

3.3.2.3 Planning and Resources Committee

The Planning and Resources Committee is concerned with medium and long term strategic plans, together with providing input for the preparation of the annual budget by the Finance Committee.

It is responsible, amongst other things, for ensuring that all financial implications of both capital development programmes and the annual operating budget, including the implications of resource allocation to strategic activities, are referred to the Finance Committee.

Number of meetings held by the Planning and Resources Committee

The Planning and Resources Committee held five meetings during 2017, on the following dates:

- 2 March 2017
- 8 June 2017
- 21 June 2017
- 5 September 2017
- 9 November 2017

Main agenda items

1. Leasing of external residences
2. Maintenance plan for 2017
3. Deferred maintenance implementation plan
4. Projected cash flow - deferred maintenance plan
5. Oversight role - corrective measures
6. Reports on infrastructure development, including Student Housing Phase 1, Student Centre, Engineering laboratories and offices
7. Appointment of principal agents
8. Request to engage with Ithala on the possible purchase of the Ithala building
9. Reports on Campus Security, Health and Safety, Student Housing, Information Technology and Networks (IT&N), Maintenance and Operations
10. Charter for the Planning & Resources Committee
11. Mandated Planning and Resources Committee reports

Main resolutions or matters recommended to Council for approval

Below is a summary of the main resolutions taken by the Planning and Resources Committee and the matters it recommended to Council for approval.

1. At its meeting on 2 March 2017, the Committee:
 - a. Requested amendments to the Maintenance Plan for 2017, prior to its submission to Council for approval;
 - b. Recommended the Health and Safety report to Council for approval;
 - c. Noted reports on infrastructure development, Campus Security and Protection Services, and strategic activities of the IT&N Department;
 - d. Requested a report from Management on the engagement of Principal Agents for building projects.
2. At its meeting on 8 June 2017, the Committee:
 - a. Accepted the Health and Safety report and suggested that the most urgent compliance issues be prioritised;
 - b. Noted the IT&N report on projects completed and in progress.
3. At a special meeting on 21 June 2017, the Committee:
 - a. Approved for submission to Exco and Council a request that nine service providers be awarded tenders to provide student accommodation for three years, subject to non-compliance issues in respect of the DHET norms and standards being fixed within a year;
 - b. Noted a report on current infrastructure projects, including the delayed Student Centre and the Engineering laboratories and offices;
 - c. Supported a proposal to engage with Ithala on the possible purchase of the Ithala building and recommended it to Exco and Council for consideration and approval.
4. At its meeting on 5 September 2017, the Committee:
 - a. Noted that the assessment of buildings for possible use as external student residences was a Committee responsibility, but that their procurement was not;
 - b. Received reports on deferred maintenance and on campus security;
 - c. Made recommendations regarding a report on the Student Centre project;
 - d. Approved a report on health and safety, with some formatting changes, for submission to Council for information;
 - e. Recommended revisions to a report on the Engineering laboratories project, prior to its submission to Council;
 - f. Approved a report on IT&N for submission to Council for information;
 - g. Approved a report on maintenance and operations, with amendments, for submission to Council for information;
 - h. Considered and further developed the revised charter for the Planning and Resources Committee.

5. At its meeting on 9 November 2017, the Committee:
 - a. Resolved that the charter for the Planning and Resources Committee, as amended, be submitted to Council for its information and noting;
 - b. Resolved that the mandated Committee reports, as amended, be tabled at Council for its consideration and approval;
 - c. Resolved that the following reports, with amendments where necessary, be sent to Council for its information and noting: Engineering laboratories project; Student Residence, Phase 1; Student Centre project; deferred maintenance projects; IT&N; Health and Safety; Campus security;
 - d. Resolved that a report on storm damage experienced by the university in October 2017 be forwarded to the Council for information and noting.

3.3.2.4 Human Resource (HR) Committee

The main function of the Human Resource Committee is to consider all matters related to MUT's personnel, such as conditions of employment, salaries, recruitment, appointments, terminations, and any other relevant matters, and to advise Council on those matters that require Council decisions. The HR Committee consists of Council members as well as the MUT line manager responsible for human resource matters within MUT.

Number of meetings held by the Human Resources Committee and dates of meetings

The HR Committee had five meetings during 2017 on the following dates:

- 27 February 2017
- 13 March 2017
- 19 June 2017
- 26 September 2017
- 23 November 2017

Main agenda items

The following items served as the main agenda items for the HR Committee during 2017.

1. Close-out report on the conversion of contract employees
2. Report on staff members' dependents
3. Human Resources report
4. Report on the HR Matters Consultant
5. Proposed disciplinary procedure
6. Progress report on medical aid capping
7. Report on engagements and terminations
8. Labour related matters
9. Review of HR policies and policy development
10. TENUSA recognition
11. Request for approval of four positions in the RIE portfolio
12. Revised charter of the Human Resources Committee
13. Appointments of Senior Management Team
14. Appointment of Senior Staff
15. Remuneration adjustment for Senior Management and Senior Staff
16. Human Resources Operational Plan for 2017
17. Human Resource Charter
18. Mandated Human Resources reports (to Council)
19. Review of HR policies
20. Investigation into the Department of Electrical Engineering
21. Update on Total Cost to Employer
22. Medical boarding application
23. Pre-payment of tax on the 13th cheque
24. Proposed medical aid contribution dispensation
25. Migration to Total Cost to Employer method of remuneration
26. MUT staff structure
27. Extension of the contract of Dean of Management Sciences
28. Creation of two additional nGAP positions
29. Decision of Council on HR-related matters and its implications
30. Guidelines for the appointment of members of executive management