



LIMPOPO

PROVINCIAL GOVERNMENT

REPUBLIC OF SOUTH AFRICA

**POLICY ON HUMAN RESOURCE PLANNING
DEPARTMENT OF SPORT, ARTS & CULTURE**

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1. Preamble

The Department considers human resource planning as critical in ensuring the effective management of its most important asset, its people. The optimal utilization and development of the Department's human resources as well as the achievement of its employment equity is one of its primary goals, and therefore expects each employee to play an active role in pursuing this goal.

2. Purpose

- 2.1 To determine the roles of individuals and structures within the Department responsible for human resource planning, development and achievement of employment equity.
- 2.2 To ensure that the department has the right number of people, with the right composition and with the right competencies, in the right places to enable it to deliver on its mandates and achieve its strategic goals and objectives.
- 2.3 To determine the demand for and the supply of employees that are critical in achieving strategic objectives, analyzing the gap between the demand and supply and developing a plan that seeks to close that gap.

3. Legal Framework

- Employment Equity 1998 (Act No.55 of 1998)
- Labour Relations 1995 (Act No. 66 of 1995)
- Basic Conditions of Employment 1997 (Act No. 75 of 1997)
- The constitution of the Republic of South Africa 1996
- White paper on Human Resource Management in the public service of 1997
- Public Service Act, 1994 (in particular section 7(3)(b))
- Public Service Regulations, 2001 (see Part III.B & D of Chapter 1)
- Employment Equity Act, 1998 (whole act & its regulations outline requirements pertaining to employment equity plans)
- Skills Development Act, 1998 (whole act is relevant – departments have specific responsibilities with regard to the SETA's that they form part of and in developing workplace skills plans)
- Labour Relations Act, 1995 (refer in particular to section 189)
- Public Finance Management Act, 1999 (sections 36(5). and 38 – 42 are of particular importance)
- Treasury Regulations, 2002 (Chapter 5 in particular)

4. Scope of Application

The policy is applicable to all employees of the Department employed in terms of the Public Service Act, 1994.

5. Policy Provisions and Roles and Responsibilities

- 5.1 The Sub-branch Human Resource Management & Development in Corporate Governance will be responsible for compiling/updating the department's Human Resource Plan on an annual basis, of which the plan shall contain as a minimum, an assessment of:
 - 5.1.1 The human resources that will be required to deliver on the department's strategic objectives, taking into account the mandated functions, new functions, abolished functions, and service delivery improvement programme.
 - 5.1.2 The organization's existing human resource capacity by gender, race and disability, competencies, occupational category, organizational component and grade.
 - 5.1.3 Differences between the need and supply of human resources and identified gaps between what is available now and what is required in the future.
 - 5.1.4 Address the position of employees affected by the abolition of unnecessary posts, and must retrench employees only in accordance with the Labour Relations Act and collective agreements as the last resort.
- 5.2 The assessment referred to above, shall take place once per annum before the department's Strategic Planning retreat, so as to serve as input at the retreat.
- 5.3 The results of the assessment will also be widely publicized within the Department.
- 5.4 In addition, the sub-branch Human Resource Management & Development should keep itself abreast of changes pertaining to employment legislation and prepare the Department to give effect to such legislations
- 5.5 The compilation of staffing plans, indicating the number, competencies and employment capacities of staff will be the responsibility of individual managers (sub-branches, teams and higher), and the sub-branch Human Resource and Development will coordinate the plans. These plans should be part of action plans designed in accordance with the department's Strategic plan. The sub-branch Human Resource Management & Development shall:
 - 5.5.1 Develop an integrated strategy or plan to meet the Department's human resource needs.
 - 5.5.2 Develop a plan to address the gap between existing human resource capacity and the future human resource requirements within the financial resources available. This should ideally take the form of a comprehensive human resource strategy (human resource plan). The duration of plan will depend on the extent of the gaps that have been identified.
 - 5.5.3 Develop a human resource strategy to enable the department to meet its human resource needs within the financial resources available. The strategy will also have to take account of prevailing labour market conditions. Once drawn up, the human resource strategy should drive all human resource management activities within the department.

- 5.6 The Human Resource plan shall be made known to the employees of the department and posted in public areas where people can easily access it e.g. Intranet/Internet, notice boards, boardrooms.

6. Monitoring, Evaluation and Reporting

- 6.1 An information system to provide information on how the strategy is operating in practice shall be established by the Senior Manager Human Resource Management & Development.
- 6.2 The sub-branch Human Resource Management & Development will prepare a report to the Head of Department on the results of the planning processes as well as to the Department of Labour on employment equity.
- 6.3 Monitoring and evaluation of progress on the implementation of the plan shall be done on an annual basis and corrective steps taken where necessary.

7. Policy Implementation

The policy shall come into effect on the first date of the month following the month which the Executing Authority approved it.

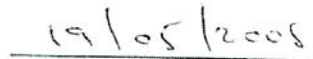
8. Amendment of Policy

This policy shall be reviewed annually and as and when necessary and it shall follow the initial process of policy development.

Recommended/~~Not Recommended~~



HEAD OF DEPARTMENT

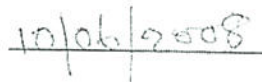


DATE

Approved /~~Not~~ Approved



MEMBER OF EXECUTIVE COUNCIL



DATE