

Finance and Corporate Services

Portfolio Committee

Addendum:1

18 April 2023

ITEM NO.	SUBJECT	FILE REF	PAGE NO.
SECTION 3: Corporate Services			
C/3/101/05/23	PROGRESS REPORT ON PLACEMENT PROCESSES – UNCHANGED AND MINOR CHANGED POSITIONS	4/10/3	1 - 4

Section 3: Corporate Services

ITEM C/3/101/05/23

PROGRESS REPORT ON PLACEMENT PROCESSES – UNCHANGED AND MINOR CHANGED POSITIONS

Portfolio Comm: Strategic Services & Office of the MM **Demarcation:** All Wards
File Ref: 4/10/3 **Delegation:** Council

Attachments: Annexure “A”:- Council Resolution C/1/130/02/23:- Progress Report on Placement Processes

Author: Manager HR Administration

Submitted by: Acting Director Corporate Services

Date: 10 May 2023

PURPOSE OF REPORT

The purpose of the report is to inform Council on the progress made to date regarding the placement process in particular regarding the unchanged and minor changed positions.

LEGISLATION

Constitution of the Republic of South Africa
Local Government: Municipal Structures Act, Act 117 of 1998 and Regulations
Local Government: Municipal Systems Act, Act 32 of 2000 and Regulations
Employment Equity Act, Act 55 of 1998
Basic Conditions of Employment Act, Act 75 of 1997
Skills Development Act, Act 97 of 1998
Labour Relations Act, Act 85 of 1993
SALGBC, Main Collective Agreement on the Conditions of Services;
Council Approved Placement Policy

BACKGROUND AND DISCUSSION

Council approved the placement processes in respect to all Unchanged and Minor Changed positions on the Micro Structure of the organization at its meeting of 27 February 2023, under Council Resolution C/1/130/02/23.

1. UNCHANGED POSTS

These are posts that have had no change to their location or scheduled duties.

The Municipality is required to list the posts with the names the present incumbents and submit it to the Placement Committee for confirmation.

Section 3: Corporate Services

2. MINOR CHANGED POSTS

These are posts with minor changes to the duty schedule but with no material effect on the level of responsibility and could be a mere change in title without accompanying change in duties.

Placements was completed based on the following number of unchanged and minor changed positions per Directorate.

Directorate	Unchanged and Minor Changed Positions	Signed Unchanged Letter at HRM	Signed Minor Changed Positions at HRM
Office of the Municipal Manager	17	11	none
Financial Services	51	6	1
Corporate Services	52	7	11
Planning & Development	27	9	4
Engineering Services	122	32	12
Community Services	198	80	9

Directors and Managers are urged to ensure that all placement letters in respect of all unchanged and minor changed positions that were distributed by HRM within their respective Directorates and Sections are delivered and acknowledged by the respective employees. All signed placement letters must be submitted to the Acting Senior HR Officer: Organizational Development and Job Profiling on or before Friday, 19 May 2023.

To date, the Human Resource Management Division has received **4 objections** from employees about their placements. The objections will be considered by the Objection Committee Meeting which will be convened once the appeal and/or objection period has expired.

Employees appointed from 1 November 2023 will not receive any placements letters; because the appointments were made to positions on the Microstructure approved by Council on 30 October 2022 under Council Resolution C/1/05/10/22.

The Major Changed positions as well the remainder of employees not yet placed will be discussed at the next Placement Committee Meeting.

RECOMMENDED BY THE MUNICIPAL MANAGER

That Council take note of the content of the Progress Report pertaining to all Unchanged and Minor Changed positions.

**EXTRACT FROM THE CONFIRMED MINUTES OF THE SPECIAL COUNCIL
IN-COMMITTEE MEETING OF BITOU LOCAL MUNICIPALITY HELD IN THE
COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG
BAY ON MONDAY, 27 FEBRUARY 2023 AT 14h50**

“

Resolution C/1/130/02/23

PROGRESS REPORT ON PLACEMENT PROCESSES

Portfolio Comm: Strategic Services & Office of the MM
File Ref: 4/10/3

Demarcation: All Wards
Delegation: Council

Resolved

That the placement processes for all unchanged and minor changed positions be approved.

Proposed: Councillor J N Kamkam
Seconded: Councillor S A Mangxaba

EXECUTION: Manager: HR Administration
Cc: Senior Manager: Human Resources Management Services, Director
Corporate Services