



DATE:

REPORT TO:

1. ITEM NUMBER: CRSPC 07/06/19

2. SUBJECT

REFORMATTING THE INDIVIDUAL PERFORMANCE MANAGEMENT AND DEVELOPMENT POLICY FRAMEWORK AND RECOGNITION AND REWARD POLICY FRAMEWORK AS INTERNAL ADMINISTRATIVE PROCEDURAL DOCUMENTS

2. ONDERWERP

HERFORMATTERING VAN DIE BELEIDSRAAMWERK OP INDIVIDUELE PRESTASIEBESTUUR EN ONTWIKKELING EN BELEIDSRAAMWERK OP ERKENNING EN BELONING AS INTERNE ADMINISTRATIEWE PROSEDUREDOKUMENTE
(LSU J2251)

2. ISIHLOKO

ULUNGELELWANISO NGOKUTSHA KOLAWULO LENDLELA YOKUSEBENZA KOMNTU NGAMNYE NESAKHEKO SOMGAQO-NKQUBO ONGOPHUCULO KUNYE NESAKHEKO SOMGAQO-NKQUBO WOKUHLONIPHA NEMBUYEKEZO NJENGAMAXWEBHU ANGAPHAKATHI OMGAQO WEZOLAWULO
(LSU J2251)

3. DELEGATED AUTHORITY

In terms of delegation Part 7- 1 (3)

This report is

Committee name: Corporate Services

The Executive Mayor together with the Mayoral Committee (MAYCO)

Making progress possible. Together.

Council

4. DISCUSSION

The City's current Individual Performance Management & Development Policy Framework was approved by Council on 24 April 2014 (Item C54/04/14) while the Recognition and Reward Policy Framework was approved by Council on 31 March 2016 (Item C 13/03/16).

Although the documents both have Council approval as policies, they are primarily internally focused administrative systems and procedures that set out rules and guidelines for HR administration relating to performance management and recognition and reward within the context of applicable legislation and collective agreements.

Following a presentation to the Corporate Services Portfolio Committee outlining the distinction between a policy and system and procedure on 6 February 2019 by the Strategic Policy Unit (SPU), it was envisaged that both documents fall outside the purposes of a policy. A policy is a strategic externally focused document typically linked to service delivery and impacts on the residents of the City. As such it would therefore need to go out for public participation and require input from politicians who would be acting on behalf their constituents.

As the "policies" are administrative "policies" that apply to employees, it is recommended that the documents are rather reformatted to more correctly reflect their purpose. This is not to diminish their importance, but rather that they are suitably packaged. This will also be in alignment with section 67(1) of the Municipal Systems Act i.e. *"A municipality, in accordance with applicable law and subject to any applicable collective agreement, must develop and adopt appropriate systems and procedures .. to ensure fair, efficient, effective and transparent personnel administration"*

It is accordingly recommended that Council repeal the Individual Performance Management & Development Policy Framework and the Recognition and Reward Policy Framework and that they are repackaged as an administrative systems and procedures for approval by the City Manager in terms of his delegated powers.

- 4.1. Financial implications None Opex Capex
- Capex: New Projects
 - Capex: Existing projects requiring additional funding
 - Capex: Existing projects with no additional funding requirements

Legal Compliance

4.2. Staff Implications Yes No

4.3. Risk Implications Yes No

5. RECOMMENDATIONS

It is recommended that:

- a) Council repeal the Individual Performance Management and Development Policy Framework and the Recognition and Reward Policy Framework approved at the Council meetings on 24 April 2014 (Item C54/04/14) and 31 March 2016 (Item C13/03/16) respectively.
- b) Council approves that both documents are repackaged accordingly as an administrative system and procedure for approval by the City Manager in terms of his delegated powers.

AANBEVELINGS

Daar word aanbeveel dat:

- a) Die Raad die beleidsraamwerk op individuele prestasiebestuur en ontwikkeling en die beleidsraamwerk op erkenning en beloning goedgekeur by die Raadsvergaderings op onderskeidelik 24 April 2014 (item C54/04/14) en 31 Maart 2016 (item C13/03/16) herroep.
- b) Die Raad goedkeur dat albei dokumente herverpak word as 'n administratiewe stelsel en prosedure vir goedkeuring deur die Stadsbestuurder ingevolge sy gedelegeerde bevoegdheid

IZINDULULO

Kundululwe ukuba:

- a) IBhunga malibhangise iSakheko soMgaqo-nkqubo woLawulo noPhuhliso lweNdlela yokuSebenza komntu ngamnye kunye neSakheko soMgaqo-nkqubo ongokuHlonipha neMbuyekezo eyaphunyezwa kwiintlanganiso zomhla wama-24 Epreli 2014 (Item C54/04/14) nangowama-31 Matshi 2016 (Item C 13/03/16) ngokulandelelana.
- b) IBhunga maliphumeze ukuba omabini amaxwebhu kufuneka alungelelaniswe ngokutsha ngokufanelekileyo njengenkqubo engezolawulo nomgaqo ukuze aphunyezwe nguMphathi weSixeko ngokwamagunya akhe awagunyaziselweyo.

ANNEXURES- NONE**FOR FURTHER DETAILS CONTACT**

NAME	Charl Prinsloo	CONTACT NUMBER	021 400 9150
E-MAIL ADDRESS	Charl.Prinsloo@capetown.gov.za		
DIRECTORATE	Corporate Services	FILE REF No	
SIGNATURE : DIRECTOR			

Approval Form

Supported for inclusion on the agenda



REFORMATTING THE INDIVIDUAL PERFORMANCE MANAGEMENT AND DEVELOPME

Report Reference: 512757
Meeting: Section 79 Portfolio Committee - Corporate Services
Meeting Date: 05.06.2019
Meeting Venue: Meeting Room 2 6th Floor Podium

Contact Person: Charl Prinsloo
Contact Telephone: 021 400 9150
Contact Email: CHARL.PRINSLOO@CAPETOWN.GOV.ZA

Item	Section	Approver	Approval	Approved Date	Approver Comments
01	Author	CHARL PRINSLOO	Approved	10.04.2019 09:11:22	
02	Director	Amelia Pinkie Christina Sithol	Approved	11.04.2019 15:39:23	
03	SPU	Daniel Lawrence Sullivan	Approved	25.04.2019 08:02:47	revised SOPs to be taken through administrative approval process
04	Executive Director	Craig John Kesson	Approved	30.04.2019 14:15:28	
05	Legal	Craig John Kesson	Approved	30.04.2019 14:41:02	

ECS Officer: