

SOUTH WESTERN DISTRICTS CRICKET

HUMAN RESOURCES AND REMUNERATION COMMITTEE REPORT: 2015/16

by MS J.R. KIEWIT

RELEVANT LEGISLATION

1. The Committee is guided by the following legislation
 - a. The Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996)
 - b. The Companies Act 71 of 2008 and Regulations
 - c. The Employment Equity Act, 1998 (Act No. 55 of 1998).
 - d. The Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997).
 - e. The Labour Relations Act, 1995 (Act No. 66 of 1995
 - f. White Paper on Affirmative Action, 1998.
 - g. The Public Finance Management Act, 1999 (Act No. 1 of 1999).
 - h. The Promotion of Access to Information Act, 2000 (Act No. 20 of 2000).
 - i. Memorandum of Incorporation SWD Cricket (May 2014)

ROLE AND FUNCTION

2. **Role of the Committee.** The role of the Committee is to assist the Board in fulfilling its corporate governance responsibilities in regard to remuneration and strategic human resources matters, including:
 - a. Establishing and implementing a human resources strategy to ensure that appropriately talented and trained people are available to achieve the business strategy;
 - b. Undertaking the appropriate performance management, succession planning and talent development activities and programs; and
 - c. Providing effective remuneration policies that is value orientated.

RESPONSIBILITIES AND DUTIES

3. The Committee will be responsible for:
 - a. **Strategic Human Resources.** The Committee will review strategic human resources practices, systems, procedures and policies including, but not limited to:
 - i. Management succession, capability and talent development;
 - ii. Equal opportunity and diversity; and
 - iii. Reviewing all HR related matters
 - iv. The process of recruitment, selection and appointment of personnel
 - b. **Remuneration Strategy**
 - i. Reviewing and making recommendations to the Board relating to the overall remuneration strategies, policies and practices of SWD Cricket, including compensation, incentive-compensation, equity-based plans and the process for the measurement and assessment of executive performance.
 - ii. Considering the outcome of the annual audit report related to HR Matters when reviewing the remuneration practices and policies of SWD Cricket.
 - iii. Ensuring all remuneration packages involve a balance between fixed and incentive pay, reflecting short and long-term performance objectives appropriate to SWD Cricket circumstances and goals.
 - iv. Ensuring there is an appropriate process in place to measure performances and ethical behaviour.
 - v. Reviewing and making recommendations to the Board on an annual basis on the effectiveness of the sub-committee's roles and responsibility including assessing the group's progress towards the achievement of the measurable objectives and any strategies aimed at achieving those objectives, recommending any changes to the measurable objectives, strategies or the way in which they are implemented and reviewing the relative proportion of women to men in the workforce at all levels of the group.

- c. **Stipends and Honoraria**
 - i. Making recommendations to the Board on the terms and conditions of Directors and Board Committee Remuneration, Honoraria and Stipends.
 - ii. Reviewing, at least annually Directors and Board Committee Remuneration, stipends, honoraria and allowances
- d. **Remuneration of all Personnel.** Reviewing and recommending:
 - i. The remuneration of members of all personnel when initially employed or appointed to a senior management role, and any variation to such remuneration, including fixed annual remuneration, short-term and long-term incentives, benefits, pensions and compensation on retirement, termination, resignation, separation by agreement and any other arrangements.
 - ii. Reviewing, at least annually, the staff remuneration arrangements in light of current market benchmarks and expert advice on remuneration levels and, with due consideration to law and corporate governance principles.

BOARD COMMITTEE MEMBERS & MEETINGS

The following members served on the committee:

- a. Ms Jenny Kiewit (Chairperson)
- b. Mr Rudy Claassen
- c. Mr Enrique Pietersen
- d. Mr Calvyn Scheepers
- e. Mr Albertus Kennedy (CEO) – *Ex Officio*

The committee had the following meetings:

- a. 17 September 2015:
 - i. Vacant positions: NMMU Coach
 - ii. Team manager for SWD senior team
- b. 8 October 2015:
 - i. Determine the Framework for Performance Incentive Structures
 - ii. Interview process for Team Manager (Senior Team)

- c. 17 November 2015:
 - i. Salary Adjustment of Interim positions
 - ii. Performance Management System
 - iii. Policy Revision
 - d. 31 March 2016:
 - i. Shortlisting Process for SWD Head Coach
 - e. 17 May 2016:
 - i. Vacant Post: Mini Cricket Coordinator
 - ii. HR Budget and Staffing for 2016/17
 - iii. Action Plan for 2016/17
 - iv. Salary Structures
 - v. Directors Remuneration Structure
 - vi. Retirement Age of Employees
 - f. 24 June 2016:
 - i. Shortlisting Process; Vacancy of Mini Cricket Coordinator
 - ii. Consideration of Full Time Contracts (versus Fixed Contracts of Coaches)
 - iii. Vacancy: Black African Elite Development Coach
 - iv. Assessment of Job Description of Financial Administrator
 - v. Department of Labour Enquiry – Overtime for Ground Staff
 - vii. Induction of Keeping Score (Execution Agreements)
 - viii. Directors Remuneration Concept: Alignment with Guidelines from King III Report
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