



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

CORPORATE SERVICES PORTFOLIO COMMITTEE
IKOMITI YEMICIMBI YESEBE LEENKONZO ZEZIKO
PORTEFEULJEKOMITEE OOR KORPORATIEWE DIENSTE

1. ITEM NUMBER: CRSPC 04/10/24

2. SUBJECT

**CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 4
SEPTEMBER 2024**

*UKUNGQINWA KWEMIZUZU YENTLANGANISO EYAYIBANJWE NGOMHLA 4
EYOMSINTSI 2024*

**GOEDKEURING VAN DIE NOTULES VAN DIE VERGADERING GEHOU OP 4
SEPTEMBER 2024**

3. DISCUSSION

The minutes are attached for confirmation by the Corporate Services Portfolio Committee.

MINUTES

OF A CORPORATE SERVICES PORTFOLIO COMMITTEE MEETING OF THE CITY OF CAPE TOWN HELD VIA THE CITY'S VIRTUAL PLATFORM (SKYPE FOR BUSINESS) ON WEDNESDAY, 4 SEPTEMBER 2024 AT 11:00

PRESENT: COMMITTEE MEMBERS

DEMOCRATIC ALLIANCE (DA)

Cllr F Ah-Sing (Chairperson)
Ald. S Pringle
Cllr N R Adonis
Cllr U Barends
Cllr P East
Cllr T Gqada
Cllr A Griesel
Cllr E Langenhoven
Cllr S Taliep
Cllr F C Walker

AFRICAN NATIONAL CONGRESS (ANC)

Cllr M M N Chitha
Cllr X Diniso
Cllr J N Stevens

ECONOMIC FREEDOM FIGHTERS (EFF)

Cllr L Ntshuntshe

CAPE COLOURED CONGRESS (CCC)

Cllr H Loonat (Early departure at 12:14)

GOOD

Cllr S Mamkeli

PATRIOTIC ALLIANCE (PA)

Cllr R Tagodien

PAN AFRICANIST CONGRESS OF AZANIA (PAC)

Cllr S Ndamane (Late arrival at 11:50)

COUNCILLORS ABSENT WITH LEAVE

Note: An application for leave of absence was received by the Office of the Chief Whip for Cllr T Gqada. It was however noted that Cllr T Gqada joined the meeting.

COUNCILLORS ABSENT WITHOUT LEAVE

None

MEMBER OF MAYORAL COMMITTEE (MMC): CORPORATE SERVICES

Ald. T Uys

PRESS

None

OFFICIALS

Mr E Sass	Executive Director: Corporate Services
Mr A Warren	Manager: Performance, Compliance & Administration
Mr Y Ahmed	Director: Fleet Management
Ms S Bock	Head: Strategic Alignment, Governance, I, Support Services (CS)
Ms L Butland	Professional Officer, Facilities Management
Ms L Carstens	Office Administration Manager, Support Services (CS)
Ms J Crocker	Executive Personal Assistant, Executive and Councillor Support Operations
Ms R Dames	Acting Manager: Remuneration and Head: Job Evaluation, Human Resources
Ms P Dlamini	HR Business Partner (CS)
Ms Y Ebrahim	Manager: Fleet Management Services, Fleet Management
Ms S Heyn	Head: Facilities Management and Maintenance, Facilities Management
Ms M Isaacs	Senior Professional Officer, Citizen Interface
Mr T Jackson	Acting Director: Facilities Management and Manager: FM Security Services, Facilities Management
Ms B Lawrence	Senior Professional Officer, Risk and Resilience
Ms L Martins	Manager: Infrastructure & Planning, Facilities Management
Mr T Mathiba	Senior Professional Officer, Facilities Management
Ms C Meth	Head: Adult Education Training, Human Resources
Ms R Meyer	Manager: Integrated FM, Facilities Management
Mr J Mitchell	Head: Maintenance Planning, Facilities Management
Ms L Ndaba	Chief: CAR Audits, Corporate Digital Governance
Ms V Ngcobozi	Director: Executive and Councillor Support Operations
Ms P Nongqongqo	Director: Citizen Interface
Ms N Ntubane	Manager: Training & Development, Human Resources

Mr E Olckers	Principal Professional Officer BIS, Fleet Management
Ms G Parenzee Da Graca	Senior Professional Officer, Citizen Interface
Ms R Razack	Manager: Committee Services
Adv. I Robson	Manager: Public Participation, Citizen Interface
Mr A Ruiters	Manager: PMO & Capital Programmes, Corporate Services
Ms S Saungweme	Senior Professional Officer, Organisational Performance Management
Ms H Seyffert	Departmental Support Services Manager, Customer Relations
Mr M Sofisa	Manager: Strategic Staffing, Human Resources
Mr M Stander	Manager: Business Integration, Enablement & Planning, Facilities Management
Mr A Stelzner	Chief Digital Officer, Information Systems and Technology
Mr W Taliep	Manager: Finance (CS)
Ms A Thomas	Support Assistant, Executive and Councillor Support Operations
Ms M van der Heyde	Support Assistant, Fleet Management
Ms A van Niekerk	Subcouncil Manager, Citizen Interface
Mr B van Schoor	Director: Human Resources

INTERPRETER

None

LEGAL ADVISOR

Mr G Stevens

MEMBERS OF THE PUBLIC

None

EXECUTIVE COMMITTEE SERVICES

Ms A Salie
Mr M Carolus

CRSPC 01/09/24 OPENING AND PRAYER / MOMENT OF SILENCE

The Chairperson, Cllr F Ah-Sing, welcomed all those present to the meeting and requested that a moment of silence be observed.

At this stage, the Chairperson welcomed the appointment of two new directors in the Corporate Services Directorate, namely Ms Pearl Nolutando Nongqongqo as Director: Citizen Interface and Mr Yaasier Ahmed as Director: Fleet Management.

The Chairperson congratulated Ms Nongqongqo and Mr Ahmed on their appointments and wished them a well and fulfilling journey in their new roles.

CRSPC 02/09/24 APOLOGIES / LEAVE OF ABSENCE

An application for leave of absence was received by the Office of the Chief Whip for Cllr T Gqada. It was however noted that Cllr T Gqada joined the meeting.

It was noted that Cllr S Ndamane joined the meeting at 11:50 due to a connection problem and Cllr H Loonat requested permission to leave the meeting early at 12:14.

It was further noted that apologies were received for Mr G Stephens (Manager: Support Services (CS)), Mr A Kermis (Head: Corporate Projects, Human Resources), Ms E Engelbrecht (Language Services Manager, Executive and Councillor Support Operations), Mr T Du Plessis (Head: Facilities Management and Maintenance, Facilities Management), Mr R Melody (Director: Facilities Management), Ms P Nongqongqo (Director: Citizen Interface) for late arrival, Mr Y Ahmed (Director: Fleet Management) for late arrival and Mr E Sass (ED: Corporate Services) for late arrival.

RESOLVED that the application for leave of absence received for this meeting, be noted.

ACTION: M CAROLUS

CRSPC 03/09/24 CHAIRPERSON'S ADDRESS

The Chairperson addressed the meeting as follows:

“Good morning everybody and welcome to the Corporate Services Portfolio Committee meeting for September 2024.

After a very exciting end of the financial year, which was a big success for the Corporate Services Directorate. It is my hope that we will continue such excellent performance and that we will build on that performance in the current financial year.

I would like to thank all officials who worked bravely to deal with all the issues that came with the winter storms, from electricity poles that came flying to sewage overflows. Everything that needed to be dealt with has been dealt with. We are still dealing with some of the issues, but it is wonderful to know that we live and work in a city that has a

government that ensures that services are provided where it is needed.

The winter chills are receding with the arrival of spring and with spring comes a renewed sense of energy, which will feed into the work that we do. Facilities Management is also busy with their Spring Cleaning Campaign, which ensures that we improve the appearance of all our facilities within Corporate Services.

We will also be conducting oversight visits on 12 September 2024 where we will be visiting the Fish Hoek Municipal Offices and the Khayelitsha Training Centre. As part of those oversight visits, we will also be checking up on the work being done within the Facilities Management Department as it relates to the Spring Cleaning Campaign.

We have some exciting items on our agenda today such as the Visual Assessments presentation, the annual review of our Organisational Performance Management (OPM) System and our quarterly Supply Chain Management and Contract Management performance reports for Corporate Services.

Colleagues, I decided that today would be an online meeting in view of the short agenda and the oversight visits planned for next week. I was trying to ensure that we manage our time as best as possible.

I look forward to a wonderful and exciting meeting with robust engagements from all of our committee members.

Thank you.”

CRSPC 04/09/24 CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 7 AUGUST 2024

RESOLVED that the minutes of the Corporate Services Portfolio Committee meeting held on 7 August 2024, be confirmed.

ACTION: M CAROLUS

CRSPC 05/09/24 MATTERS ARISING FROM MINUTES

No matters arising from the minutes.

CRSPC 06/09/24 MATTERS RECEIVING ATTENTION**1. CRSPC ANNUAL OVERSIGHT WORK PLAN 2024/25**

The Corporate Services Portfolio Committee 2024/25 Annual Oversight Work Plan, adopted on 7 August 2024 vide Item CRSPC 27/08/24, be noted.

ACTION: A THOMAS; M CAROLUS

2. CRSPC OVERSIGHT VISITS

Logistical arrangements have been put in place for the following facilities identified for the September 2024 round of oversight visits:

1. Khayelitsha Training Centre
2. Fish Hoek Municipal Building

The following facilities will be included in the November 2024 round of oversight visits:

1. Bellville Municipal Building
2. Additional facilities to be confirmed

ACTION: FACILITIES MANAGEMENT; M CAROLUS

3. KUYASA LIBRARY COMPLEX

Mr A Graham will provide an updated presentation on the Kuyasa Library Complex at the next Corporate Services Portfolio Committee meeting to be held on 2 October 2024.

ACTION: A GRAHAM

4. HR DEPARTMENT: SERVICE MENU PRESENTATIONS

The Human Resources Department provided a list of HR service menus to be presented to the Corporate Services Portfolio Committee for the remainder of the financial year:

1. 4 September 2024 - Report: Job Evaluation Committee (JEC) Work Concluded for the 2023/24 Financial Year.
2. 2 October 2024 - Presentation on HR Service Menu: Individual Performance Management (IPM).
3. 6 November 2024 - Presentation on HR Service Menu: Training & Development.

4. February 2025 - Presentation on HR Service Menu: Job Evaluation (JE).
5. March 2025 - Presentation on HR Service Menu: Remuneration.
6. April 2025 - Presentation on HR Service Menu: Organisational Management.
7. May 2025 - Presentation on HR Payroll & Personnel Administration.
8. June 2025 - Presentation on HR Service Menu: Recruitment & Selection.

ACTION: B VAN SCHOOR

5. EMPLOYEE ASSISTANCE PROGRAMME (EAP) SUITE OF WELLNESS PROGRAMMES FOR COUNCILLORS

It was noted that the EAP team had a meeting with the Party Whips in August 2024 and explained the service offerings. The presentations and other documents were distributed to the Party Whips.

The Chairperson proposed that more time be given to the Party Whips to engage with their councillors and that the matter remain on the list of Matters Receiving Attention.

Cllr S Taliep proposed that copies of the presentations given to the Party Whips be forwarded to the members of the Corporate Services Portfolio Committee for information and discussion at the next Portfolio Committee meeting to be held on 2 October 2024.

The above proposal was duly supported.

ACTION: J VAN AS; V NGCOBOZI

6. WORKSHOP ON SECURITY SERVICES AT CORPORATE FACILITIES

It was noted that the workshop to discuss the concerns and challenges related to the provision of security services at corporate facilities will be arranged in October 2024.

ACTION: M CAROLUS

CRSPC 07/09/24 MAINTENANCE PLANNING: VISUAL ASSESSMENTS

Mr J Mitchell and Mr T Mathiba presented on Maintenance Planning: Visual Assessments and highlighted the following:

- Asset Lifecycle Management
- Visual Assessments: Process Overview
- Visual Assessments: Rating Scale
- Visual Assessments: Outcomes & Intervention
- FY24/25 Visual Assessments
- Data driven decision making

A discussion ensued and the following salient points were noted:

- (a) In terms of the ISO standards, ISO 55001 speaks to Asset Lifecycle Management and ISO 45001 speaks to Occupational Health and Safety Management. The Facilities Management Department has recently adopted the Roadmap to Compliance as part the Maintenance Management Framework. As part of that, the Department ensures that visual assessments responds to health and safety compliance.
- (b) In terms of assessing compliance in terms of the zoning scheme, the visual assessment process allows the Department to obtain as much data as possible around a facility. That information is channelled to the responsible branches. From an infrastructure planning perspective, the Department has a pipeline of projects, which deals with professional service assessments, planning and design issues and the zoning component thereof would form part of that pipeline.
- (c) In terms of servicing other departments and directorates, the Facilities Management Department recognises that its service is critical to other departments and directorates rendering their services. The current approach is to assess their buildings and to consult them on the availability of financial resources in order to develop plans for implementation based on their capacity.
- (d) The recent issuing of Directive 4 of 2024 also reaffirms the move towards the centralisation of the Facilities Management function across the City.
- (e) Visual assessments is the first phase to identify the need for immediate professional assessments via building conditional assessments and via an external service provider. It is the intention for every facility to have a professional assessment done over a period of time.

- (f) The Facilities Management Department is extremely optimistic and has positioned itself to give effect to the improvement of Facility Management services.

RESOLVED that the presentation on Maintenance Planning: Visual Assessments, be noted.

ACTION: J MITCHELL; M STANDER; T JACKSON; R MELODY; E SASS

CRSPC 08/09/24 ANNUAL REVIEW OF ORGANISATIONAL PERFORMANCE MANAGEMENT SYSTEM

Ms S Saungweme explained the purpose of the report on the agenda and indicated that adverts were placed in Community newspapers whereby members of the community were invited to review and provide input, if applicable in respect of the OPM System and Five-Year Scorecards. It was noted that inputs from both the communities and Portfolio Committees must be submitted by 30 September 2024 via the following mechanisms:

- E-mail: performance.management@capetown.gov.za
- Written submission: Director: Organisational Performance Management, City of Cape Town, Private Bag X9181, Cape Town 8000

The recommendation of the report on the agenda was duly supported.

It is **RECOMMENDED** that the Corporate Services Portfolio Committee notes the process for the review of the Organisational Performance Management System and give input, if necessary and recommend it to the Executive Mayor together with Mayco for submission to Council as part of the IDP annual review process.

ACTION: M CAROLUS; G JOSEPHS; S SAUNGWEME; M COTO; M FILLIES; A BENJAMIN; G MORGAN

CRSPC 09/09/24 CORPORATE SERVICES: 2023/24 FOURTH QUARTER'S PROGRESS REPORT ON THE DIRECTORATE AND DEPARTMENTS' PERFORMANCE

It was noted that no concerns or queries were raised by the Corporate Services Portfolio Committee in respect of the report on the agenda.

It is **RECOMMENDED** that the 2023/24 fourth quarter progress report on the Corporate Services directorate and departments' performance, be noted.

ACTION: M CAROLUS; G JOSEPHS; T NOMNGANGA; G STEPHENS; E SASS

CRSPC 10/09/24 CORPORATE SERVICES DIRECTORATE: JULY 2024 FINANCIAL MONITORING REPORT

Mr W Taliep presented the Corporate Services Directorate Financial Monitoring Report as at the end of July 2024 and reiterated that the Directorate has spent almost 10% of its capital budget to date. The focus now is to maintain that momentum.

The Chairperson expressed his appreciation of the good start to the financial year and thanked the ED: Corporate Services, Mr Ernest Sass and the Manager: Finance (CS), Mr Wallied Taliep and the rest of the Corporate Service Management Team.

RESOLVED that the financial monitoring report of the Corporate Services Directorate as at July 2024, be noted.

ACTION: W TALIEP; E SASS

CRSPC 11/09/24 QUARTERLY SUPPLY CHAIN MANAGEMENT AND CONTRACT MANAGEMENT PERFORMANCE REPORTS FOR CORPORATE SERVICES

The Portfolio Committee considered the report on the agenda and made the following enquiries:

- (a) Page 227 of the report on the agenda: As at 30 June 2024, the Detailed Demand Plan report for FY24/25 reflects 7 tenders in overdue status and 3 tenders in behind schedule status, are there cost implications associated with these delays and can such information be included as a caption for each tender in future reports for better oversight.
- (b) Page 228 of the report on the agenda: The Contract GAP Analysis report dated 30 June 2024 indicates that Corporate Services had 9 tenders identified as having a possible gap in service delivery. Tender Number 225S/2022/23 reflects an estimated gap of 366 days with a comment that there is no risk to service delivery. SAP Agreement in the process of being released to operationalise the contract. How can there be no risk to service delivery if there is a gap of 366 days.

- (c) What process is followed for the amendment of contracts.
- (d) What is the reason for amending contract periods, because it is a concern that contract periods are amended without seeing if there might be a problem.

A discussion ensued and the following responses were noted:

- (a) The risks to service delivery impacts are noted in the report on the agenda for each tender and based on the available data, there does not appear to be any financial implications at this stage. The suggestion to add captions on financial implications is noted for inclusion in future reports.
- (b) Provision was made for the amendment and expansion of the existing tender to ensure continuity in service delivery. More information can be provided on the background to this matter.
- (c) Yes, there is a formalised process as outlined in the SCM Policy when amendments to contracts are sought.
- (d) Contract amendments could be due to various reasons such as a protracted procurement process as a result of appeals and litigations that have impacted several Corporate Services tenders historically. The Directorate has structures and systems in place to carefully monitor planning in the demand plan space. There are items outside of the Directorate's control such as market related issues or vendor issues.

In response to a request for more information on poor performing contracts, the ED: Corporate Services, Mr E Sass explained that poor performing contracts are monitored on a continual basis and that more information cannot be provided due to the sensitivity of the information being dealt with.

Mr E Sass reassured the Portfolio Committee that the administration remains responsible for monitoring poor performing contracts and it will continue to report to the Portfolio Committee for oversight purposes, as set out in the report on the agenda.

RESOLVED that the Supply Chain Management (SCM) and Contract Management (CM) performance reports as received for Corporate Services (CS) at the end of quarter four (Q4) for the Financial Year (FY) 2023/24, be noted.

ACTION: A RUITERS; E SASS

CRSPC 12/09/24 CORPORATE SERVICES FLEET MANAGEMENT STRATEGY IMPLEMENTATION UPDATE

RESOLVED that the update on the Fleet Management Strategy and related Benefit Realisation Framework (BRF) dashboard, be noted.

ACTION: M NDABA; E SASS

CRSPC 13/09/24 JOB EVALUATION COMMITTEE (JEC) WORK CONCLUDED FOR THE 2023/24 FINANCIAL YEAR

Mr B van Schoor introduced the Chairperson of the Job Evaluation Committee (JEC), Mr M Sofisa and requested permission for the Acting Manager: Remuneration and Head: Job Evaluation, Human Resources, Ms R Dames to deliver a brief presentation on the Job Evaluation System.

The Chairperson granted permission for the presentation, which was circulated as an Addendum to Item CRSPC 13/09/24 on the agenda.

Ms R Dames proceeded with the presentation on the Job Evaluation System and highlighted the following:

- Legislative mandate and core business
- Job Evaluation Services core business
- Goals and objectives
- Stakeholders
- Technology and innovation
- Risks and challenges
- Organisational structure

A discussion ensued and the following salient points were noted:

- (a) When a job changes over time and various functions are added, it goes through an internal process during which the ED would authorise the change in work and then it would go through the formal job evaluation process for an outcome. It should be noted that not all evaluations result in upscaling, quite a few remain unchanged and in some instances, jobs have been downgraded because they have changed over the years.
- (b) A succession plan has been put in place in respect of the ageing workforce and part of the plan is for the City to grow its own "timber". As the City brings in new people, it will ensure that they come in with the requisite technical skills so that it is easier for them to adapt to the City.

In response to an enquiry about checks and balances during the recruitment and selection process, it was noted that candidates are requested to complete questionnaires related to their qualifications, any disciplinary actions that they may be facing or criminal records. If candidates are found to have misrepresented themselves, formal disciplinary hearings are undertaken.

RESOLVED that the report on the work concluded by the Job Evaluation Committee (JEC) for the 2023/24 financial year, be noted.

ACTION: M SOFISA; R DAMES; B VAN SCHOOR; E SASS

THE MEETING CONCLUDED AT 12:35

CHAIRPERSON: CLLR F AH-SING

DATE