

**Western Cape PHSDSBC Quarterly report
1 October 2023-31 December 2023**

INTRODUCTION

This report is a presentation of the work performed by the Western Cape Chamber. The report covers the period 01 October 2023 – 31 December 2023.

1. Meetings in this Period

- 1.1. 05 October 2023- Western Cape Chamber Meeting
- 1.2. 01 December 2023- Western Cape Chamber Meeting

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

No.	Office Bearer Name	Constituency
1.	Ms Liesl Strauss (Chairperson)	The Employer
2.	Mr Jacques Botha (Vice Chairperson)	Labour (PSA)
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.	05 October 2023 (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 September 2023	+6	The meeting was held successfully.	None
	01 December 2023 (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 November 2023	+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 distributed	05 October 2023 (Chamber Meeting)	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
	01 December 2023 (Chamber Meeting)	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

beforehand						
1.4 Minutes must be to the acceptable standard.	05 October 2023 (Chamber Meeting)	100% Compliance (No corrections and no disputes about the content 100%).	Minutes were adopted with no correction on 01 December 2023	0%	None	None
	01 December 2023 (Chamber Meeting)	100% Compliance (No corrections and no disputes about the content 100%).	Minutes will be adopted on 06 March 2024	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	Attendance of meetings by parties.	All parties must attend at least 90% of	100% attendance by all parties	0%	None

meetings by both parties.		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 submitted Letters of Credence	0%	None

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 before the meeting.	All new agenda items were tabled in terms of PHSDSBC Resolution 4 of 2015 and were submitted within the timeline. 100%	0%	Two (02) new items were submitted
3.2 Agenda items to be finalized within three (3)	Number of Agenda	100% compliance	Two (2) agenda item finalized	0%	Two (2) items were finalized within 3 normal meetings.

Normal meetings.	items finalized within three (3) normal meetings.		within three (3) normal 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 caucus meetings before the meeting. 50% Compliance	0 % 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 mandates 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.	The TT was established on 14 June 2023 100%	0%	The TT was reestablished on 14 June 2023.
6.2 At least one (1) Chamber report	The number of Chambers	Report on the implementation	The Chamber has a permanent TT	None	The Employer currently provides update reports on

on monitoring of implementation of a collective agreement.	that submit monitoring reports.	monitoring of a Collective Agreements.	that deals with various issues and report to the Chamber		Resolutions that are before the TT.
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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 was held 0n 24 & 25 October 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	All Chambers to hold operational	No yet submitted.	Zero	None

planning session once a year.	planning sessions undertaken by the Chamber.	planning sessions.			
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8. MEASURE THE LABOUR PEACE AND RELATIONSHIP AMONG PARTIES (refer to completed Strike Action template hereunder)

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 reports in October and December 2023 (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	Standing Item N/A	The item remains on the agenda of the Chamber as a standing item. The Employer provides quarterly incident

NO	ITEMS	SPONSORED BY	LIFESPAN	STATUS	COMMENTS/ RECOMMENDATIONS
					reports and measures taken to address same in all Health and DSD institutions.
2	Micro Design Project (MDP)	Employer Health	07 March 2023 9 months 5 meetings	Retained	The item remains on the agenda for progress reporting.
3	Safety, Health, Environment, Risk and Quality (SHERQ) Policy	Employer Health	07 March 2023 2 meetings	Removed 18 April 2023	The item was finalised and removed.
4	Terms of Reference of the Departmental Skills Development Committee	Employer Health	07 March 2023 2 meetings	Removed 14 June 2023	The item was finalised and removed.
5	Monitoring Tool for the Provision of Psychosocial Support	Employer Health	07 March 2023	Standing Item Removed 05 October 2023	The item would be reinstated should the Council decides that it be reinstated.
6	Agreement in respect of the maintenance of Minimum Services in Essential Services-DSD	Employer DSD	14 June 2023 3 months 3 meetings	Removed 05 October 2023	The Employer withdrew the item on the basis that discussion is currently at PSCBC
7	Commuted Overtime: Medical		14 June 2023	Removed	The item was finalised and removed

NO	ITEMS	SPONSORED BY	LIFESPAN	STATUS	COMMENTS/ RECOMMENDATIONS
	Personnel	NEHAWU	2 months 2 meetings	28 August 2023	
8	Re-establishment of a Task Team to Monitor Implementation of PHSDSBC Resolutions	Council	14 June 2023	Standing Item N/A	The item remains on the agenda for progress reporting.
9	Release of Shop Stewards at the Institutions of both DoH and DSD	Organised Labour	14 June 2023 1 meeting	Removed 14 June 2023	The item was finalised and removed.
10	Payment of Uniform Allowance for Allied Workers	Organised Labour	14 June 2023 2 months 2 meetings	Removed 28 August 2023	The item was finalised and removed.
11	Health and Wellness, EMS, FPS – Number of Shop Stewards recognised in terms of section 14 of LRA. Define the term 'Workplace'	PSA	28 August 2023 4 months 3 meetings	Retained	The item remains on the agenda for progress reporting.
12	OHASIS Occupational Health Information System	Employer	01 December 2023	Removed 01 December 2023	The item was finalised and removed.

NO	ITEMS	SPONSORED BY	LIFESPAN	STATUS	COMMENTS/ RECOMMENDATIONS
13	Relating to PSCBC Resolution 1 of 2003 by the Western Cape Health Department	NEHAWU	01 December 2023 1 meeting	Retained	Item to be dealt with under the TT that monitors Resolutions