



in the footprints ...

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Department of Arts and Culture

6 March 2017

The following are the issues that were raised by the Portfolio Committee

Matter raised	Resolved
Leadership gap	Senior Manager Heritage & Conservation, CFO, hired. New CEO to start on 3 April 2017
Employee vs Management relationship	<ol style="list-style-type: none"> 1. Staff meetings and workshops conducted. 2. Employee dispute settled. 3. Workman's compensation for an employee filed with Department of Labour. 4. Worked together with employees in preparation of this PC presentation. 5. Took on permanently an employee on temporary employment which was not legal. 6. One Tour Guide employee still outstanding –the Museum is looking into resolving this matter. 7. Renewal of expired contracts approved by Council. 8. Renewal of contract for employees affected by restructuring approved.
Job description and performance management for employees	<ol style="list-style-type: none"> 1. Commissioned assessment of performance management system 2. HR workshops were held with employees on new performance management template and job description. 3. HR workshopped individual programmes to assist with the preparation of job descriptions and performance management. 4. Planning to complete the process before the end of March 2017.

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	5. Consequence management implemented/ongoing.
Structure	<p>1. Although restructuring was undertaken with the help of DAC in 2015, further consideration is required by professionals (benchmarking important).</p> <p>2. Verification of employees' qualification is in progress.</p> <p>3. Skills audit to be subsequently considered.</p>
Vetting of employees	Submission by employees is due 20 March, 2017.
Previous CEO	CCMA still ongoing.
Audit findings	
GRAP 103 – Heritage Assets	Grant Thornton has provided the Museum with free assistance regarding the management of Heritage Assets.
Audit improvement plan	<p>1. Consequence management: Investigations done and letters issued to employees for irregular expenditure – New CFO to complete the process.</p> <p>2. Other matters is work in progress.</p>
Capital works R15 million	<p>1. Council approved sourcing of a contractor/project management team.</p> <p>2. DAC has provided technical/management expertise.</p> <p>3. Specification drawn and submitted to the IDC Chair and Museum for inputs.</p> <p>4. Request for Information to be sent out before end of next week based on specification.</p>
ICT infrastructure	The tender for the ICT is at the adjudication stage.
Security	Planning to request virement of the funds saved from GRAP 103 to boost security.