100% Compliance ((All meeting bundle of documents are ready on the day of the meeting)	No document was prepared before the meeting	N/A	It was a zoom meeting and there was no bundle of documents prepared for distribution.	None

the meeting. (i.e. conglomeration of all documents that must have been distributed beforehand)	02 December 2020 (Chamber Meeting)	100% Compliance ((All meeting bundle of documents are ready on the day of the meeting)	Document was prepared and ready on 30 November 2020	0%	None	None
1.3 Minutes must be to the acceptable standard.	28 October 2020 (Chamber Meeting)	100% Compliance (No corrections and no disputes about the content 100%).	Minutes were adopted without corrections.	0%	None	None
	02 December 2020 (Chamber Meeting)	100% Compliance (No corrections and no disputes about the content 100%).	Minutes will be presented and adopted in March 2021	N/A	None	None

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

STANDARD	INDICATOR	EXPECTED OUTCOME/TARGET	ACTUAL PERFORMANCE	VARIANCE	COMMENTS
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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.	100% attendance by all parties	0%	The level of attendance by Parties is good.
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, except NEHAWU provided their authorized representatives. 90%	10%	All parties, except NEHAWU submitted 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 14 days before the Chamber Meeting.	100% compliance All agenda items are submitted five (5) days	All new agenda items were tabled in terms of PHSDSBC Resolution 4 of 2015 and were	0%	There were eight (08) new agenda items for the reporting period.

		before the meeting.	submitted within the timeline. 100%		
3.2 Agenda items to be finalized within three (3) Normal meetings.	Number of Agenda items finalized within three (3) normal meetings.	100% compliance	Eight (08) agenda items were finalized within three (3) normal meetings.	None	There were eight (08) agenda items finalized within three (3) normal meetings.

4. FACILITATE THE STREAMLINING OF AGENDA ITEMS TO ENSURE THAT CHAMBER OPERATES OPTIMALLY					
STANDARD	INDICATOR	EXPECTED OUTCOME	ACTUAL PERFORMANCE	VARIANCE	COMMENTS
4.1 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).	The Employer is holding its caucuses days before the meeting. 50% Compliance	50 % compliance.	Only the Employer held a caucus meeting for the reporting period.
4.2 Chamber Management Committee must	Number of meetings held	100% Compliance	Chamber Management Committee did	100%	Chamber Management Committee meeting not held.

have a meeting before the Chamber meeting.		(Chamber Management committee must hold a meeting before the Chamber meeting).	not hold its meetings 0%		
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5. ENSURE THAT AGENDA ITEMS ARE ATTENDED TO AND RESOLVED SPEEDILY					
STANDARD	INDICATOR	EXPECTED OUTCOME	ACTUAL PERFORMANCE	VARIANCE	COMMENTS
5.1 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).	All parties have mandate to engage on the matters before the agenda. 100% compliance	0%	None

6. ENSURE SMOOTH IMPLEMENTATION OF COLLECTIVE AGREEMENTS BY THE EMPLOYER

STANDARD	INDICATOR	EXPECTED OUTCOME	ACTUAL PERFORMANCE	VARIANCE	COMMENTS
6.1 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 People Management Task Team 100%	0%	Parties to the Chamber attend the People Management Meetings to prepare for Chamber meetings and submit the minutes.
6.2 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.	The Chamber has a permanent TT that deals with various issues and report to the Chamber. The Employer is also reporting on Resolution 3 of 2019	None	Council tabled the item on Resolution 3 of 2019 and the Employer provides a report.

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

STANDARD	INDICATOR	EXPECTED OUTCOME	ACTUAL PERFORMANCE	VARIANCE	COMMENTS
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7.1 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.	Report submitted not	N/A	None
7.2 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.	N/A	None
7.3 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.	No disputes declared	N/A	None

8. ENSURE CAPACITY BUILDING FOR CHAMBERS

STANDARD	INDICATOR	EXPECTED OUTCOME	ACTUAL PERFORMANCE	VARIANCE	COMMENTS
8.1 Twenty (20) Chamber Management Committee members must attend the EXCO and Chamber	The number of Chamber Management Committee members who attend the EXCO and Chamber	All twenty (20) Chamber Management Committee members subjected to Capacity Building by EXCO.	No Workshop planned for the current financial year	N/A	The next ExCo Chamber management workshop will be held in 2021

Management workshop.	Management workshop.				
8.2 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.	N/A	Not yet convened due to financial constraints.
8.3 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.	N/A	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.	Western Cape Chamber	None Reported at the Chamber.	N/A	N/A	N/A	N/A	N/A	N/A

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

There are no prominent issues that require the attention of the ExCo and/ or the Council.

6. LIFESPAN

WESTERN CAPE CHAMBER:

NO	ITEMS	SPONSORED BY	LIFESPAN	STATUS/	COMMENTS/ RECOMMENDATIONS
1.	Safety of Staff	NUPSAW	05 August 2016 4 years & 4 months	Standing Item	The item remains on the agenda of the Chamber as a standing item. The Employer provides quarterly incident reports and measures taken to address same in all Health and DSD institutions.
2.	Management Efficiency and Alignment Project (MEAP)	The Employer	06 December 2017 3 years	Retained	The item remains of the agenda to track progress.

3.	Application of Working Hours for Enrolled Nurses (ENs) and Professional nurses (PNs)	DENOSA	23 October 2019 10 months 5 meetings	Removed 20 August 2020	The item was finalised and removed
4.	Training of ENs and ENAs on new Qualifications	DENOSA	23 October 2019 1 year & 2 months 7 meetings	Removed 02 December 2020	Refer the matter to the PMTT.
5.	None Compliance with Recruitment and Selection Processes at Central Karoo and Eden District	HOSPERSA	04 December 2019 7 months 3 meetings	Removed 08 July 2020	The item was finalised and removed.
6.	The creation of a union office for NEHAWU at Mitchell's Plain District Hospital	NEHAWU	27 February 2020 5 months 2 meetings	Removed 08 July 2020	The item was finalised and removed.
7.	Non filling of Community Development Practitioner posts by the Department of Social Development	NEHAWU	27 February 2020 8 months 4 meetings	Removed 30 October 2020	The item was finalised and removed.

8.	The Department of Social Development paying rent to an unused and vacant office	NEHAWU	27 February 2020 5 months 2 meetings	Removed 08 July 2020	The item was finalised and removed
9.	Transfer of staff from Western Cape College of Nursing Athlone to Stikland Without Consultation	HOSPERSA	27 February 2020 6 months 3 meetings	Removed 20 August 2020	The item was deferred to a multilateral meeting
10.	Gender-neutral/Unisex Bathrooms at Health Facilities	HOSPERSA	27 February 2020 7 months 5 meetings	Removed 02 December 2020	Refer the matter to the PMTT
11.	Leave Planner and Leave Applications-DSD	PSA	27 February 2020 5 months 2 meetings	Removed 08 July 2020	Matter will be pursued at the Bilateral meeting with PSA.

12.	Year of the Nurse 2020	DENOSA	27 February 2020 6 months 3 meeting	Removed 20 August 2020	The item was deferred to the PMTT.
13.	Staff in Nursing Homes	DENOSA	27 February 2020 6 months 3 meeting	Removed 20 August 2020	The item was finalised and removed.
14.	Scope of practice of Nurses in DoH and discipline of nurses practicing outside the scope	DENOSA	08 July 2020 3 months 3 meetings	Removed 30 October 2020	The item was finalised and removed.
15.	Community Service	DENOSA	08 July 2020 3 months 3 meetings	Removed 30 October 2020	The item was finalised and removed.
16.	Community Health Workers Employed in the Department to do Nursing Duties.	DENOSA	08 July 2020 3 months 3 meetings	Removed 30 October 2020	The item was finalised and removed

17.	Audi Alteram Partem Notices	DENOSA	08 July 2020 1 month 2 meetings	Removed 20 August 2020	The item was finalised and removed
18.	Allocation of Night Duty at Red Cross Hospital	DENOSA	08 July 2020 1 month 2 meetings	Removed 20 August 2020	The item was finalised and removed
19.	OSD Enquiries	DENOSA	08 July 2020 1 month 2 meetings	Removed 20 August 2020	The item was finalised and removed
20.	The Use of General nurses in Speciality areas	DENOSA	08 July 2020 1 month 2 meetings	Removed 20 August 2020	The item was finalised and removed
21.	Further Training of General Nurses that Bridged to be Trained in Speciality Areas	DENOSA	08 July 2020 1 month 2 meetings	Removed 20 August 2020	The item was finalised and removed

22.	Duty Registers vs Allocation Rosters as a Means to Determine Being on Duty	DENOSA	08 July 2020 1 month 2 meetings	Removed 20 August 2020	The item was finalised and removed
23.	Debt Owed to Employer and Delays in Auditing	DENOSA	08 July 2020 1 month 2 meetings	Removed 20 August 2020	The item was finalised and removed
24.	Opening of CD1 East at Tygerberg Hospital Trauma	DENOSA	08 July 2020 1 month 2 meetings	Removed 20 August 2020	The item was finalised and removed
25.	Meeting Operational requirements by DoH and package of service	DENOSA	08 July 2020 1 month 2 meetings	Removed 20 August 2020	The item was finalised and removed
26.	Bereavement Policy	Employer (Health)	08 July 2020 1 month 2 meetings	Removed 20 August 2020	The item was finalised and removed

27.	Implementation of Resolution 3 of 2019	Council	08 July 2020 5 months 4 meetings	Retained	Item remains of the agenda to track progress.
28.	Recruitment and Training of Human Resources	Council	08 July 2020 5 months 4 meetings	Retained	Item remains of the agenda for Council feedback
29.	Deployment of Human Resources	Council	08 July 2020 5 months 4 meetings	Retained	Item remains of the agenda for Council feedback
30.	Sourcing of Human Resources from the Expanded Public Works Programme, Retired Health Professionals, Community Based Organisation and Non -Governmental Organisations to Render Services in Identified Sites	Council	08 July 2020 5 months 4 meetings	Retained	Item remains of the agenda for Council feedback
31.	Provision of Health Equipment, Sanitation Materials and Medical Supplies	Council	08 July 2020 5 months 4 meetings	Retained	Item remains of the agenda for Council feedback

32.	Disposal waste and sanitation of equipment from quarantine or treatment facility	Council	08 July 2020 5 months 4 meetings	Retained	Item remains of the agenda for Council feedback
33.	Identification and establishment of mortuaries that will accommodate all COVID -19 mortal remains	Council	08 July 2020 5 months 4 meetings	Retained	Item remains of the agenda for Council feedback
34.	Disposal of COVID -19 mortal remains	Council	08 July 2020 5 months 4 meetings	Retained	Item remains of the agenda for Council feedback
35.	Establishment of Occupational Health and Safety Technical Committee for the Department of Health	Employer (Health)	08 July 2020 1 month 2 meetings	Removed 20 August 2020	The Item was finalised and removed.
36.	Uniform for Maintenance and Care Workers for Department of Social Develop	HOSPERSA	08 July 2020 1 month 2 meetings	Removed 20 August 2020	The Item was finalised and removed

37.	Continuous Professional Development-EMS	Council	20 August 2020 4 months 3 meetings	Removed 02 December 2020	The Item was finalised and removed
38.	Recruitment and Selection Northern Tygerberg Substructure (NTSS): Appointment of Senior Admin Officer (SAO) Labour Relations	HOSPERSA	20 August 2020 1 meeting	Removed 20 August 2020	The matter was deferred to a bilateral meeting with HOSPERSA.
39.	COVID -19 Proof of Contracting the Virus at Work	HOSPERSA	20 August 2020 2 months 2 meetings	Removed 30 October 2020	The item was finalised and removed.
40.	Staff with Underlying Illnesses/ Comorbidities Required to Work	HOSPERSA	20 August 2020 2 months 2 meetings	Removed 30 October 2020	The item was finalised and removed.
41.	Provision of the Tools of Trade – Department of Social Development	NEHAWU	30 October 2020 1 meeting	Removed 30 October 2020	The item was finalised and removed.
42.	Screens Fitted into Ambulance Vehicles	NEHAWU	02 December 2020 1 meeting	Removed 02 December 2020	Parties could not agree on the matter.

43.	Department of Social Development: Equity in the workplace	NEHAWU	02 December 2020 1 meeting	Retained	Item remains of the agenda to track progress.
44.	Provision & Utilisation of Vehicles that should be Withdrawn and Replaced-Department of Social Development	NEHAWU	02 December 2020 1 meeting	Retained	Item remains of the agenda to track progress.
45.	Lack of Security at the Gugulethu Offices and other areas-Department of Social Development	NEHAWU	02 December 2020 1 meeting	Retained	Item remains of the agenda to track progress.
46.	Phones and Emails not Working in Offices- Department of Social Development	NEHAWU	02 December 2020 1 meeting	Retained	Item remains of the agenda to track progress.
47.	The failure to Fill all Funded Vacant Posts-Department of Social Development	NEHAWU	02 December 2020 1 meeting	Retained	Item remains of the agenda to track progress.
48.	Council Brand Awareness and Profiling	Council	02 December 2020 1 meeting	Retained	Item remains of the agenda to track progress.