

Branch: HRM&D	Note: Published KPIs are for public information purposes only, certain information may be excluded from the published version due to security reasons
Target title for 2018/19	Identify the title of the target
	70% of reported misconduct cases submitted to a presiding officer for consideration.
Indicator / Measure title	Provide a brief explanation of what the indicator is with enough detail to give a general understanding of the indicator
	Percentage of of reported misconduct cases submitted to a presiding officer for consideration.
Short definition	Provide a brief explanation of what the indicator is with enough detail to give a general understanding of the indicator
	<p>To ensure that reported cases are considered by a presiding officer.</p> <p>Reported cases are allegations of deviant conduct that are submitted to the Labour Relations Directorate and have been declared serious misconduct cases with sufficient evidence that can be proven before the presiding officer. These cases will be recorded in the misconduct data base for the purpose of measuring performance of the Unit. Cases that have insufficient evidence shall not be recorded in the misconduct data base and will be returned to the source. The total number of misconduct cases recorded in the data base shall include cases carried over from the previous month/quarter added to the newly declared serious act of policy violation.</p> <p>Presiding officer would be as follows: Formal discipline: the appointed chairperson.</p> <p>Cases of progressive discipline (less serious misconduct), will have a separate data base and would not be recorded for the purposes of measuring performance of Labour Relations Directorate.</p>
Purpose/importance	Explain what the indicator is intended to show and why it is important
	To ensure that the conduct of employees is effectively managed through the consideration of reported cases as well as the curbing of corrupt activities and enhancement of productivity.
Source documentation/information used	Describe where the information comes from i.e. source of information that is used as a basis for actual performance achievements (AG requirement)
	Database of misconduct cases and case files
Description of the source	A description of where the information originates from - by indicating name of responsible unit, person etc.
	Case Management Systems - Office of the Director: Labour Relations
Description of processing activities (where applicable).	Document the understanding for the performance processing for each target

	<p>The following steps are involved:</p> <p>For the purposes of the target, the allegations of violation of the policy framework (now declared a case of serious misconduct) shall be allocated to a case worker (Labour Relations Officer) who will also initiate the disciplinary hearing, for processing charges of misconduct and to initiate a case before a presiding officer. The Director Labour Relations will formally appoint the Presiding Officer.</p> <p>A notice of enquiry or disciplinary hearing (charge sheet) shall be issued 5 days before the date of the hearing in terms of paragraph 7.1 (a) of PSCBC Resolution 1 of 2003.</p> <p>The Presiding Officer shall preside over the hearing on the date specified and provide the outcome within 5 days after the conclusion of the hearing. If the hearing is postponed to another date, he/she will provide the progress update and details of the new sitting. Only cases which qualifies for presentation before the Presiding officer shall be recorded and all the other cases recorded separately.</p>
Standard operating procedure	<p>For each indicator or target indicate the standard operating procedure (where applicable)</p> <p>Disciplinary Code and Procedure for the Public Service (PSCBC Resolution 1 of 2003)</p> <p>Lbaour Relations Act, 1995 as amended.</p>
System used	<p>Name of system used to process performance information</p> <p>Manual - Case management system: Excel spreadsheet</p>
Type of system	<p>Electronic or live</p> <p>Manual</p>
Method of calculation	<p>Describe clearly and specifically how the indicator is calculated</p> <p>To measure the percentage achievement the following formula will be utilised.</p> <p>a) Reported cases = cases which qualify to be referred to the Presiding Officer from 1 April 2018 to 31 March 2019, including cases carried over from the previous financial year (94)</p> <p>b) Presiding officer:</p> <p>(i) Formal discipline: Appointed chairperson</p>
Baseline calculated against	<p>Indicate the performance as at the end of previous financial year</p> <p>N/A</p>
Availablility of total population	<p>The total population refers to the number and / or list of all members in a defined group. (If the indicator is a rate or percentage, indicate the numerator)</p> <p>Cases which qualify to be referred to the Presiding Officer from 1 April 2018 to 31 March 2019, including cases carried over from the previous financial year (94).</p>

Data limitations	Identify any limitation with the indicator data, including factors that might be beyond the DHA's control
	Manual nature of database.
Output reporting	Indicate responsibilities regarding output reporting, archiving, key steps iro reporting, data extraction, calculation and the checking thereof
	1. Who is responsible for reporting at business level?
	CD: Employee Engagement
	2. Who archives the reports i.e. the person the AG will be in touch with for any form of business related reporting / Where can the collated information be found?
	Director: Director Labour Relations
	3. Activities/steps that goes into reporting at business level?:
	Quarterly reporting as part of M&E process, annual progress reporting against planned target - reports submitted to Directorate M&E as part of quality assurance for quarterly reviews and annual report.
	4. Who extracts data and frequency? (Designation of official)
	DD: Labour Relations- monthly
	5. Who checks data extraction? (Designation of official)
	D: Labour Relations - monthly
	6. Who does the calculation? (Designation of official)
	DD: Labour Relations- monthly
	7. Who checks the calculation? (Designation of official)
	D: Labour Relations - monthly
Frequency of reporting on this indicator	Indicate: eg monthly, quarterly and annually
	Quarterly and Annually
Desired performance	Identify whether actual performance that is higher or lower than the targeted performance is desirable
	70% and higher is desirable
New indicator:	Identifies whether the indicator is new, has significantly changed, or continues without change from the previous year.
	No
Calculation type:	Identifies whether the reported performance is cumulative, or non-cumulative
	Cumulative
Type of indicator:	Identifies whether the indicator is measuring inputs, activities, outputs, outcomes or impact, or some other dimension of performance such as efficiency, economy or equity.
	Activity