



Province of the
EASTERN CAPE
EDUCATION

Human Resource Planning & Provisioning Services
Steve Vukile Tshwete Education Complex, Zone 6, Zwelitsha, Eastern Cape
Private Bag X 0032, Bhisho, 5605. REPUBLIC OF SOUTH AFRICA,
Tel: +27 (0)43 735 1820, Fax: +27 (0)43 735 1993 Website: www.ecdoe.gov.za.

GUIDELINES ON THE ESTABLISHMENT OF THE HR PLAN AND EE PLAN CONSULTATIVE FORUM

CHIEF DIRECTORATE / DIRECTORATE / CLUSTER / DISTRICT / CIRCUIT LEVELS

1. Duties / Responsibilities :

- 1.1. Shall assist in the implementation of the HR Plan and EE Plan of the Department
- 1.2. Shall assist in the development of the HR Plan and EE Plan Implementation Progress Reports by providing the relevant information
- 1.3. Shall monitor and evaluate the progress made on the implementation of the HR Plan and EE Plan and advise the Head Office accordingly
- 1.4. Shall be exposed to all the vacant posts that are earmarked to address the Departmental EE targets , before such vacant posts are advertised or filled
- 1.5. Shall ensure that the HR Plan and EE Plan information is disseminated to all the employees of the Department (Schools / Directorates / Units / Components etc. that are under one's jurisdiction)
- 1.6. Shall identify all actions of non-compliance with the provisions of the HR Plan and EE Plan and raise them with the relevant authorities for the implementation of the consequent management measures
- 1.7. Shall make copies of these Guidelines available to all Forum Members at all levels
- 1.8. Shall be expected to perform any duty / task imposed on them by the relevant authorities regarding the human resources issues related to the implementation of the HR Plan and EE Plan of the Department
- 1.9. Shall assist in the handling of grievances raised by the employees at their levels , in relation to the implementation of these two Departmental Plans
- 1.10. Shall take the lead on any matter that is linked to the implementation of these two Departmental Plans
- 1.11. Shall be expected to attend all quarterly meetings , or any other meetings convened in relation to the human resources and employment equity issues

2. Meetings :

- 2.1. Shall be held once per quarter or four times per annum. The suitable time to hold such meetings shall be at the end of the quarter in question
- 2.2. Depending on the volume of work to be dispensed at a particular sitting , the duration of each meeting shall be from 1 – 2 days and the meeting shall focus mainly on the issues that are relevant to that particular quarter or the quarter under review
- 2.3. Issues related to other quarters shall only be used for reference purposes
- 2.4. Meetings shall be held in venues that shall comfortably accommodate all Forum Members

3.Representation

- 3.1. The Forum shall be chaired by a Chief Director / Director / Deputy Director HRA &P / or any person appointed by him or her as his or her representative
- 3.2. Each District / Directorate / Unit / Sub- Section / Circuit / Trade Union / SGB Association shall be represented by one official
- 3.3. Each Circuit Manager shall represent a group of his or her Schools

4. Representation at Circuit Level

- 4.1. The Forum shall be chaired by the Circuit Manager
- 4.2. Each School shall be represented by the Principal & the SGB Secretary
- 4.3. Registered Trade Unions at this level shall be represented by one official

5. Time –Off

- 5.1. Members of the Forum shall be given an adequate time-off from their normal day- to - day duties, so that they can specifically focus on the human resources and employment equity issues at a particular time
- 5.2. A formal notice inviting them to the meeting shall be sent to the individual members, for the attention of their Supervisors / Managers / Section Heads / Heads of Institutions / Trade Union Offices / SGB Association Offices etc.

6. Invitation to the meetings

- 6.1.A notice conveying each meeting shall be issued by the Chairperson in advance , at least 5 -7 days before the actual date of the meeting
- 6.2. That notice shall indicate the agenda, date , time, venue and the minutes of the previous meeting shall be attached to it

7. Matters for discussion / Consultation at the meeting:

- 7.1. Progress Reports on the implementation of the HR Plan and EE Plan of the Department
- 7.2. Identification of the employment barriers which adversely affect the achievement of the employment equity balance at the workplace

7.3. Problems emanating from the incorrect implementation of the HR Plan and EE Plan of the Department

7.4. Analysis of the profile of the workforce at each level in order to determine the degree of under-representation of the people from the designated group, particularly women, people with disability and youth.

7.5. The disclosure of all relevant information that shall allow the members to take informed decisions during the discussions, e.g. the total number of :

- Temporary and permanent employees per each occupational or salary level
- Vacant posts (both newly created and residuals) that were or still to be advertised per each occupational or salary level
- Vacant managerial posts that have been earmarked to address employment equity imbalance at the workplace
- Training and development programmes that were or are still meant to address the employment equity issues
- Facilities and equipment that is meant to assist employees with disabilities
- Support services for employees with dual career (i.e. work & domestic) responsibilities
- Health and safety services provided to the employees

8. Record –keeping

8.1. The Chairperson / Secretary shall keep all the documents, e.g. information, reports, minutes, attendance registers, manuals, annexures etc. for reference purposes

8.2. Such records shall be accessed on request by all relevant stake holders / employees

8.3. Inspection of documentation by the Department of Labour or any officially recognised body shall also be done on request

8.4. Proper and safe keeping of records shall assist in the effective monitoring, evaluation and implementation of the HR Plan and the EE Plan.

9. Reporting

9.1. Reporting on the progress made regarding the implementation of the HR Plan and the EE Plan shall be done on quarterly basis

9.2. Reports shall be submitted to the Head Office, so that a Provincial Report can be compiled and be submitted to the relevant authorities for scrutiny

9.3. A Provincial Report shall be compiled from data collected and submitted by the Districts, Clusters and the Chief Directorates

9.4. Implementation Reports shall be published, using various communication strategies like meetings, notice boards one-on-one discussions etc.

10. Monitoring visits

10.1. Districts, Clusters and the Chief Directorates shall be visited by the Provincial Forum Members with a view to check for progress and the proper functioning of the lower level Forums

10.2. Members of the Provincial Forum shall be deployed to various venues for this purpose
