



PARLIAMENT
OF THE REPUBLIC OF SOUTH AFRICA

THE SECRETARY TO PARLIAMENT PRESENTS THE

Mid-year Report

2015







Mid-year Report

2015



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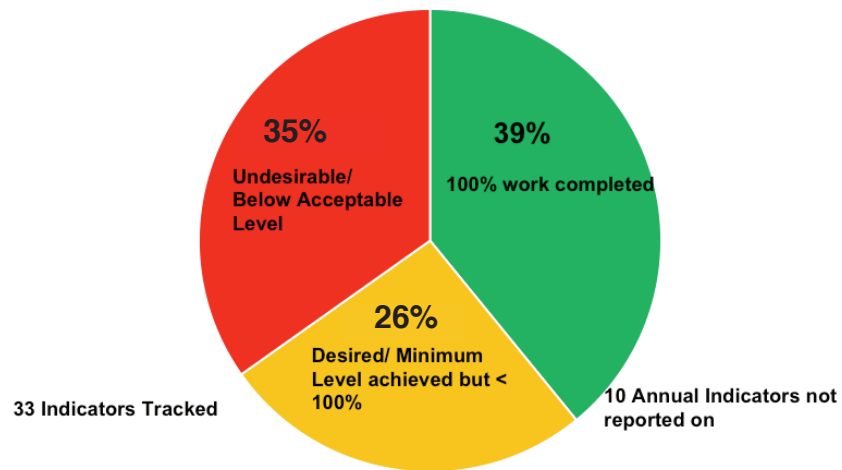


Executive Summary



EXECUTIVE SUMMARY

Overall Performance Mid-Year Report 2015/16



% YTD Spending Per Programme

Administration	57%
Legislation & Oversight	56%
Public & International Participation	42%
Members' Facilities	50%
Associated Services	50%

Of the 33 indicators tracked during the last two (2) quarters, performance by programme for mid-year reporting is as follows:

Programme 1:		ADMINISTRATION
Budget: % YTD Spending:		56.58%
8 Indicators:		100% work completed: 75% (3/4 Indicators) Desired/Minimum level achieved < 100% completed: 0% (0/4 Indicators) Undesirable/Below Acceptable Level: 25% (1/4 Indicator)
Not Reported On: 4 Annual Indicators		
Strategic Objective	Indicator	ROG Index
SO (1.1) Strategic Objective: Improve relationship with stakeholders by developing and implementing a stakeholder management plan and by increasing Members' satisfaction through an integrated and independent scientific survey by 2019.	1.1: Phase of Stakeholder Management Plan	
SO (1.2): Improve co-ordination, co-operation and intergovernmental relations of Parliament with Provincial Legislatures by implementing a revised Sector Strategy by 2019.	1.2: % of Speakers' Forum and SALSA resolutions followed up and actioned	
SO (1.3): Improve usefulness, relevance and accessibility of integrated development programmes for Members by developing and implementing a Members' Capacity Building and Development Strategy by 2019.	1.3: Progress on implementation of Members' Capacity and Development Programmes aligned to Members' needs	
SO (1.4): Leverage current, new and innovative technologies to meet the information and communication needs of Members and staff by increasing universal access of integrated information services from 40% to 80% by 2019.	1.4: % universal access to web-based and mobile platforms	
SO (1.7): Increase availability of strategic competencies, talent and skills by developing and increasing performance on the talent management index by 15% by 2019.	1.7: % increase in talent management index	
SO (1.8) Develop and implement efficient measures to establish the present level of efficiency and to reduce inefficiencies by 1% of total budget per year. [1 indicator]	1.8: % of total budget reduced	
SO (1.6): Optimise facilities usage and provide adequate and appropriate functional space by creating a conducive working environment to achieve an increased level of satisfaction, from 68% to 85% by 2019. [2 indicators]	1.6a: % increase in client satisfaction with household services portfolio	
	1.6b: % increase in client satisfaction with catering services	



Programme 2: LEGISLATION AND OVERSIGHT	
Budget: % YTD Spending: 55.77% 16 Indicators: 100% work completed: 30.8% (4/13 Indicators) Desired/Minimum level achieved but < 100% completed: 38.5% (5/13 Indicators) Undesirable/Below Acceptable Level: 30.8% (4/13 Indicators) Not Reported On: 3 Annual Indicators	
SO (2.1): Improve average turn-around time for provision of procedural and legal advice, content advice, research products, minutes and reports and other products to the Houses, committees and Members by 2019. [12 indicators]	2.1a: % Papers available on sitting days
	2.1b: % Procedural advice within 7 days
	2.1c: % Legal advice within 7 days
	2.1d: % Policy advice within 7 days
	2.1e: % Research within time allocated
	2.1f: % Information provided within time requested
	2.1g: % Minutes completed within 3 days
	2.1h: % Reports provided within 10 days of oversight
	2.1i: % Official reports (Hansard) provided within 5 days
	2.1j: % interpretation available
	2.1k: % translations completed within agreed time
	2.1l: % Documentation requests provided
SO (2.2): Improve independent, objective and professional analysis and advice on matters related to the budget and other Money Bills tabled in Parliament by increasing advisory and analytical reports from 8 to 10 by 2019.	2.2: Number of analytical reports per year
SO (2.3): Refine and implement the Oversight and Accountability Model to ensure that the Executive implements objectives of the MTSF 2014-2019 by 2019.	2.3: Phase of Oversight and Accountability Model implementation
SO (2.4): Develop and implement a legislative model to ensure enhanced quality of support, advice and systems for law making by 2019.	2.4: Phase of legislative model implementation
SO (2.5): Develop and implement a cooperative government oversight mechanism to ensure enhanced coordination by 2019.	2.5: Phase of mechanism implementation





Programme 3: PUBLIC PARTICIPATION AND INTERNATIONAL ENGAGEMENT		
<p>Budget: % YTD Spending: 42.38%</p> <p>5 Indicators: 100% work completed: 66.7% (2/3 Indicators) Desired/Minimum level achieved but < 100% completed: 0% (0/3 Indicators) Undesirable/Below Acceptable Level: 33.3% (1/3 Indicators)</p> <p>Not Reported On: 2 Annual Indicators</p>		
SO (1.5): Improve the communication of the business of Parliament in order to increase public involvement, by developing and implementing a comprehensive communications strategy by 2019.	1.5: % improvement in communication of business of Parliament	
SO (3.1): Increase access and participation in the processes of Parliament by implementing the public participation and petitions model in Parliament by 2019. [2 indicators]	3.1a: Phase of Public Participation Model	
	3.1b: Taking Parliament to the People campaigns	
SO (3.2): Enhance parliamentary international engagement by increasing the % of reports on parliamentary international relations engagements, for consideration, from 75% to 95% by 2019. [2 indicators]	3.2a: % of international reports tabled	
	3.2b: % of international agreements analysed	

Programme 4: MEMBERS' FACILITIES		
<p>Budget: % YTD Spending: 49.89%</p> <p>3 Indicators: 100% work completed: 0% (0/2 Indicators) Desired/Minimum level achieved but < 100% completed: 0% (0/2 Indicators) Undesirable/Below Acceptable Level: 100% (2/2 Indicators)</p> <p>Not Reported On: 1 Annual Indicator</p>		
SO (4.1): Ensure greater effectiveness of Members in fulfilling their functions by reviewing the facilities needs of Members and by integrating services into a seamless support service by 2019.	4.1: Phase of integrated services strategy	
SO (4.2): Reduce average turnaround time for the processing and payment of reimbursements to Members from 3 to 2 working days by 2019. [2 indicators]	4.2: Phase of facilities review	
	4.3: Average number of days used to reimburse Members	





Programme 5: ASSOCIATED SERVICE

Budget: % YTD Spending: 50.33%
1 Indicator: 100% work completed: **0% (0 Indicator)**
 Desired/Minimum level achieved but < 100% completed:
0% (0 Indicator)
 Undesirable/Below Acceptable Level: **100% (1 Indicator)**

Not Reported On: 0 Annual Indicators

SO (5.1): Ensuring effective financial management by improving payment and compliance of transfer payments by 2019.

5.1: Number of payments



Undesirable/ Below Acceptable Level	Desired/ Minimum Level Achieved but less than 100% work completed	100% Work Completed	Not Reported
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Part One





PART 1

Introduction

Section 53 (1) of the Financial Management of Parliament and Provincial Legislatures Act, 2009 (FMPPLA, Act No. 10 of 2009) states that, “before 31 October of each year, the Accounting Officer must submit to the Executive Authority a report (i.e. mid-year budget and performance assessment) that assesses the performance of Parliament’s administration during the first half of the financial year”. This should take into account the following:

- The monthly statements referred to in section 51 of the Act for the first half of the financial year;
- The past year’s annual report, and progress on resolving problems identified in the report; and
- Performance in implementing the annual performance plan.

Section 53 (1) obligates the Accounting Officer to:

- Recommend whether adjustments to the budget may be necessary; and
- Revise projections for revenue and expenditure to the extent that this may be necessary.

In addition, the FMPPLA [section 54 (1)] states that the mid-year report must be tabled by the Executive Authority in Parliament within five (5) working days of receiving the reports. The following report outlines the strategic objectives as set out in the Strategic Plan of the Fifth (5th) Parliament for the term 2014 – 2019. In this report, Part 2 outlines the performance, project and financial information, which is reported together according to programmes. Issues emanating from the 2014/15 audit process are reported in Part 3 of the report.

Background: Strategic Objectives

Parliament’s Strategic Plan of 2014 – 2019 outlines the institution’s strategic outcomes as follows:

- Enhance Parliament’s oversight and accountability over the work of the Executive to ensure implementation of the objectives of the Medium Term Strategic Framework (MTSF) 2014 – 2019;
- Co-operate and collaborate with other spheres of government on matters of common interest and ensure co-operative and sound intergovernmental relations;
- Enhanced public involvement in the processes of Parliament to realise participatory democracy through the implementation of the public involvement model by 2019;
- Enhanced parliamentary international engagement and co-operation;
- Enhanced ability of Parliament to exercise its legislative power through consolidation and implementation of integrated legislative processes by 2019 in order to fulfil its constitutional responsibility;
- Build a capable and productive parliamentary service that delivers enhanced support to Members of Parliament in order that they may efficiently fulfil their constitutional functions.

From these six (6) outcome-orientated goals, eighteen (18) strategic objectives were developed. Thirty-three (33) indicators track these strategic objectives. This report tracks the performance of these indicators, associated targets and financial information.



Performance, Project and Financial Information by Programme

LEGEND:

100% work completed	Desired/Minimum level achieved but less than 100% completed	Undesirable / Below acceptable
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PROGRAMME 1

ADMINISTRATION

Purpose: To provide strategic leadership, institutional policy, development programmes for Members, overall management and administrative and corporate services to Parliament's executive, management and staff. The administration programme consists of the Office of the Secretary to Parliament and Support Services supporting both Members of Parliament and the Administration.

PERFORMANCE INFORMATION

Strategic Objective		SO 1.3 [Improve usefulness, relevance and accessibility of integrated development programmes for Members by developing and implementing a Members' Capacity Building and Development Strategy by 2019.]			
Performance Indicators		Mid-Year Target	Actual performance	Variance	Reasons for variance & mitigation factors
1.3	LSS Progress on implementation of Members' Capacity and Development Programmes aligned to Members' needs 10% increase in completion rate 16% increase in Members' proficiency in core competencies	80% of programmes executed	100% A total of 3 programmes were executed	0	
		–	–	–	
		–	–	–	

Strategic Objective		SO 1.1 [Improve relationship with stakeholders by developing and implementing a stakeholder management plan and by increasing Members' satisfaction through an integrated and independent scientific survey by 2019.]			
Performance Indicators		Mid-Year Target	Actual performance	Variance	Reasons for variance & mitigation factors
1.1	MF Phase of stakeholder management plan	–	–	–	



Strategic Objective		SO 1.2 [Improve co-ordination, co-operation and intergovernmental relations of Parliament with Provincial Legislatures by implementing a revised Sector Strategy by 2019.]			
Performance Indicators		Mid-Year Target	Actual performance	Variance	Reasons for variance & mitigation factors
1.2 LSS	% of Speakers' Forum and SALSA resolutions followed up and actioned.	90%	75% All resolutions emanating from SALSA meetings held in quarter 1 and 2, and resolutions of the Speakers' Forum meetings for quarter 1 were actioned. The Speakers' Forum meeting scheduled for quarter 2 did not take place In relation to quarter 2 all SALSA resolutions (22 out of 22) were followed up and actioned. In relation to quarter 1 all Speaker's Forum (5 out of 5) and SALSA (4 out of 4) resolutions were followed up and actioned.	15%	The Schedule of the Speaker's Forum changes due to the availability of stakeholders. The Speakers' Forum meeting of quarter 2 will only be held in the 3rd quarter, on 29-30 October 2015. The 3rd meeting of the Speakers' Forum scheduled to take place in quarter 3 will be convened in December 2015 as planned.
Strategic Objective		SO 1.4 [Leverage current, new and innovative technologies to meet the information and communication needs of Members and staff by increasing universal access of integrated information services from 40% to 80% by 2019.]			
Performance Indicators		Mid-Year Target	Actual performance	Variance	Reasons for variance & mitigation factors
1.4 ICT	% of universal access to Web-based and Mobile platforms	40%	49.5%	0	

Strategic Objective		SO 1.7 [Increase availability of strategic competencies, talent and skills by developing and increasing performance on the talent management index by 15% by 2019.]			
Performance Indicators		Mid-Year Target	Actual performance	Variance	Reasons for variance & mitigation factors
1.7 HR	% increase in talent management index	–	–	–	





Strategic Objective		SO 1.8 [Develop and implement efficiency measures to establish the present level of efficiency and to reduce inefficiencies by 1% of total budget per year.]			
Performance Indicators		Mid-Year Target	Actual performance	Variance	Reasons for variance & mitigation factors
1.8 FMO	% of total budget reduced	0.25%	4%	0	

Strategic Objective		SO 1.6 [Optimise facilities' usage and provide adequate and appropriate functional space by creating a conducive working environment to achieve an increased level of satisfaction, from 68% to 85% by 2019.]			
Performance Indicators		Mid-Year Target	Actual performance	Variance	Reasons for variance & mitigation factors
1.6a ISS	% increase in client satisfaction with household services portfolio	-	-	-	
1.6b ISS	% increase in client satisfaction with catering services	-	-	-	

PERFORMANCE TRENDS

IND 1.3: In relation to the implementation of capacity building programmes for Members, the following targets were achieved:

- Graduate Certificate in Governance & Public Leadership offered by WITS: Orientations to provide vital information to Members on issues related to the programme were held in all legislatures, including Parliament, from May to June 2015. Members commenced with the programme in July 2015. Module 1 was delivered in all Centres covering 136 Members, Module 2 was delivered in 4 Centres covering a total of 110 Members, and only one group (22) has attended the third Module.
- Postgraduate Diploma offered by WITS: 17 Members attended the International Relations repeat module from 13 – 17 April 2015 and 2 Members attended from 5 – 10 September 2015 in Johannesburg. 57 Members graduated in the Postgraduate Diploma in Governance and Public Leadership on 2 July 2015.
- Postgraduate Short Learning Programme offered by the University of Johannesburg: The University of Johannesburg's Short Learning Programme repeats took place from 8 – 11 of June 2015.
- Master's Programme (WITS and UJ): 38 Members have attended two modules for the Masters Programme offered by WITS. 4 Members attended an inception and orientation meeting for the Master's Degree offered by the University of Johannesburg.

IND 1.1: In relation to the phase of stakeholder management plan a draft integrated stakeholder satisfaction survey questionnaire has been developed based on different questionnaires from key role players (ICT, ISSD and Members' Facilities).

IND 1.7: In relation to talent management index, 9% of posts on the parliamentary establishment are vacant; 37 appointments made in Protection Services; 14 graduate and 11 student interns appointed; 97% employees signed performance contracts.

Office of the National Council of Provinces

Strategic, advisory, executive, administrative and logistical support services provided to the Office of the NCOP.



Members' Interests

Register of Members' Interests Published; of the five (5) complaints received, two were completed. Provided support to the Joint Committee on Ethics and Members' Interests; Initiated process for a shared integrity framework; Terms of reference for the POs' Handbook finalised; Previous disclosure Records digitised - 4277 records scanned.

Enterprise Project Management Office

For this period, Enterprise Project Management Office has reported on five indicators, three at programme of projects component and two at programme management component.

The Office reported 62.5% of programme work completed according to schedule; 43% of programme work completed as budgeted (within approved budget). Both indicators measure programme work completed against planned schedule and budget at a point in time. Although this is below the 100% assurance is given that 100% will be attained as the programmes progresses towards its completion. 86% of programme risks with mitigation plan/action shows that not all nine projects have risk mitigation plan.

Policy Management Unit

The PMU developed two (2) draft M&E frameworks; prepared 1st quarter institutional performance information report; and two (2) monthly institutional performance reports; prepared two (2) monitoring reports for the institutional Quarterly Report and Annual Report. Held 47 sessions to discuss technical indicator descriptors and reporting requirements with different stakeholders.

Strategic Planning Office

The Strategic Planning Office completed the Draft 2016 Planning Calendar; Draft 2016/17 APP tabled; Development of Draft Planning Regulations and Review of Planning Framework completed; Communication Plan of Strategic Plan Implementation completed; Efficiency innovation process activated; Draft template for operational plans completed.

IND 1.6a: In relation to % increase in client satisfaction with household services portfolio, a consultant has been selected to revise the 2006 Parliament Space Utilisation Project. Refurbishment of 90 Plein Street has commenced. Guidelines for Parliament's Transport Management are being reviewed.

PROJECT INFORMATION

PROJECT NUMBER	PROJECT NAME	TARGET	STATUS	REPORTING RESPONSIBILITY	COMMENTS
Project 1	Implement Members' development programmes aligned with needs	N/A	On track	LSS	100% of programmes executed.
Project 2	Establish a knowledge institute	N/A	Ongoing	LSS	A revised concept document of the Institute has been tabled at the SALSA meeting.
Project 3	Develop and implement a Members' capacity-building strategy	N/A	Ongoing	LSS	A 2nd draft of the capacity building strategy has been completed and a stakeholder consultation process mapped out.
Project 4	Develop and implement a stakeholder management plan and conduct surveys to establish service satisfaction levels	Initiation		EPMO	The development of a business case is premature at this stage. A concept document is in development and high level discussions are still ongoing and upon conclusion of the analysis, a decision will be made to inform way forward.



Project 5	Implement a revised Legislative Sector Strategy	N/A	Ongoing	LSS	The 2014-19 Legislative Sector Strategy identifies strategic initiatives to be implemented, and a new Forum on Planning, Monitoring and Evaluation has been established to strengthen sector planning monitoring and evaluation.
Project 6	Implement My Parliament Mobile application and employ tools of trade	Execution	On track	EPMO	The project is on track and will commence with rolling out the My Parliament Application to Members in November 2015.
Project 7	Develop an integrated plan to optimize and automate business processes, integrate platforms and implement business solutions	Planning	On track	HR & EPMO	Projects 7, 8, 9 have been combined to be part of the Back to Basics project and the procurement process is under way.
Project 8	Conduct a skills audit, develop and implement a learning and growth framework	Planning	On track	HR & EPMO	Projects 7, 8, 9 have been combined to be part of the Back to Basics project and the procurement process is under way.
Project 9	Re-engineer processes, organisational design and implement structure	Planning	On track	HR & EPMO	Projects 7, 8, 9 have been combined to be part of the Back to Basics project and the procurement process is under way.
Project 10	Implement measures to reduce inefficiencies	Initiation	On track	EPMO	Business case submitted for approval.
Project 11	Consolidate spatial needs and planning (business case development)	Initiation			The development of a business case is premature at this stage. High level discussions and investigations are still ongoing and upon conclusion of the analysis, a business case will be formulated.
Project 12	Develop a resource generation and allocation framework and a methodology to determine value for money	N/A	N/A	SM & G	SM & G to drive initiative.



FINANCIAL INFORMATION

Trend Analysis of Programme Budget

PROGRAMME 1	Total spending for QTR 1 R'000	% spend in QTR 1	Total spending for QTR 2 R'000	% spend in QTR 2	YTD spending R'000	% YTD spending	Budget R'000
Office of the Speaker	10 602	23.29	12 801	28.12	23 403	51.42	45 516
Office of the Chairperson	7 661	30.69	9 987	40.01	17 648	70.70	24 961
Office of the Secretary	39 931	17.41	107 751	46.98	147 682	64.40	229 332
Corporate Services	12 590	20.60	13 977	22.87	26 567	43.47	61 110
Institutional Support	23 164	23.48	21 562	21.86	44 726	45.34	98 653
TOTALS	93 948	20.44	166 078	36.14	260 026	56.58	459 572

PROGRAMME 2

LEGISLATION AND OVERSIGHT

Purpose: To provide procedural and legal advice, information and research, language, content and secretarial and legislative drafting services for meetings of the National Assembly, National Council of Provinces and their committees. The Legislation and Oversight programme consists of the National Assembly, National Council of Provinces, Core Business support, Knowledge and Information and International Relations and Protocol.

PERFORMANCE INFORMATION

Strategic Objective		SO 2.1 [Improve average turnaround time for provision of procedural and legal advice, content advice, research products, minutes and reports and other products to the Houses, Committees and Members by 2019.]			
Performance Indicators		Mid-Year Target	Actual performance	Variance	Reasons for variance & mitigation factors
2.1a NA & NCOP	Papers: % available on sitting days	100%	100% 205 of 205 papers were available on sitting days	0	
2.1b NA & NCOP	Procedural advice: % within 7 days	-	87% 363 of 415 procedural advice provided within 7 days	0	Certain correspondence required further legal advice or information in order to proceed with processing of advice and correspondence. Some correspondence required further research to be conducted before it was finalized.



2.1c CLSO	Legal advice: % within 7 days	85% within 7 days	80% 59 of 74 legal advice within 7 days	5%	
2.1d IRPD	Policy advice: % within 7 days	-	100% 40 of 40 policy advice was provided within 7 days	0	
2.1e KISD	Research: % within time allocated	98% within time	98% 843 of 862 research provided within time allocated	0	
2.1f KISD	Information requests: % within time	98% within time	99% 788 of 793 information requests attended to within time	0	In the first quarter factors that impacted performance/reason for variance: the schedule of evidence was not fully operational and the recording of data was being developed.
2.1g COMM	Minutes: % within 3 days	70%	84% 690 of 818 minutes available within 3 days	0	
2.1h COMM	Reports: % within 10 days	70%	91% 152 of 167 reports provided within 10 days	0	





2.1i KISD	Official Report (Hansard): % within 5 days	95% within 5 days	38% 24 of 63 Hansard available within 5 days	57%	<p>Performance in first quarter was 29% and 52% in the second quarter. There was an improvement of 23% from the first quarter.</p> <p>Factors that impacted performance/ reason for variance:</p> <ul style="list-style-type: none"> • The dysfunctional DRT system • EPC backlog • The performance calculation formula gives a skewed picture of the actual performance when the amount of takes and the amount of debates completed are compared. The 25 debates had 503 takes of which 453 takes were completed. i.e. 453 out of 503 takes = 90% • Current staff complement – lack of capacity • Outsourcing motivation delayed therefore no outsourcing could take place <p>Mitigation:</p> <ul style="list-style-type: none"> • Customization of the DRT system • Outsourcing of the transcription of the debates. • Retention of language practitioners <p>Impact:</p> <p>When the target is not met Members and personnel in the NCOP, the NA, Committees and any interested member of the public does not have timely access to the accurate account of the proceedings in Parliament.</p>
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2.1j KISD	Interpretation: % available	100%	67% 42 of 63 interpretation services available	33%	<p>Performance in the first quarter was 55% and 84% in the second quarter. There has been an improvement of 29% from the first quarter.</p> <p>Factors that impacted performance/ reason for variance: Lack of capacity/short-staffed</p> <ul style="list-style-type: none"> • Two Sesotho interpreters were requested to interpret at public hearings of Select Committee on Petitions and Executive Undertakings in August. • 1 isiNdebele and 1 Sign language were off sick and 1 Setswana interpreters on family responsibility leave. <p>Mitigation: The creation of more interpreter posts to cope with capacity issues and provide interpretation in all languages.</p> <p>Impact: Interpreters render oral interpretation of the speeches and debates in all official languages. Due to lack of capacity Members of Parliament could not follow parliamentary proceedings in real time in their mother tongue, Sesotho, Setswana, isiNdebele and sign language. No complaints were received.</p>
2.1k KISD	Translations: % within agreed time	100%	99.9% 4521 of 4524 translations available within agreed time	0.1%	<p>Reason First Quarter - The adverts were translated in time but still had to be edited. The 2 adverts were one hour (1 advert) and 37 minutes (1 advert) late respectively and therefore did not meet the deadline of the client. The newspaper deadline was, however, met and the advert was placed in time. Second Quarter - The unit's computers were migrated from Novell to Active Directory and it affected the distribution of work.</p> <p>Mitigation The Translation Services Unit must be expanded and resourced to accommodate all languages (for translation of questions and motions) and the enhanced public participation requirements.</p> <p>Impact The accurate and timeous translation of questions and other Parliamentary documentation is critical to the work of the NA and NCOP as well as effective participation by the public in the work of Parliament.</p>





2.11 KISD	Documentation: % of requests	98% of requests	100% 4 of 4 documentation requests attended to		
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Strategic Objective	SO 2.2 [Improve independent, objective and professional analysis and advice on matters related to the budget and other Money Bills tabled in Parliament by increasing advisory and analytical reports from 8 to 19 by 2019.]
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Performance Indicators		Mid-Year Target	Actual performance	Variance	Reasons for variance & mitigation factors
2.2 PBO	Number of analytical reports per year	4	100% 13 of 13 analytical reports	0	

Strategic Objective	SO 2.3 [Refine and implement the Oversight and Accountability Model to ensure that the Executive implements objectives of the MSTF 2014-2019 by 2019.]
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Performance Indicators		Mid-Year Target	Actual performance	Variance	Reasons for variance & mitigation factors
2.3 CORE BUSI	Phase of Oversight and Accountability Model implementation	-	-	-	

Strategic Objective	SO 2.4 [Develop and implement a legislative model to ensure enhanced quality of support, advice and systems for lawmaking by 2019.]
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Performance Indicators		Mid-Year Target	Actual performance	Variance	Reasons for variance & mitigation factors
2.4 CORE BUSI	Phase of legislative model implementation	-	-	-	

Strategic Objective	SO 2.5 [Develop and implement a co-operative government oversight mechanism to ensure enhanced co-ordination of programmes of government by 2019.]
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Performance Indicators		Mid-Year Target	Actual performance	Variance	Reasons for variance & mitigation factors
2.5 CORE BUSI	Phase of mechanism implementation	-	-	-	



PROJECT INFORMATION

PROJECT NUMBER	PROJECT NAME	TARGET	STATUS	REPORTING RESPONSIBILITY	COMMENTS
Project 13	Conduct an assessment of the impact of legislation	Initiation	On track	EPMO	Business case submitted for approval
Project 14	Implement a legislative drafting system	Initiation	On track	EPMO	Business case submitted for approval
Project 15	Implement an oversight monitoring and evaluation system	Execution	On track	EPMO	
Project 16	Extend services of the Parliamentary Budget Office	Initiation	On track	EPMO	Business case submitted for approval
Project 17	Revise and implement the oversight and accountability model	Initiation	On track	EPMO	Business case submitted for approval
Project 18	Implement a legislative model	Initiation	On track	EPMO	Business case submitted for approval
Project 19	Implement a co-operative government oversight mechanism	Initiation	On track	EPMO	Business case submitted for approval
Project 20	Development of uniform norms and standards for information services	Initiation	On track	EPMO	Business case submitted for approval
Project 21	Enhance Parliamentary information centre services (Library)	Execution	On track	EPMO	Majority of the sub-projects are on track except for the HR sub-project as it is on hold due to the Back to Basics project

FINANCIAL INFORMATION

Trend Analysis of Programme Budget

PROGRAMME 2	Total spending for QTR 1 R'000	% spend in QTR 1	Total spending for QTR 2 R'000	% spend in QTR 2	YTD spending R'000	% YTD spending	Budget R'000
National Assembly	8 045	30.95	9 303	35.79	17 348	66.73	25 996
National Council of Provinces	19 031	54.44	9 182	26.26	28 213	80.70	34 960
Legislation and Oversight	87 162	27.71	76 761	24.41	163 823	52.09	314 502
TOTALS	111 238	29.63	95 146	25.34	209 384	55.77	375 458

PROGRAMME 3	PUBLIC PARTICIPATION AND INTERNATIONAL ENGAGEMENT
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Purpose: To provide public education, information and access to support public participation, and provide advice and support for international engagement. The public participation and international engagement programme consists of Parliamentary Communication Services and International Relations and Protocol.

PERFORMANCE INFORMATION

Strategic Objective	SO 1.5 [Improve the communication of the business of Parliament in order to increase public involvement, by developing and implementing a comprehensive communications strategy by 2019.]
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Performance Indicators		Mid-Year Target	Actual performance	Variance	Reasons for variance & mitigation factors
1.5 PCS	% improvement in communication of business of Parliament	-	-	-	

Strategic Objective	SO 3.1 [Increase access and improve the quality of participation in the processes of Parliament through enhanced programmes to ensure participatory democracy.]
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Performance Indicators		Mid-Year Target	Actual performance	Variance	Reasons for variance & mitigation factors
3.1a CORE BUSI	Phase of Public Participation Model	-	-	-	
3.1b NCOP	Take Parliament to the People campaigns	1 (one)	1 in the first quarter	100%	



Strategic Objective	SO 3.2 [Enhance parliamentary international engagement by increasing the percentage of reports on parliamentary international relations engagements, for consideration, from 75% to 95% by 2019.]
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Performance Indicators		Mid-Year Target	Actual performance	Variance	Reasons for variance & mitigation factors
3.2a IRPD	% of international reports tabled	85%	42% 21 of 50 international reports tabled	43%	In the first quarter 21 of 22 international reports were tabled, constituting 95.5% of the targeted 85% performance. Reports are meant to be dealt with at the next Parliamentary Group on International Relations (PGIR) meeting. PGIR is required to process the reports before they are formally tabled for debate. In the second quarter 28 Reports were prepared for tabling. Reports to be dealt with at the next Parliamentary Group on International Relations (PGIR) meeting. PGIR is required to process the reports before they are formally tabled for debate. (Reports processed / no meetings of PGIR at which reports could be tabled = no reports tabled)
3.2b IRPD	% of international agreements analysed	75%	100% 7 of 7 international agreements analysed	0	

Performance Trends: (This section to be used to provide additional information relevant to the achievement of strategic objectives, indicators and associated targets, including progress on implementation of projects.)

IND 1.5: In relation to % improvement in communication of business of Parliament, the procurement processes for an expert to facilitate the development of a communication strategy has been finalized; 246 media releases utilizing media platforms like facebook, twitter and website; 19,650 copies of Insession distributed; 6500 copies of Weekly In Session distributed; 6000 Masithethe copies produced and distributed.

IND 3.1a: In relation to Phase of Public Participation Model development, five roadshows on the draft Public Participation Model conducted with a view to model presentation and input solicitation.

PROJECT INFORMATION

Project 22	Implement a comprehensive communications strategy	Planning	On track	EPMO	Completed the procurement process
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Project 23	Review and implement the Public Participation Model	Execution Initiation for the Implementation	On track	EPMO	This project is on track as per project plan. Five roadshows on the draft Public Participation Model conducted with a view to model presentation and input solicitation. Implementation plan for the Public Participation model to be compiled after model adoption completed.
Project 24	Implement an international agreement monitoring system	Initiation	On track	EPMO	Business case submitted for approval
Project 25	Review of Parliamentary Democracy offices pilot phase	Execution	On track	EPMO	This project is on track as per project plan
Project 26	Upgrade of interpretation facilities	Planning	Behind schedule	EPMO	The project had to re-advertise the bid and there were delays in the loading of funds for the project and only they were only loaded in September 2015.
Project 27	Digital transcription and recording system	Execution	On Hold	EPMO	The recording system has been delivered. The transcribing system phase of the project has been put on hold pending approval to commence with additional requirements for the project.
Project 28	Broadcast Infrastructure upgrade	Execution	Behind schedule by a month	EPMO	Delays in the procurement process to finalize the appointment of the service provider for the refurbishment of the Control Broadcast room.
Project 29	Hosting of SADC Parliamentary Forum	Completed	Completed	EPMO	Project Closed



FINANCIAL INFORMATION

Trend Analysis of Programme Budget

PROGRAMME 3	Total spending for QTR 1 R'000	% spend in QTR 1	Total spending for QTR 2 R'000	% spend in QTR 2	YTD spending R'000	% YTD spendi41.07ng	Budget R'000
Public Affairs	17 916	22.50	18 234	22.90	36 150	45.40	79 634
International Relations	10 142	18.93	10 154	18.95	20 296	37.89	53 570
TOTALS	28 058	21.06	28 388	21.31	56 446	42.38	133 204

PROGRAMME 4

MEMBERS' FACILITIES

Purpose: To provide support to Members of Parliament during their constituency period and when working away from, and within the Parliamentary precinct. The Members Facilities programme provides travel, communication and other facilities for Members of Parliament in the National Assembly and the National Council of Provinces to enable Members to fulfil their duties as elected public representatives.

PERFORMANCE INFORMATION

Strategic Objective	SO 4.1 [Ensure greater effectiveness of Members in fulfilling their functions by reviewing the facilities needs of Members and by integrating services into a seamless support service by 2019.]
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Performance Indicators		Mid-Year Target	Actual performance	Variance	Reasons for variance & mitigation factors
4.1 MF	Phase of integrated services strategy	Design seamless model	Seamless model not designed	100%	Business case is complete but subject to final sign off
4.2 MF	Phase of facilities review	-	-	-	

Strategic Objective	SO 4.2 [Reduce average turnaround time for the processing and payment of reimbursement to Members from 3 to 2 working days by 2019.]
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Performance Indicators		Mid-Year Target	Actual performance	Variance	Reasons for variance & mitigation factors
4.3 MF	Average number of days used to reimburse Members	3	3.32	0.32	In the first quarter the average number of days to reimburse Members was 3.76 days - this improved to 2.88 in the second quarter. Thus this constitutes 3.32 days over the mid-year period.

PROJECT INFORMATION

Project 30	Review facility needs of Members	Initiation	On track	EPMO	Projects 30 and 31 have been merged into one project. Business Case has been reviewed and to be submitted for approval.
Project 31	Implement integrated service model for Members' services	Initiation	On track	EPMO	Projects 30 and 31 have been merged into one project. Business Case has been reviewed and to be submitted for approval.

FINANCIAL INFORMATION

Trend Analysis of Programme Budget

PROGRAMME 4	Total spending for QTR 1 R'000	% spend in QTR 1	Total spending for QTR 2 R'000	% spend in QTR 2	YTD spending R'000	% YTD spending	Budget R'000
National Assembly Members' Facilities	50 707	25.12	57 369	28.42	108 076	53.55	201 836
National Council of Provinces Members' Facilities	3 909	12.09	4 853	15.01	8 762	27.10	32 334
TOTALS	54 616	23.32	62 222	26.57	116 838	49.89	234 170

PROGRAMME 5	ASSOCIATED SERVICES
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Purpose: To facilitate the transfer of payments to provide financial support to political parties represented in Parliament and to their leaders and constituency offices. This programme consists of Political Party Support, Constituency Support and Party Leadership Support.

PERFORMANCE INFORMATION

Strategic Objective	SO 5.1 [Ensuring effective financial management by improving payment and compliance of transfer payments by 2019.]
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Performance Indicators	Mid-Year Target	Actual performance	Variance	Reasons for variance & mitigation factors
5.1 FMO Number of payments	39	31	8	1 political party was not paid for two (2) quarters. There is no rand value variance for the other three (3) political parties as the six (6) payments were made in the second quarter.

Performance trends: (This section to be used to provide additional information relevant to the achievement of strategic objectives, indicators and associated targets, including progress on implementation of projects.)

FINANCIAL INFORMATION

Trend Analysis of Programme Budget

PROGRAMME 5	Total spending for QTR 1 R'000	% spend in QTR 1	Total spending for QTR 2 R'000	% spend in QTR 2	YTD spending R'000	% YTD spending	Budget R'000
Party Leadership Support Allowance	2 021	25.79	2 177	27.79	4 198	53.58	7 835
Party Administrative Support Allowance	22 551	25.91	23 263	26.73	45 814	52.64	87 025
Constituency Allowance	65 729	24.37	67 729	25.12	133 458	49.49	269 658
TOTALS	90 301	24.77	93 169	25.56	183 470	50.33	364 518

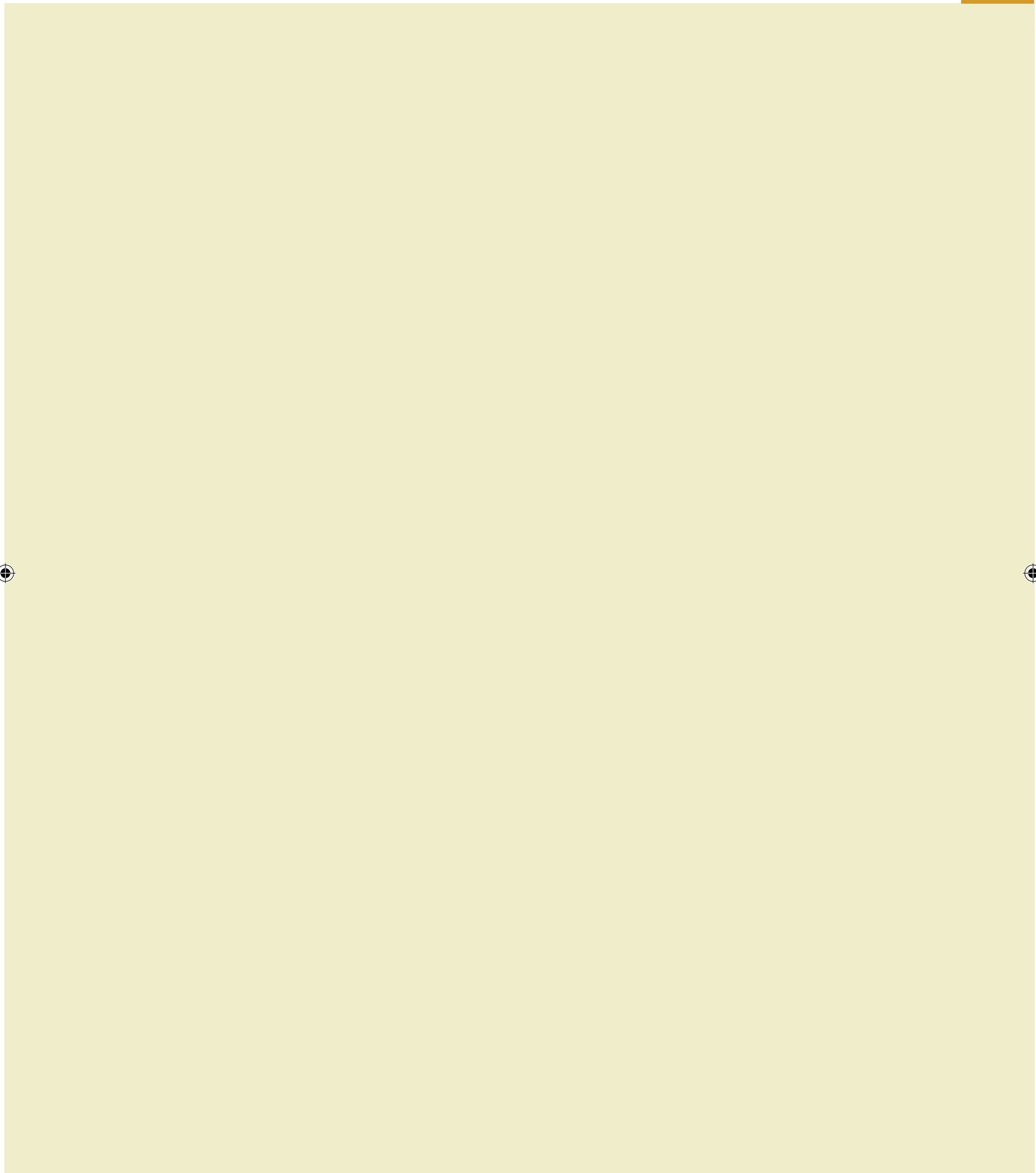
Progress Analysis

Five political parties submitted their annual financial statements for both allowances within the due date (31st May 2015). One political party submitted the annual statements for the Constituency allowance within the due date and for the support allowance during July 2015. Two political parties submitted their annual financial statements for both allowances during June 2015. Three political parties submitted their annual financial statements for both allowances during July 2015. One political party submitted the annual financial statements for both allowances during August 2015.

From the twelve political parties that submitted their annual financial statements, nine received unqualified audit reports on both allowances. Two political parties received qualified audit reports on the Constituency allowances and unqualified on the support allowances. One political party received qualified audit reports on both allowances. Political parties which received qualifications were requested to provide control measures put in place to address issues raised. All the political parties that have submitted their annual financial statements (twelve) have been paid their allowances until the second quarter.

Assessment of Performance Information

Over the mid-year period Parliament displays mixed performance. Of the thirty-three (33) indicators tracked in the Annual Performance Plan, only twenty-three (23) could be tracked in the mid-year because ten (10) indicators have annual targets. Of the twenty-three (23), 35% performed below acceptable levels, 26% at minimum level of performance but less than 100% achievement, and 39% achieved 100% completion. A more detailed breakdown shows that four (4) of the eight (8) indicators under the Administration Programme are not tracked, with 75% of them performing at 100% completion, and 25% at below acceptable levels. The Legislation and Oversight Programme has sixteen (16) indicators of which 3 were not tracked and of these, 30.8% performed at 100% completion, while the same proportion (30.8%) performed at below acceptable levels. About 38.5% achieved minimum levels of performance, but less than 100% completion. The Public Participation and International Engagement Programme reported on three (3) of its five (5) indicators, with 66.7% of them achieving 100% completion, and 33.3% performing at below acceptable levels. For the Members' Facilities Programme, two (2) indicators reported under this programme performed at below acceptable levels. One (1) indicator under the Associated Services Programme performed below acceptable levels.





Part Two



PART 2

Issues Emanating from the 2014/15 Audit Process

TRACKING OF THE AGREED MANAGEMENT ACTIONS FOR 2014/15 AGSA AUDIT

PAGE NO. Ref. (FINAL MANAGEMENT REPORT)	AUDIT FINDING	INTERNAL CONTROL DEFICIENCY	AFFECTED AREA	AGREED MANAGEMENT ACTION	TARGET DATE	RESPONSIBILITY		PROGRESS	Status	Challenges
						Division	Implement.			
25	Asset register does not agree to the figures disclosed in the AFS	Lack of proper and timely record keeping to ensure that complete, relevant and accurate information is accessible and available to support financial reporting.	Financial and performance management	Management will strengthen the monthly reconciliations and ensure that all the reconciling items are cleared timeously. The asset counting will be started much earlier, so that all the year-end reconciliations are performed before submitting the draft financial statements, to allow sufficient time for review.	1-Oct-15	FMO	Chief Financial Officer	Monthly reconciliations are done and signed off by senior personnel Asset count for the 2016 financial year has already started with the use of scanners for accuracy. Update for asset register as per the audit of Fixed Asset register was done on Marang. Adequate reviews will be performed during the preparation of the Mid-year financial statements to ensure that the Asset Register agrees with the General Ledger/ AFS.	Closed	



31	Depreciation expense incorrectly calculated	Inadequate reviews to ensure that formulas used to calculate the period that the assets where available for use in the current year are properly formulated. Lack of appropriate reviews at year end to ensure the accuracy of depreciation.	Financial and performance management	Reviews of financial statements will be strengthened to ensure that errors are identified and corrected before submitting the financial statements.	Ongoing monthly reconciliations	FMO	Chief Financial Officer	Asset count for the 2016 financial year has already started with the use of scanners for accuracy. Monthly reconciliations are done and signed off by senior personnel	Closed	Closed
		The acquisition of the asset management system will be explored to do away with manual calculations.		The Marang Asset register is being cleaned to agree to the Excel Asset Register which was agreed to the 2014-15 audited financial statements.	31-Aug-15	FMO	Chief Financial Officer	The Excel asset register has been exported to the ERP and reconciliations between the two performed. Update for asset register as per the audit Fixed Asset register was done on Marang.	Closed	Closed



36	<p>Findings on PPE and intangible assets and comparative figures</p> <ul style="list-style-type: none"> - Misstatement identified in completeness testing in the asset register - Loss on sale of is incorrectly calculated in the annual financial statements - Comparative figures in Note 39 - Prior period errors inaccurately disclosed 	<p>Lack of proper and timely recording to ensure that complete, relevant and accurate information is accessible and available to support financial and performance reporting.</p> <p>Inadequate controls over recording of assets in the asset register immediately after barcoding.</p> <p>Management incorrectly accounted for the loss on sale of disposals, due to errors and mistakes in the accounting system used to record the sale of assets.</p> <p>Management did not correctly adjust the comparative figures to account for the prior period errors adjustment journals in the annual financial statements.</p>	Financial and performance management	<p>Asset verification will be started earlier. The Staff will be trained on asset verification and supervision will be performed in order to ensure that the staff accounts for all the assets during the verification process.</p> <p>On-going</p>	October 2015	FMO	Chief Financial Officer	<p>Asset count for the 2016 financial year has already started with the use of scanners for accuracy.</p> <p>Update for asset register as per the audit of Fixed Asset register was done on Marang.</p> <p>Monthly reconciliations are done and signed off by senior personnel.</p>	Closed	Closed
				<p>The use of the manual journals on assets will be reduced, as the disposal will be done directly from Marang. Reliance will be placed on the Marang Asset register after clean up has been completed.</p>	On-going	FMO	Chief Financial Officer	<p>Update for asset register as per the audit of Fixed Asset register was done on Marang.</p>	Closed	



42	Trade receivables prior year adjustments not disclosed (non-exchange and exchange transactions)	<p>Management did not exercise oversight responsibility regarding financial and performance reporting and compliance and related internal controls.</p> <p>Inadequate review of the financial statement to ensure fair presentation of financial statements .</p> <p>Lack of management reviews to ensure that trial balance and annual financial statement reconcile.</p>	Financial and performance management	The Mid-year financial statements will be prepared timely to allow time for adequate reviews.	30-Nov-15	FMO	Chief Financial Officer	Matter resolved during the audit	Closed	
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44	<p>Payments not made within 30 days of receipt of invoice</p> <p>Review and monitoring of compliance with applicable laws and regulations were not adequately addressed.</p> <p>The supporting documentation, such as correspondence between Parliament and the supplier, of payments which are made beyond 30 days as a result of a dispute are not attached to the invoices</p> <p>Late approval of invoices by the cost centre managers on the Marang workflow system</p>	Financial and performance management	<p>We will explore the possibility of amending the Service Level Agreements with Service Providers who are paid on statement to indicate that they will be paid within 30 days of submission of invoices instead of invoices.</p> <p>Monthly Letters will be written to the Deputy Secretaries to Parliament to take action on the Divisions who are not approving the invoices for payment within the agreed timelines.</p>	30 Sept 2015	FMO	Chief Financial Officer	<p>Service Level Agreement being amended to indicate payment within 30 days on receipt of the statements for service providers paid on submission of statements. Legal services assisting with the drafting of the SLA, See paragraph 1,4 of attached SLA amendment.</p> <p>Letters were written to Deputy Secretaries for May, June and July 2015.</p> <p>A memo has been submitted for Secretary's approval for FMO to shift funds where invoices were already captured in order to avoid late payments. FMO has also sent letters of reminders to all managers to ensure that payments are done on time. FMO will also resend a report of defaulters to the Secretary.</p>	Closed	Closed
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53	Classification of temporary employees as consultants, contractors and special services.	Lack of management oversight regarding financial and performance reporting and compliance and related internal controls. Inadequate management reviews to ensure compliance with the reporting standards of GRAP.	Financial and performance management	The amount has been correctly classified as compensation of employees as indicated on the attached journal.	19-Jun-15	FMO	Chief Financial Officer	All the short-term contracts are correctly classified and paid under Compensation of Employees in the 2015/16 financial year	Closed	
55	Quarterly performance and midyear reports not submitted within 30 days of end of each quarter to Executive Authority.	No effective controls in place to ensure that the Accounting Officer submits reports timeously to the Executive Authority. Lack of oversight and monitoring by the Oversight Authority to ensure that the submission takes place within the timeframe required by Sections 52 and 53(1) of the Financial Management of Parliament Act.	Financial and performance management	Since the commencement of the 2015/16 financial year monthly and quarterly reports are submitted on time to the Executive Authority	14-Apr-15	OSTP	Acting Executive Manager for Strategy & Governance		Closed	





57	Strategic Plan and APP not aligned to budget programmes.	Lack of effective controls to ensure that the Annual Performance Plan & Strategic Plan budget programmes structures are aligned to the budget programmes structure in the Estimate of National Expenditure (ENE).	Financial and performance management	The restructuring of the budget programme structure of Parliament will be implemented for the 2016/17 financial year.	2016/17 FY				The Executive Authority has approved the new programme structure for 2016/2017. The letter was sent to National Treasury to revise the database in order to ensure that the 2016/2017 is properly aligned with programmes in the strategic plan. The structure will be uploaded as soon as the database is revised.	Closed	
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59	Performance information submitted not valid, accurate and complete.	Lack of proper and timely record keeping to ensure that complete and accurate information is accessible to support performance reporting. Inadequate training on planning, managing and reporting on performance information. Limited progress made to re-engineer the performance management process, including the policies and procedures on performance information for collecting, co-ordinating and compiling the performance information. Inadequate review of the Annual Performance Report prior to submission.	Financial and performance management	Formal policies and procedures were communicated to branch managers and Division Managers to provide guidelines on the reporting and collection of supporting evidence on pre-determined objectives. Controls have been put in place to ensure that the quarterly reports are produced timeously and allow sufficient time for the internal audit to verify the reliability of the reported information. Propose workshop on these policies and procedures (to target managers, different stakeholders and people responsible for reporting)	18-Jun-15	OSTP	Head: PMU	Framework for management of performance information communicated to all Division Managers Framework for Data Management communicated to all Division Managers	Closed
				Formal policies and procedures were communicated to branch managers and Division Managers to provide guidelines on the reporting and collection of supporting evidence on pre-determined objectives. Controls have been put in place to ensure that the quarterly reports are produced timeously and allow sufficient time for the internal audit to verify the reliability of the reported information. Propose workshop on these policies and procedures (to target managers, different stakeholders and people responsible for reporting)	18-Jun-15	OSTP	Head: PMU	Guidelines for In-Year Reporting of Performance Information with timelines developed and communicated to all reporting managers	Closed
				Propose workshop on these policies and procedures (to target managers, different stakeholders and people responsible for reporting)	18-Jun-15	OSTP	Head: PMU	Ongoing interactions with relevant stakeholders	Ongoing





67	Indicators not well defined.	Lack of proper and timely record keeping to ensure that complete and accurate information is accessible to support performance reporting. Inadequate communication of formal policies and procedures for the collection and reporting on the pre-determined objectives. This includes Standard Operating Procedures. Inadequate management review of the Annual Performance Report prior to submission.			Implemented	OSTP	Head: PMU	The quality of performance indicators and targets in the 2014-19 Strategic Plan have been improved. The subsequent APPs were also improved in line with the institutional strategy.	18-Jun-15	18-Jun-15	OSTP	Head: PMU	The quality of performance indicators and targets were improved in the 2014-19 Strategic Plan and APPs	Closed	Closed
						OSTP	Head: PMU	Management will continue to find better ways of improving the quality of performance information. The technical descriptors are being updated in line with the new APP. Propose workshop on these policies and procedures (to target managers, different stakeholders and people responsible for reporting).	18-Jun-15	18-Jun-15	OSTP	Head: PMU	Branches submitted technical indicator descriptions in August	Closed	Closed
						OSTP	Head: PMU				OSTP	Head: PMU	Ongoing interactions with relevant stakeholders	Ongoing	Ongoing





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