| **INTEGRATED DECISION REGISTER : DCS 1ST QUARTER REVIEW SESSION OF 2019/20** | | | | |
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| **COLOUR CODING** | | **FOR DISCUSSION TARGET NOT MET** | | **Red** |
| **WORK IN PROGRESS (Not yet completed)** | | **Yellow** |
| **FINALISED** | | **Green** |
| **DECISION** | **RESPONSIBILITY** | **DATE** | **STATUS REPORT AS AT Q3 OF 2020/21** | **STATUS REPORT AS AT Q4 OF 2020/21** |
| **Decision 2 of Q1 Review Session 2019/20**  INCO and Facilities to finalise verification of bed spaces | CFO and DC: Facilities | 30 September 2020 | A new G309G: Bed Space Determination system was designed and under testing phase.  An action Plan has been drafted and is currently being implemented. The activities can be summarised as follows;  1. ADS G309 Data Migration (GITO)  2. Verify Centre Profile Info  3. Verify Centre Housing Unit Names  4. Verify Centre Floor plan and HU Sections  5. Verify Cell/Bed space Units (Names ID)  6. Capture Cell/Bed space Measurements  7. Capture Cell/Bed space Deductible Items  8. Verify System Calculation Bed space (Housing Units)  9. Print Copy Facility G309-B Bed space Report  10. Verify/Sign-off Head of Correctional Centre  11. Approve/Sign-off Area Commissioner  12. RH Facilities Capture Approved Bed space  13. RH Facilities Upload Copy Signed-off G309-B  14. Head Office Record Update (Approved Bed space)  15. Centre G309-B Finalized/Close (All communications). | |  |  |  | | --- | --- | --- | | **REGIONS** | **CENTRES** | **COMPL**  **(%)** | | EASTERN CAPE REGION | 45 | 100,00% | | GAUTENG REGION | 26 | 53,85% | | KWA-ZULU NATAL REGION | 42 | 54,76% | | LIMPOPO, MPUMALANGA & NORTH-WEST REGION | 37 | 32,43% | | WESTERN CAPE REGION | 44 | 75,00% | | FREE STATE & NORTHERN CAPE REGION | 48 | 91,67% | |
| **Decision 08 of Q3 Review Session 2020/21:**  The issue of bedspaces should be resolved to avoid recurring findings | Facilities/CFO | 31 May 2021 |
| **Decision 10 Q1 Review Session 2019/20:**  GITO to develop a plan for the IIMS indicator | GITO | 30 September 2020 | 19 Sites have been completed. An Integrated Inmate Management System (IIMS) Roll-Out Plan has been developed for implementation during the remaining months of the financial year:   | **No.** | **Site Name (Remand Detention Facility)** | **Enrolment Schedule** | | --- | --- | --- | | 20) | Grootvlei Maximum Correctional Centre | 25 Jan – 05 Feb, 2021 | | 21) | Durban-Westville Med. A Correctional Centre | 08 Feb – 21 Feb, 2021 | | 22) | Durban-Westville Juvenile Correctional Centre | 12 Feb – 17 Feb, 2021 | | 23) | Durban-Westville Female Correctional Centre | 18 Feb – 23 Feb, 2021 | | 24) | Pollsmoor Med. A Correctional Centre | 26 Feb – 11 Mar, 2021 | | 25) | Pollsmoor Female Correctional Centre | 05 Mar – 11 Mar, 2021 | | 26) | Pollsmoor Maximum Correctional Centre | 12 Mar – 25 Mar, 2021 | | 27) | Pietermaritzburg Correctional Centre | 16 Mar – 28 Mar, 2021 | | 28) | Goodwood Correctional Centre | 22 Mar – 31 Mar, 2021 | | The IIMS Roll Out Plan has been fully implemented for Quarter Four however the annual target could not be achieved as per the APP. |

| **INTEGRATED DECISION REGISTER : DCS 3RD QUARTER REVIEW SESSION OF 2019/20** | | | | |
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| **FOR DISCUSSION TARGET NOT MET** | | | | **Red** |
| **WORK IN PROGRESS (Not yet completed)** | | | | **Yellow** |
| **FINALISED** | | | | **Green** |
| **DECISION** | **RESPONSIBILITY** | **DATE** | **STATUS REPORT AS AT Q3 OF 2020/21** | **STATUS REPORT AS AT Q4 OF 2020/21** |
| **Decision 10 of the Q3 Review Session:** Finalisation of Job Evaluation process | CDC: HR | 30 September 2020 | As a result of the continued COVID-19 pandemic the convening of meetings had been a challenge. The Committee tried to arrange virtual meetings but the Committee could not quorate due to majority of members who were on leave. A provisional date of 18th February 2021 has been set for the committee meeting. |  |
| **Decision 16 of Q3 2019/20 Review Session:**  HRD to start training officials at the entry level on basic computer courses | CDC: HR | Ongoing | The HRD Chief Directorate submitted ITC forms to GITO and was subsequently requested to submit new forms, fill in the over-expenditure forms and ensure that these are submitted by 1 April 2021. According to feedback from GITO, in terms of cabling the Department is still undertaking procurement process via SITA. Further engagements will be held with GITO regarding the amendments to the curriculum and what further steps need to be taken with the SETA.  Engagements have also commenced with the Directorate HR Planning to conduct a work study investigation for the organizational structure requirements to take the training forward. |  |
| **Decision 17 of Q3 2019/20 Review Session:**Strategic Management branch to evaluate and review the design of Rehabilitation and Social Reintegration programmes within the next 12 months | CDC Strategic Management/ PC&R | 31 March 2021 | The Bid Evaluation Committee met on the 9th and 11th December 2020 to evaluate the bids. The process could not be finalized. The committee will meet to finalise this bid evaluation process during the next meeting on the 19 February 2021.  During this meeting the individual scores and motivation will be consolidated, and a submission will be submitted and presented to the NBAC for the final decision | The bid evaluation process has been finalised. The Sub Bid Adjudication Committee (SBAC) approved the recommendation of the Bid Evaluation Committee. Subsequently the price (for the service) was negotiated with the service provider and now awaiting the final sign off by the CFO. The evaluation is expected to commence soon before the end of the month. |

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| **DECISION** | **RESPONSIBILITY** | **DATE** | **STATUS REPORT AS AT Q3 OF 2020/21** | **STATUS REPORT AS AT Q4 OF 2020/21** |
| **Decision 1 of Q1 2020/21 Review Session:**  Persal clean-up to be finalised by end of quarter two | CDC: HR | 30 September 2020 | The PERSAL system could not be aligned to the HRBP tool as planned because, the tool was presenting a skewed picture in terms of affordable establishment. The tool created an impression of a ceiling on personnel head count having situation reached in which if exceeded the Department would overspend. However, it was observed that the Department continued to underspend despite having exceeded the set ceiling by far.  Therefore, it became critical to first, clean the HRBP tool such that it could provide credible information which could be used to align PERSAL which has since been completed. The baseline information of the HRBP tool (of 2019/20 FY) has also been aligned with the Departments audited financial statements for 2019/20 financial year.  The revised HRBP tool reflects a reduction on Compensation of Employees of R2.7 billion for 2021/22 financial year, a situation that will drastically affect the number of posts to be abolished.  There has been a consultation on how post reductions or abolishing of posts should be approached in order to align PERSAL to the HRBP tool. Branch Heads have since submitted names of the Deputy Commissioners who will be serving on the Adjudication Committee, a structure that is responsible for the moderation of posts affected by budget cut.  Appointments of the nominated DCs is underway and it is envisaged that the Committee will commence with its work during the current Quarter, where a project plan will also be discussed and adopted. |  |

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| **DECISION** | **RESPONSIBILITY** | **DATE** | **STATUS REPORT AS AT Q4 OF 2020/21** |
| **Decision 01 of Q3 Review Session 2020/21:**  Method of calculation on Restorative Justice indicators to be amended and calculate performance to avoid negative performance. | CDC COMCOR/CDC Strategic Management | 31 March 2021 | Method of calculation for Restorative Justice indicators were amended to calculate performance and avoid negative performance |
| **Decision 02 of Q3 Review Session 2020/21:**  Regional Commissioners and CSO to meet with JICS to resolve the issue of reporting COVID-19 deaths as unnatural death. | RCs and CSO | 31 May 2021 | Gauteng: The RC Gauteng held a meeting with JICS on 18 March 2021. JICS meetings are taking place Bi-Monthly. |
| **Decision 03 of Q3 Review Session 2020/21:**  The Branch COMCOR to replace the word programme on the RJ indicator, and replace it with processes | CDC COMCOR | 31 March 2021 | Amendments were made where CDC COMCOR replaced the word programme with processes on the RJ indicators |
| **Decision 04 of Q3 Review Session 2020/21:**  Regions to correct their quarterly reports from Q1 to Q3 | All Regions and branches | 31 March 2021 | All Regions made corrections, and reports were submitted to Branches and Strategic Management Branch |
| **Decision 05 of Q3 Review Session 2020/21:**  The NC requested CDCs to provide details of the MOUs and how best they align to the priorities of the Department. | All CDCs | 30 June 2021 | **FORMAL EDUCATION**  The MOU for DBE to avail Grade 12 Datasets for final examination to DCS, has been finalised and forwarded to the DBE for their final remarks. This enables DCS to analyse and prepare the results for announcement by the Minister of Correctional Services.  **ALIGNMENT TO DCS PRIORITIES**  The MoU on datasets is aligned to DCS priorities on Education as reported in the MTSF, and reflected in the APP.  **SRAC**  Department of Sport, Arts and Culture – the long standing MOA has been aligned after the addition of Sports to the department of Arts and Culture. It is also the umbrella department that works with the National Library in arranging the annual Funda Mzantsi reading competition. In addition, it also **o**versee the provisioning and development of sport, recreation, arts and culture programmes and services to inmates.  **ALIGNMENT TO DCS PRIORITIES**  With the approval of the Strategic framework on Self-sufficiency and sustainability, the expertise of the partner department is being solicited for guidance in commercialization of arts and crafts manufactured by offenders and parolees. Sports, Arts and Culture is also recognized as a priority in the NDP, relating to social cohesion, to promote community participation in order to strengthen and enhance the rehabilitation efforts of the department and the reintegration of inmates back into their communities. The reworked/amended MOU has been submitted for legal certification**.**  **South African Tennis Board(SAATB)**  **DCS & South African Rugby Union (SARU)**  **DCS & Badminton SA**  **PURPOSE**   * Oversee the provisioning and development of different sports programmes to inmates as part of development in addition to formal education and skills development programmes.   **ALIGNMENT TO DCS PRIORITIES**   * To promote community participation, in order to strengthen and enhance the rehabilitation efforts of the department and the reintegration of inmates back into their communities. The MOU’s have been submitted for legal certification. Offenders have in the past participated in various sports codes across the different regions.   **SKILLS DEVELOPMENT**  **A Protocol Agreement was signed with DHET to** support DCS with the delivery of Post School  Education (PSET) to offenders.  **ALIGNMENT TO DCS PRIORITIES**   * + Training of offenders is aligned to the NDP, to create a skilled and capable work force, and the rehabilitation agenda of the Department. It is reported on as part of the APP which feed into the Strategic plan, as well as the DevComm reports   **A Protocol Agreement was signed with the National**  **Skills Fund (NSF)**  **ALIGNMENT TO DCS PRIORITIES**   * The Agreements signed is aligned to the priority to ensure that offenders are provided with marketable skills training interventions to improve their probability of employment / self-employment.   **Contract with SASSETA**  **PURPOSE**   * SASSETA: allocated financial support to provide accredited skills training programmes, in addition to funding from the Vote, with the same aim as the agreements with NSF and DHET.   **PRODUCTION WORKSHOPS & AGRICULTURE**  DCS signed the MOU on the 10th March 2021 with the Department of Public Works and Infrastructure  Self-sufficiency and sustainability rest on the premise of fir for purpose infra-structure as well as machinery in the different entities (workshops and farms). Part of the budget for maintenance, building of new infrastructure and new machines resort under DPWI), hence the need for close working relations, formalised by the MOU.  **The SLA with the ARC expired on 03rd January 2021, a new SLA was developed and sent to Legal Services for certification (23/03/2021)**.  These agreements and others in consultation stage are meant to solicit skills, guidance and expertise from other government departments to enable DCS to successfully and holistically implement the Strategic Framework on Self-sufficiency and sustainability. This is also aligned to  **Project 1.1 in the framework focusing on external partners mobilisation** |
| **Decision 06 of Q3 Review Session 2020/21:**  CSO to ensure that procurement of security equipment is prioritised so that the budget for these items is not rolled over. | CSO | 31 March 2021 |  |
| **Decision 07 of Q3 Review Session 2020/21:**  The Adjudication Committee to categorise posts which the Department cannot do without regardless of budget challenges | CDC HR and CFO | 31 March 2021 |  |
| **Decision 09 of Q3 Review Session 2020/21:**  The issue of irregular expenditure should be resolved to avoid further findings | CFO | 31 May 2021 | The process of appointing a service provider is currently underway and is at the evaluation stage. This will assist the department to resolve further irregular expenditure |

