



**Wes-Kaapse Provinsiale Parlement  
Western Cape Provincial Parliament  
IPalamente yePhondo leNtshona Koloni**

**MINUTES OF PROCEEDINGS**

**CHAIRPERSONS' FORUM**

(Ref no: 11/4/1/2/13)

Thursday, 27 February 2020 (at 12:00), Committee Room 2

**PRESENT**

**Democratic Alliance**

Schafer, B A (Chairperson)  
America, D  
Allen, R I  
Bartman, D M  
Bosman, G  
Botha, L J  
Maseko, L M  
Mitchell, D G  
Philander, W F  
Van der Westhuizen, A P  
Wenger, M M

**Apology :**

Mackenzie, R D

**The following persons were in attendance:**

Mr L Goosen: Western Cape Provincial Service Commissioner: Western Cape Public Service Commission  
Mr P Rockman: Provincial Director: Western Cape Public Service Commission  
Mr D Jawoodien, Manager: Finance Section: Western Cape Provincial Parliament

**AGENDA**

**1. Opening and Welcome**

The Chairperson welcomed all Members and guests to the Forum meeting.

**2. Presentation by the Western Cape Public Service Commissioner (PSC) on how the WCPP Committees could utilise the Public Service Commission more effectively**



Commissioner Goosen briefed the Forum on how the WCPP Committees could utilise the Public Service Commission more effectively.

In response to the briefing, the following were requested from Members:

- a) That the PSC provides the Forum with the following, which could assist the WCPP committees in performing its oversight responsibility:
  - a. The most recent PSC Reports containing recent statistics on matters reported on in past PSC reports, such as time taken to fill vacancies in the public service, the absentee patterns and rates, the management of Pillars, and the disclosure of financial interests.
  - b. Regular reports of the PSC relating to research conducted in Western Cape pertaining to provincial investigations as well as to reports relating to national departments that operate within the Western Cape.
  - c. Information relating to the Anti-corruption Hotline in the Western Cape, specifically the support to whistle-blowers and any research to support the Whistle-blower legislation.
- b) It was agreed that all relevant PSC reports be provided to the WCPP's Clerk of the Papers, via the Office of the Speaker, so that the reports could be published in the ATC for all Members to access.

The Chairperson requested that the Procedural Officer, via email, provide the PSC with a process route in the WCPP for PSC reports to be submitted to members; and that the contact details of the PSC be forwarded to all Forum members.

### **3. Presentation by the Finance and Management Accounting Section on the Status of the Budget of the Budget Spending Patterns of Standing Committees and the Proposed Breakdown of the Budget Split for Standing Committees 2020/2021**

Mr D Jawoodien briefed the forum on the status of the budget of committees as at 30 January 2020. A briefing document with the budget allocations was distributed to Forum Members.

In response to the briefing, the following were requested from Members:

- a) That there is communication to the committee chairpersons on a quarterly basis on the status of the budget expenditure of the parliamentary Committees.
- b) That an updated report on the current status of the budget expenditure of parliamentary committees be availed to chairpersons as soon as possible.

### **4. International Travel**

The Chairperson informed the Forum of the progress regarding the international travel plan for standing committees for 2020.



The Chairperson indicated that two committees have been working on their planned international visits for September 2020. The Department of International Relations has requested the Chairperson put all international travel plans on hold temporarily, due to the extent and nature of Coronavirus contamination risks.

Mr Jawoodien informed the Forum that for the next financial year Provincial Treasury has requested WCPP to fund any budget shortfalls from its roll over funds, and this could impact any dependency on its plans to make use of any roll over funds in the next financial year.

## **5. General Matters**

The Chairperson afforded Members of the Forum an opportunity to speak to general matters impacting on their role as chairpersons.

Members raised the following concerns/suggestions:

- a) Catering concerns of committees (off-site).
- b) Concerns regarding venues of committees and logistical related matters.
- c) Concerns regarding override by management, of Committee Chairpersons' decisions, e.g. Committee Procedural Officers should not be interrogated on matters where committee chairpersons have made decisions.
- d) Concern that Procedural Officers are assisting with the responsibility of proofreading legislation, and do not have the qualification for such a role; and whether the Legal Advisers should be performing such function?
- e) Suggestion of procuring for catering for two or three committees jointly, which are meeting on a particular day, to work towards saving of costs.
- f) Enquiry regarding the progress of the WCPP appointing a centralised catering service provider instead of dealing with procurement on an Ad-hoc basis per committee meeting, as Procedural Officers spend much time in procuring such catering services.
- g) Suggestion of looking into having available a similar resource that municipal councillors have, i.e. the Councillor's Tool Kit (small booklets), for WCPP Members to assist in them performing their functions.
- h) Concern regarding committee slots allocated to committees which are impacted by moving slots of some committee meetings into late afternoon slots, which could also impact on overtime implications.

Mr Sassman briefed the Forum on the Proposed Breakdown of the Budget Split for Standing Committees for 2020/2021.

It was confirmed that the Breakdown of the Committee Budget Split, be accepted with the deletion of the Disciplinary Committee from the cluster of "Other Committees", as disciplinary related matters are dealt with under the Conduct Committee.

The Chairperson submitted the draft minutes of the Chairpersons' Forum meeting of 16 August 2019, which was agreed to and adopted.



The meeting adjourned at 13:20.



**BA SCHÄFER, MPP**  
**CHAIRPERSON**

