

**REMUNERATION AND WORKPLACE
RESTRUCTURING COMMITTEE TERMS OF
REFERENCE
2021/22**

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TITLE

REMUNERATION AND WORKPLACE RESTRUCTURING COMMITTEE

1. Establishment

a) The council shall appoint a Committee which will be responsible for Staff Remuneration (herein referred to as the "committee") and workplace restructuring.

1. Composition of the Committee

- a. Two (2) councillors of whom one councillor shall preferably have financial or remuneration expertise.
- b. Three (3) unions representatives per union of which two (2) from SAMWU and one (1) from IMATU
- c. The chairperson of the committee shall be appointed by the committee who shall be councillor at the initial meeting.
- d. Administration will be represented by Municipal Manager, CFO and Corporate Services Manager (HOD)
- e. The committee shall have the power to appoint external professional advisors to assist it with its deliberations preferably from the district municipality. It may also be assisted by SALGA in its deliberations.
- f. The municipal manager, the chief financial officer and the corporate services manager shall serve on the committee in an advisory capacity.
- g. Representative Trade Unions may be allowed to attend meetings of the committee on an observer basis and may be permitted by the chairperson to comment on or make representations on any matter under consideration by the committee.
- h. The municipal manager shall provide administrative and logistical support to the committee through Human Resources section.
- i. The committee shall meet quarterly, business permitting.

2. Responsibility of the committee

a) to develop and review remuneration policy for the municipality taking into account any Bargaining Council Collective Agreements and directives, the Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers, 2006 and any policies adopted by

SALGA or directives issued by this association with regard to staff remuneration;

- b)** to consider and recommend amendments to the aforementioned policy;
- c)** to provide guidelines and recommendations to the council on the structuring of the salary package of the municipal manager, managers directly accountable to the municipal manager and senior managers as defined in the Municipal Finance Management Act;
- d)** to recommend the granting of annual Increments to staff in accordance with any Bargaining Council Collective Agreement and the Regulations referred to in subparagraph (a) of this rule;
- e)** to recommend the granting of performance bonuses and/or other performance awards to staff PMS framework
- f)** to make recommendations regarding an application to the Bargaining Council for exemption from any collective agreement pertaining to the remuneration and service benefits of staff;
- g)** to recommend the payment of special allowances to staff;
- h)** to recommend deviations from the Remuneration Policy in respect of individual employees to compensate them adequately in special and deserving circumstances;
- i)** to recommend the payment of special incentives in order to address serious skills shortages in the municipality;
- j)** to recommend to council and LLF on resolutions by internal grading committee
- k)** to oversee the implementation of legislation relating to the remuneration of staff including any disclosure as may be required in terms thereof;
- l)** to recommend to council any financial implication resulting from job grading processes;
- m)** to recommend a mandate for collective bargaining;
- n)** to deal with any matter referred to it by Local Labour Forum and the council.
- o)** shall deal with all proposed changes relating to any service restructuring
- p)** shall deal with services restructuring which may as a result of new technology, proposals for privatization or alternative method of service delivery or other work reorganization proposals

3. Reporting

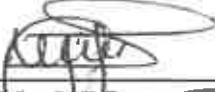
- a) The committee shall, after each meeting, report to council and to Local Labour Forum.
- b) The committee shall compile an annual report on the matters considered by it.

4. General

- a) No staff member may remain in attendance at a meeting of the committee when his or own salary or staff benefit is being discussed.
- b) The committee shall, through the municipal manager, have access to all staff records and such financial information as it may reasonably require for the purpose of performing its functions.
- c) The committee may, for the performance of its duties, seek from the municipal manager, any manager directly accountable to the municipal manager and any senior manager such information as it may reasonably require.
- d) Matters pertaining to the remuneration and benefits of councillors shall not, unless the council expressly resolves to the contrary, be dealt with by the committee

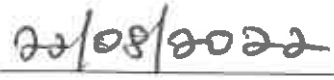
5. ADOPTION AND APPROVAL OF THE TERMS OF REFERENCE BY COUNCIL

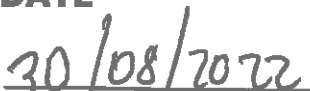
This terms of reference is adopted and approved by the full Ngqushwa Local Municipality Council for implementation



MUNICIPAL MANAGER


MAYOR



DATE


DATE