

No.	Presented Agenda Item	Description of Comments/ Questions	Potential Impact	Contributor Name	Contributor Organisation	Date Received	Date Closed	Action Owner	Progress Status	Notes
1	Email submission	Input and suggestions for process design components.	Guidance	CCT	CCT	30-Oct-24	04-Nov-24	Silma	Closed	Noted - incorporated where applicable.
2	Prep session	Check and state the frequency of performance reviews.	Guidance	Team	NT	30-Oct-24	04-Nov-24	Silma	Closed	Noted - incorporated where applicable.
3	Perf evaluation	Are these processes aligned to Regulation 890?	Process alignment	Ilse Myburgh	Munsoft	13-Nov-24	13-Nov-24	Silma	Closed	Noted - process is aligned and checked against Regulation 891, 20 September 2021.
4	Perf evaluation	Is the rating scale used for the mid-year review as well?	Evaluation	Frieda Human	Action iT	13-Nov-24	13-Nov-24	Silma	Closed	Municipalities confirmed online that they do use the rating scale for mid-year and annual evaluation.
5	Perf evaluation	Can the process(es) be expanded to include the dispute process, moderation and competencies please?	Process alignment	Frieda Human	Action iT	13-Nov-24	13-Nov-24	Silma		Noted - Processes will be updated as requested after the input from the ICF.
6	Budget allocation	Budget allocation is difficult to manage on an individual basis, particularly in municipalities where costing has not been rolled out in detail yet.	Evaluation	Ilse Myburgh	Munsoft	13-Nov-24	13-Nov-24	Silma	Noted	Budget does not have to be allocated per person or per team. The availability of budget to finance agreed activities, however, should be considered as the lack thereof could have a negative impact on performance, not necessary due to a fault or shortcoming on the part of the individual / team being evaluated.
7	Budget allocation	Municipalities often interpret what is said literally and if budget is mentioned, it could be understood that it means per person or per team. This should be more clearly explained as it might lead to municipalities being found non-compliant.	Evaluation	Frieda Human	Action iT	13-Nov-24	13-Nov-24	Silma	Noted	These are high-level processes which should be customised for municipal purposes, subject to the municipalities' performance evaluation policy and procedures. Clarity to be provided in the individual policies and procedures.
8	Perf evaluation	The processes mention corporate services? In smaller municipalities performance management is situated with a single person in the office of the Municipal Manager, as there is no corporate services. This should be changed to avoid confusion.	Organisation structure and work allocation	Ilse Myburgh	Munsoft	13-Nov-24	13-Nov-24	Silma	Noted	These are high level processes only and should be "made fit" to the size and structure of the relevant municipality. The processes refer to "performance management unit", which could be one (unit) or a unit consisting of several positions. Please adapt the process to the structure, not the structure to the process.
9	Perf evaluation	These processes are a cause for concern to the smaller municipalities, which still perform many of the functions manually, and do not have the	Performance management	Frieda Human	Action iT	13-Nov-24	13-Nov-24	Silma	Noted	The concern is noted. The processes are very high-level and should be supported by system functionality, to relieve the burden.
10	Documentation	When will the documents be available?	Process review	Naiemah Ishmail	CCT in chat	13-Nov-24	13-Nov-24	Silma	Noted	The presentation deck is already available. The MS word and excel to follow, after correction of a system challenge. One month from presentation to submit comments please.
11	Consequence management	Corrective measures and development plans should be mentioned	Performance management	Internal review	NT	18-Nov-24	18-Nov-24	Silma	Noted	Integration with HR management for people related processes.
12	Developmental plans	Developmental plans are implemented even before corrective measures / consequence management and these should be reviewed bi-weekly.	Performance management	Internal review	NT	18-Nov-24	18-Nov-24	Silma	Noted	Agreed - record developmental actions as these are the initial steps before HR supported people related processes.