

**Western Cape PHSDSBC Quarterly report  
01 April 2022-30 June 2022**

## **INTRODUCTION**

This report is a presentation of the work performed by the Western Cape Chamber. The report covers the period 01 April 2022 – 30 June 2022.

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

- 1.1. 20 April 2022 – Western Cape Chamber Meeting Preceding Council AGM
- 1.2. 09 May 2022- Western Cape Special Chamber Meeting
- 1.3. 15 June 2022- Western Cape Special Chamber Meeting
- 1.4. 21 June 2022- Western 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 Craig Appels (Chairperson)	Labour (PSA)
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.	20 April 2022 (Chamber Meeting Preceding Council AGM)	100% Compliance  (Chambers meeting notice, agenda items and minutes must be sent out fourteen (14) days before the meeting of the Chamber).	25 March 2022	+ 12 Days	The meeting was held successfully.	None
	09 May 2022 (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).	06 May 2022	N/A	The meeting was held successfully.	None

	15 June 2021 (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).	02 June 2022	N/A	The meeting was held successfully.	None
	21 June 2021 (Chamber Meeting)	100% Compliance  (Chambers meeting notice, agenda items and minutes must be sent out ten (10) days before the meeting of the Chamber).	07 June 2022	+4	The meeting was held successfully.	None
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	20 April 2022 (Chamber Meeting Preceding Council AGM) Chamber	100% Compliance  ((All meeting bundle of documents are ready on the day of the meeting)	Document was ready before the meeting	Zero (0)	The documents were prepared as prescribed.	None

distributed beforehand )	09 May 2022 (Special Chamber meeting)	100% Compliance ((All meeting bundle of documents are ready on the day of the meeting)	Document was ready before the meeting	0%	The documents were prepared as prescribed.	None
	15 June 2021 (Special Chamber Meeting)	100% Compliance ((All meeting bundle of documents are ready on the day of the meeting)	Document was ready before the meeting	0%	The documents were prepared as prescribed.	None
	21 June 2021 (Chamber Meeting)	100% Compliance ((All meeting bundle of documents are ready on the day of the meeting)	Document was ready before the meeting	0%	The documents were prepared as prescribed.	None
1.3 Minutes must be to the acceptable standard.	20 April 2022 (Chamber Meeting Preceding Council AGM) Chamber	100% Compliance (No corrections and no disputes about the content 100%).	Minutes will be adopted in 2023 AGM meeting	0%	None	None

	09 May 2022 (Special Chamber meeting)	100% Compliance (No corrections and no disputes about the content 100%).	Minutes were adopted without corrections	0%	None	None
	15 June 2021 (Special Chamber Meeting)	100% Compliance (No corrections and no disputes about the content 100%).	The minutes will be adopted in the meeting in August 2022	0%	None	None
	21 June 2021 (Chamber Meeting)	100% Compliance (No corrections and no disputes about the content 100%).	The minutes will be adopted in the meeting in August 2022	0%	None	None

## 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	100% attendance by all parties	0%	None

		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 submitted Letters of Credence	0%	None

<b>3. ENSURE SPEEDY FINALIZATION OF AGENDA ITEMS</b>					
<b>STANDARD</b>	<b>INDICATOR</b>	<b>EXPECTED OUTCOME/TARGET</b>	<b>ACTUAL PERFORMANCE</b>	<b>VARIANCE</b>	<b>COMMENTS</b>
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 before the meeting.	The six (6) agenda items were tabled in terms of PHSDSBC Resolution 4 of 2015 and were submitted within the timeline.  100%	0%	There were four (04) new agenda items were submitted as per prescribed timelines. The other two (2) items were for a special Chamber meeting.

3.2 Agenda items to be finalized within three (3) Normal meetings.	Number of Agenda items finalized within three (3) normal meetings.	100% compliance	Five (5) agenda item were finalized within three (3) normal meetings.	0%	Five (5) agenda items were finalized within 3 meetings.
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**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).	Both Parties had their caucus meetings before the meeting.  100% Compliance	1000 % compliance.	None
4.2 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.  100%	100%	None



### 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 People Management Task Team  0%	0%	None

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	None	The Employer currently provides update reports on Resolution 3 of 2019
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## 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	The next ExCo Chamber management workshop will be held in 2023
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	None
7.3 To have a Chamber operational	The number of successful operational planning	All Chambers to hold operational	No yet submitted.	Zero	None

planning session once a year.	sessions undertaken by the Chamber.	planning sessions.			
<b>8. MEASURE THE LABOUR PEACE AND RELATIONSHIP AMONG PARTIES (refer to completed Strike Action template hereunder)</b>					
STANDARD	INDICATOR	EXPECTED OUTCOME	ACTUAL PERFORMANCE	VARIANCE	COMMENTS
8.1 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	None
8.2 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 walkouts.	N/A	None
8.3 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	None	None

#### 4. Reporting on Industrial Action

The Employer (DoH & DSD) provided a report (see attached).

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		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 of Agenda Items

#### WESTERN CAPE CHAMBER

NO	ITEMS	SPONSORED BY	LIFESPAN	STATUS	COMMENTS/ RECOMMENDATIONS
1.	Safety of Staff	NUPSAW	05 August 2016 N/A	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.

NO	ITEMS	SPONSORED BY	LIFESPAN	STATUS	COMMENTS/ RECOMMENDATIONS
2.	Amendment of Job Title of Handyman to Artisan Assistant	Employer (DoH)	09 March 2022 <b>3 months</b> <b>2 meeting</b>	Removed <b>21 June 2022</b>	The item was finalised and removed
3.	Workplace Skills Plan (WSP) of the Department of Department of Social Development	Employer (DSD)	09 May 2022 <b>1 meeting</b>	Removed <b>09 May 2022</b>	The item was finalised and removed
4.	Workplace Skills Plan (WSP) of the Department of Department of health	Employer (DoH)	09 May 2022 <b>1 meeting</b>	Removed <b>09 May 2022</b>	The item was finalised and removed
5.	Uniform/Uniform Allowances for support staff	HOSPERSA	21 June 2022 <b>1 meeting</b>	Retained	To retain the item to track progress.
6.	Lack of Resources within the Department of Health	HOSPERSA	21 June 2022 <b>1 meeting</b>	Retained	To retain the item to track progress.
7.	Kannaland Merger	HOSPERSA	21 June 2022 <b>1 meeting</b>	Removed <b>21 June 2022</b>	The item was finalised and removed

NO	ITEMS	SPONSORED BY	LIFESPAN	STATUS	COMMENTS/ RECOMMENDATIONS
8.	Office Space for Labour	HOSPERSA	21 June 2022 <b>1 meeting</b>	Removed <b>21 June 2022</b>	The item was finalised and removed