

No.	Action Item	Person Responsible
1.	<p>Opening and apologies</p> <p>The Chairperson opened the meeting at 08:00 and welcomed all present.</p> <p>Apologies</p> <p>No apologies were noted.</p>	Chairperson
2.	<p>Ratification of the Agenda</p> <p>2.1 The following items would be discussed:</p> <p style="padding-left: 40px;">2.1.1 Human Resources Policies; and 2.1.2 Human Resources Organisational Development and Strategies</p> <p>The agenda was ratified as indicated above.</p>	Council
3.	<p>Declaration of interest</p> <p>No conflict of interest was noted.</p>	Council
4.	<p>Human Resources Policies</p> <p>The Executive: Human Resources presented the item:</p> <p>The purpose of the submission was that Council approves the following Human Resources (HR) Policies:</p> <p>4.1 Graduate Development Programme Policy; 4.2 Study Assistance Policy; 4.3 Onboarding Policy; 4.4 Job Evaluation Policy; 4.5 Acting Appointment and Allowance Policy; and 4.6 Working from Home Policy.</p> <p>4.7 <u>Graduate Development Programme Policy</u></p> <p>4.7.1 The purpose of the Graduate Development Programme Policy (GDP) was to provide graduates and line managers with the necessary guidelines as well as the GDP's training and development processes that would assist ICASA in achieving the following:</p>	CEO/HR

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	<p>4.7.1.1 Attract and retain quality resources;</p> <p>4.7.1.2 Enhance ICASA's talent pipeline;</p> <p>4.7.1.3 Provide a source of qualified professionals for entry level positions;</p> <p>4.7.1.4 Develop future skills requirements;</p> <p>4.7.1.5 Fill the needs of short-term projects or temporary replacement person power;</p> <p>4.7.1.6 Accommodate future succession and staffing requirements of ICASA; and</p> <p>4.7.1.7 Secure a supply of high potential equity candidates for the organisation.</p> <p>4.7.2 The definition of employee was revised to read as follows, "means any person, excluding members of the Accounting Authority (i.e. Council) and independent contractors, who works for ICASA and receives, or is entitled to receive, any remuneration, who in any manner is assisting in carrying on or conducting the business of ICASA."</p> <p>4.7.3 The definition of the Individual Development plan was revised to read as follows, "A tool to assist employees in career and personal development. Its primary purpose is to help employees reach short and long-term career goals, as well as improve current job performance".</p> <p>4.7.4 The definition of a Monthly Progress Reports was revised to read as follows, "An assessment that takes place during a programme, that conveys details such as what sub-goals have been accomplished, what resources have been expended, what problems have been encountered, and whether the programme is expected to be completed on time on a monthly basis. Progress reports are used by management to determine whether changes are necessary to an ongoing effort".</p> <p>4.7.5 The Executive Summary of the policy was revised to read as follows, "The Authority runs a Graduate Development Programme (GDP), which is intended to assist graduates that join ICASA to acquire work experience, skills and core competencies relating to the higher qualification obtained, especially those</p>	

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	<p>competencies that are required to fulfil ICASA's regulatory mandate. The graduate will work in Divisions/Business Units representing clusters of associated processes and functions. Development will be enabled by on-the-job structured training and coaching in different functions and the graduate will be expected to add value while in training."</p> <p>4.8 <u>Study Assistance Policy</u></p> <p>4.8.1 The definition of "Career Development Plan" was removed from the policy, as ICASA does not have a Career Development Plan, but an Individual Development Plan.</p> <p>4.8.2 The definition of Designated Groups in the policy was revised to be in line with the definition contained in the Employment Equity Act.</p> <p>4.8.3 The policy also included the definition of a graduate to read as follows, "A person who has successfully completed and acquired a qualification from a higher education institution. Also regarded as an employee of ICASA, for the purposes of the interpretation of this policy".</p> <p>4.8.4 Clause 3.2.1 of the policy was rephrased to read as follows, "ICASA shall only pay up to a maximum of R50,000.00 for each academic year for which employees registered to obtain a qualification in terms of clause 2.1.2. Should the cost of studies exceed R50,000.00 for a particular academic year, the employee shall be liable for the amount in excess of the R50,000.00. Should the cost of the studies be lower than R50,000.00 for a particular academic year, the employee will only receive the amount he/she requested for that academic year."</p> <p>4.8.5 Council inquired on the possibility of considering a sabbatical leave for post graduate studies. In response, Management indicated that the current financial position does not make it possible to consider such leave bearing in mind the duration of such leave.</p>	

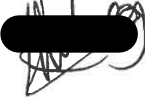
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	<p>4.9 <u>Onboarding Policy</u></p> <p>4.9.1 The policy was revised to replace the wording “Programme” with the word “Policy”. All reference to “Programme” has been changed to “Policy” throughout this Policy.</p> <p>4.9.2 The definition of CBARS was replaced with “On-line Human Resources Information System”.</p> <p>4.9.3 The wording on the purpose, scope and principles of the policy were revised to ensure that the policy reads better than the previous document.</p> <p>4.9.4 Council requested Management to consider a manner in which Council members can be onboarded.</p> <p>4.10 <u>Job Evaluation Policy</u></p> <p>4.10.1 The definition of Tower Watson Global Grading System (GCS) was removed from the policy, as ICASA no longer uses the Job Evaluation System.</p> <p>4.10.2 The definition of Job Evaluation was revised to read as follows, “Refers to a process of determining the relative weight or value of jobs within an organisation, according to an approved/recognised job evaluation system.”</p> <p>4.10.3 The definition of Job Grade was revised to read as follows,” Means the outcome of a Job Evaluation, from the accumulation of factors contained in the job description and job analysis.”</p> <p>4.11 <u>Acting Appointment and Allowance Policy.</u></p> <p>4.11.1 The definition of Acting Appointment was revised to read as follows,” Temporary appointment, not exceeding a period of six (6) months, in a higher graded position of the Approved Structure, which</p>	

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	<p>appointment is necessitated by the temporary leave of absence (i.e. maternity or paternity, out-of-office, on-training, etc.), resignation, transfer, suspension of the incumbent of that position, creation of a new position or the non-filling of a vacancy. "Acting Appointments" has a corresponding meaning".</p> <p>4.11.2 The wording of a Temporary Vacant position was revised to read as follows, "A position that is not vacant on the Approved Structure, however it is temporarily vacant due to the current incumbent of the position being temporarily away from his/her position. This is in circumstances such as the incumbent being on maternity or paternity leave, extended sick leave, attending training or conferences, suspended pending an investigation, etc. The temporarily vacant position should also be of a higher-graded position to the position of the employee that will be acting in this temporarily vacant position".</p> <p>4.12 <u>Working from Home Policy</u></p> <p>4.12.1 The Working from Home Policy was developed shortly prior to the announcement of the State of National Disaster.</p> <p>4.12.2 The policy principles sought to cater for a situation whereby employees would apply through the HR process for a few days to work from home.</p> <p>4.12.3 The policy would still be implemented post-Covid-19 restrictions in an event whereby all employees were expected to be at the office.</p> <p>4.13 <u>Council further comments</u></p> <p>4.13.1 Council enquired if the policies were workshopped with the union and reiterated the need to look into the issue of sabbatical leave.</p> <p>4.13.2 Council proposed that "days" and "working days" be integrated into a single definition as they have the same meaning. Further that, terms such as "colleagues" be replaced as they were not defined in the policies.</p>	

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	<p>4.13.3 Council enquired if the Relocation Policy was being rescinded.</p> <p>4.13.4 Council noted a number of policies included a clause that indicated that “the policy was applicable to Councillors”, but, in the content of the policies, only employees were mentioned, and not Councillors. Therefore, for the sake of completeness, employees and Councillors should go hand in hand.</p> <p>4.13.5 Council raised an issue around the Acting Policy and highlighted the issue of the workload, being mindful of the fact that the acting would be on a lateral scale.</p> <p>4.13.6 Council requested the re-wording of the paragraph that dealt with “taxable but not pensionable” in the Acting Policy.</p> <p>4.13.7 Council commented on the definition of a “graduate” to the extent that it was wide and there was a need to revise such.</p> <p>4.13.8 Council indicated that the wording in the Study Assistance policy seemed not to cater for post-graduate studies.</p> <p>4.13.9 Council proposed that there was no need to include the deferment of studies in the Study Assistance policy.</p> <p>4.13.10 Council inquired as to the instances in which a Council member can be in an Acting Position.</p> <p>4.13.11 Council proposed the revision on the Job-revaluation clause, as it suggested that the process would be undertaken in the event that the job content had changed.</p> <p>4.14 <u>Management Responses</u></p> <p>4.14.1 Management indicated that the policies were consulted with the union and other relevant structures, including EXCO and HR REMCO.</p>	

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	<p>4.14.2 Management assured Council that the Relocation Policy was not being rescinded, but only the title of the policy was being changed.</p> <p>4.14.3 Management indicated that financial conditions do not allow for a sabbatical.</p> <p>4.14.4 Management indicated that a Councillor would act in the position of the Chairperson.</p> <p>4.14.5 Management noted the comments and indicated that same would be incorporated in the policies where necessary.</p> <p><u>Recommendation to Council:</u></p> <p>It was recommended that Council approves the HR Policies.</p> <p><u>Council resolved to approve the HR Policies.</u></p>	
5.	<p>Human Resources and Organisational Development Strategy</p> <p>The purpose of the submission was for Council to approve the Human Resources strategies; (Human Resources (HR) Strategy; and Organisational Development (OD) Strategy).</p> <p>The Executive: Human Resources presented the item.</p> <p>5.1 Both strategies were tabled at a Council meeting that took place on 17 March 2021. Upon deliberation, Council sought assurance that the strategies were discussed at the HR & REMCO meeting prior to such being tabled at Council.</p> <p>5.2 HR & REMCO provided an assurance by way of a submission signed by the Chairperson of the Committee.</p> <p>Recommendation to Council:</p> <p>It was recommended that Council approves the Human Resources strategies; HR Strategy; and OD Strategy.</p>	CEO/HR

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	Council resolved to approve the HR Strategy and OD Strategy.	
6.	General	ALL
	<p>Closure</p> <p>The Chairperson thanked all present at the meeting and closed the meeting at 10:43.</p>	Chairperson
	Date of next meeting: TBA	Secretariat

Signed:  _____

Date: 30 April 2021

(Chairperson)