



Independent Communications Authority of South Africa

MINUTES OF THE COUNCIL MEETING HELD ON 29 OCTOBER 2024		
Time:	09:00am	
Venue:	EP-CF Thabo Mbeki	
Present	██████████	Chairperson
	██████████	Councillor
	██████████	Councillor
	██████████	Councillor
	██████████	Councillor
By Invitation	██████████	CEO
	██████████	CFO
	██████████	Audit Manager
	██████████	Executive: LRCCC
	██████████	Corporate Secretary
	██████████	Secretariat Officer
Partial Attendees	██████████	Executive: Corporate Services
	██████████	Executive: Licensing and Compliance
	██████████	Senior Manager: Talent and Performance Management
	██████████	Senior Manager: Strategy and Programme Management
	██████████	Manager: Communications & Reputational Management
	██████████	Manager: Customer Complaints
	██████████	CAP Chairperson
	██████████ (Joined virtually)	CCC Chairperson
	██████████	AREDC Chairperson
	██████████	CAP Member
Apologies	██████████	Councillor
	██████████	CAE

No.	Action Item	Person Responsible
1.	<p>Opening and apologies</p> <p>1.1. The Chairperson welcomed all present and declared the meeting opened at 09:15.</p> <p>1.2. Council was reminded that the terms in office of Cllr/Dr [REDACTED] [REDACTED] and Cllr [REDACTED] [REDACTED] ended on 28 October 2024 and further that the term of Cllr/Adv. [REDACTED] [REDACTED] would end on 4 November 2024. Council noted the progress in relation to the PPCCDT processes for the filling of the Council vacancies.</p> <p>1.3. Council directed that the dates of the governance Committee quarter meeting be synchronised with Council quarter meetings.</p> <p>1.4. Council instructed that the Q3 reports of the governance Committees be sent to the office of the Corporate Secretary at least seven (7) days before the Council Q3 meeting.</p> <p>1.5. Council noted the apologies of Cllr [REDACTED] who was attending another official engagement.</p> <p>1.6. The CAE, Ms. [REDACTED] [REDACTED] was on leave. Mr. [REDACTED] attended the meeting on her behalf (as acting CAE).</p> <p>The opening and apologies were noted.</p>	Chairperson
2.	<p>Ratification of agenda</p> <p>The agenda was adopted with no amendments.</p>	Council
3.	<p>Declaration of interest</p> <p>No conflict of interest was noted.</p>	Council
4.	<p>Council Minutes and Matters Arising</p> <p>This item was presented by the Corporate Secretary</p>	Secretariat
4.1	Council Meeting held on 30 July 2024	

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	<p>The minutes for the Q1 2024/25FY Council meeting which took place on 30 July 2024, were noted, having been previously approved.</p>	
<p>4.2</p>	<p>Matters Arising – 30 July 2024</p> <p>4.2.1 Council raised concern regarding the missed deadlines for certain matters which are on the matters arising.</p> <p><i>Process for the review of Finance and HR Policies</i></p> <p>4.2.2 Council directed that the CFO should bring a submission to Council, wherein he outlines interventions he requires (eg. Software or Human capacity), in order for the Finance Division to meet its deadlines with regard to deliverables.</p> <p>Council resolved to note the matters arising update.</p>	
<p>5.</p>	<p>CAP Report – Q2 2024/25FY</p> <p>The item was presented by the CAP Chairperson with the assistance of another CAP member.</p> <p>5.1. Council requested that moving forward, the CAP quarter report be tabled with a portfolio of evidence. Council iterated that CAP must aim to improve its visibility to all stakeholders (not only internal).</p> <p>5.2. Council noted that the recommendations on the report are silent on issues relating to women, the youth and people living with disabilities.</p> <p>5.3. Council indicated that the presentation slide on “technologies” must reflect how the community interacts with the emerging technologies outlined in the slide, rather than to merely state the emerging technologies.</p> <p>5.4. Council also noted that the report does not deal with what consumers are saying about the closure of some Post Offices and the proposed interventions thereto.</p> <p>5.5. The CAP Chairperson indicated that CAP members are being demoralised as a result of challenges rising from disputes regarding claims for the payment of member meeting attendance fees and disbursements. He further</p>	<p>CAP Chairperson</p>


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	<p>indicated that recently, CAP members were told to attend a CRASA meeting at their own costs.</p> <p>5.6. Council directed that the CAP Chairperson should bring a supplementary Council submission, focussing on the concerns raised regarding disputes with regard to the payment of CAP meeting attendance fees and disbursements.</p> <p>Council resolved to note the submission.</p>	
6.	<p>CCC Report – Q2 2024/25FY</p> <p>The item was presented by the CCC Chairperson.</p> <p>6.1. The CCC Chairperson reiterated the need for the vacant CCC position be filled, and that an alternative Councillor also be appointed to the CCC. This will assist to eliminate delays with the processing of CCC matters.</p> <p>6.2. Council notified the CCC Chairperson that the Portfolio Committee has requested the Authority to present on the issue of delayed provincial election cases. The CCC Chairperson indicated that the Committee was fully aware that election matters were urgent and alluded that the said delays were a result of the parties not providing additional information requested by the CCC.</p> <p>6.3. Council urged that, going forward, the CCC quarter report should highlight all challenges experienced by the CCC.</p> <p>Council resolved to note the submission.</p>	CCC Chairperson
7.	<p>AREDC Report – Q2 2024/25FY and Q2 PIR</p> <p>The item was presented by the AREDC Chairperson.</p> <p><u>Council Comments:</u></p> <p>7.1. Council raised concerns relating to delays with the finalisation of performance information reports tabled at the AREDC and the constant rescheduling/postponement of AREDC meetings.</p> <p>7.2. Council informed the AREDC Chairperson that the term of office has ended for a number of Councillors, and as</p>	AREDC Chairperson

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	<p>a result some governance Committees only had one (1) Councillor sitting in them.</p> <p>7.3. Council informed the AREDC Chairperson that the re-allocation of Councillors to the different governance Committees will take place soon.</p> <p>Council resolved to note the submission.</p>	
8.	<p>Performance Information Report (PIR) – Q2 2024/25FY</p> <p>The Senior Manager: Strategy and Programme Management presented the item.</p> <p><u>Council Comments:</u></p> <p>8.1. Council sought clarity on whether the Authority has a Talent Retention Strategy and a Succession Plan. Management indicated that HR&REMCO are developing the plan, however in the interim measures have been put in place to manage succession and retention.</p> <p>8.2. Council sought clarity on the number of vacancies in the report, as to how many of those are in the Finance division. Council was informed that five (5) vacancies were currently in the Finance division, pending the restructuring that is yet to be finalized. The CFO also requested that he be given the chance to look at the vacant positions, and the roles and responsibilities of the positions to ascertain whether they still align with the needs of the division and the organisation.</p> <p>8.3. Council sought clarity on how frequent skills audits are done by the Authority. The HR division confirmed that skills audits are conducted every three (3) years.</p> <p>8.4. Council sought understanding on why the Authority was not collecting revenue at 99%, and the reason for the reported underspending. Management informed Council that 99% was the overall total target. Furthermore, it was reiterated by Management moving forward budget allocation currently.</p> <p>8.5. Council informed Management that the target of “<i>Value of communication services provided through monitoring of the media environment</i>”, is accommodated through “<i>the monitoring of the media environment</i>” target.</p>	<p>CEO / Senior Manager: Strategy and Programme Management</p>

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	<p>8.6. Council noted with concern that the two (2) targets under Corporate Services which were not achieved, were as a result of SCM issues. The CFO indicated that the non-achievement of the two (2) targets was as a result of Finance seeking to ensure that B-BBEE compliance was adhered to.</p> <p>8.7. Council resolved that any target that has variance must have a footnote in this regard.</p> <p>8.8. Council indicated that the messaging of the PIR needed to be solution driven and not only target focused.</p> <p>8.9. Council resolved that all activities (<i>public hearing conducted, postal issues, the number of licenses issued and revoked etc</i>) done in quarter two (2) must be reflected in the report. The Senior Manager: Strategy and Programme Management indicated that the format of the report is dictated by a fixed format which the Authority cannot deviate from.</p> <p>8.10. Council requested that future reports catch-up report was needed to outline the milestones to be achieved.</p> <p>8.11. Council resolved that the finance 30-day requirement deviation reason cannot be same as that submitted in Q1 2024/25FY (i.e. capacity constraints). The CEO indicated that a short-term solution of appointing additional people on a temporary basis will be looked at. As a long-term solution, management advised that they would look into approaching National Treasury, to request assistance with releasing resources that will capacitate the Finance division.</p> <p>8.12. Council indicated that the reason for deviating from the target of "<i>Percentage of the process to develop a satellite regulatory framework completed</i>", being capacity/resource issues, must be amended. Council recommended that the progress of the discussion document needed to be highlighted in this section. It was further recommended that it be highlighted in the report that public hearings for the target, were supposed to be done by September, delays were as a result of the need to align to international standards.</p>	

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	Council resolved to approve the recommendation, subject to the implementation of the above inputs.	
9.	<p>HR & REMCO – Q2 2024/25FY</p> <p>Council was advised that the Q2 2024/25FY Report would be tabled at a subsequent Council meeting, given that the HR & REMCO had not yet held its Q2 meeting. Council was advised that the HR & REMCO Q2 meeting would take place on 31 October 2024.</p>	HR&REMCO Chairperson
10.	<p>ITRC Report – Q2 2024/25FY</p> <p>It was noted that following Council’s appointment of ITRC members during Q2, with the ITRC now constituted, the ITRC would present its quarter report in the next quarter Council meeting.</p>	ITRC Chairperson
11.	<p>CEO Report – Q2 2024/25FY</p> <p>The report was deferred to the next Council meeting.</p>	CEO
12.	<p>Assurance Report – PIR</p> <p>The Acting CAE presented the item.</p> <p><u>Council Comments:</u></p> <p>12.1. Council advised that the impact of the findings must have respective context.</p> <p>Council resolved to approve the recommendation.</p>	Acting CAE
13.	<p>Q2 2024/25FY Financial Statements (Income v Expenditure)</p> <p>The CFO presented the item.</p> <p><u>Council Comments:</u></p> <p>13.1. Council indicated that staff debtor arising from international travel, must be managed and monitored better, as currently, employees are only made aware on their debts when they resign/contract ends.</p> <p>13.2. Council requested that moving forward, the report must outline budget allocation to Governance Committees.</p>	CFO

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	Council resolved to approve the recommendation.	
14.	<p>General</p> <p>14.1. <u>ITU & FCDO</u></p> <p>Council was advised that the ITU team will be conducting a survey in South Africa. The CEO will select employees who will form a team to participate in the study.</p> <p>14.2. <u>Update on the ICASA Strategic Plan</u></p> <p>Council was informed that this was a work-in-progress.</p> <p>14.3. <u>Update on the procuring of Provincial Offices</u></p> <p>Council requested that the update be brought to Council through a Council Submission.</p>	Chairperson
15.	<p>Closure</p> <p>The Chairperson thanked all who were present at the meeting and declared the meeting adjourned at 16:27.</p>	Chairperson

Signed:  _____
Mothibi Ramusi
(Chairperson)

Date: 28/01/2025