

Performance Information Report

April 1 2011 to June 30 2011

Financial and Fiscal Commission



Performance Information 2011 – 2012

Project/Activities (Input)	Output (Deliverable)	Key Performance Measure/Indicator	Target		Actual	Variance
			Annual	Quarter 1		
Measurable Strategic Objective 1: Generate quality, innovative, pioneering research that informs key IGFR strategic debates and choices						
Research and Recommendations Programme	Advancement of IGFR Knowledge-generation and dissemination	Peer-reviewed publications in an accredited scientific journal (Division)	13.6 ¹	3.4	3.4	
		The number of recognised book chapters or working papers or Technical Reports Published	22 ²	5.5	5.5	
	Better stewardship of public funds/Value for Money	Annual Submission for Division of Revenue	1 ³	0.25	0.25	
		Medium Term Budget Policy Statement Response	1 ⁴	0.25	0.25	
		Division of Revenue Bill Response	1 ⁵	0.25	0.25	
		Fiscal Frameworks and Tax Proposals Response	1	0.25	0.25	
		Appropriations Bill Response	1	0.25	0.25	
	Continuous professional staff development	The number of Commission research datasets/model codes/syntax archived for future use/public hearings.	22	5.5	5.5	
		Weekly Plans, Monthly, Quarterly and Annual reports	50, 8, 4 and 1	12, 2, 1 and 1	12, 2, 1 and 1	

¹ Cumulative: By the end of the reporting period Quarterly targets calculated on the basis of 25% increase per quarter. Differentiated according to Researcher Profile
² Cumulative: By the end of the reporting period Quarterly targets calculated on the basis of 25% increase per quarter
³ See footnote 2
⁴ See footnote 2
⁵ See footnote 2

Project/Activities (Input)	Output (Deliverable)	Key Performance Measure/Indicator	Target		Actual	Variance
			Annual	Quarter 1		
Measurable Strategic Objective 2: Progressive and innovative management of human resources that attracts, develops and retains key talent, and leverages external expertise						
Human Resource Management	Develop, implement and maintain a Human Resource Management Strategy	Implement new delivery model	OD ⁶ and Risk Assessment	Not scheduled		
		Updated human resource management policies and procedures	Updated human resource management policies and procedures	Not scheduled		
		Minimum level of unoccupied but budgeted posts	Less than 15%	Less than 15%	Achieved	
		Remuneration of staff at rates not below levels prescribed by DPSA	As per rates negotiated in the public sector	As per rates negotiated in the public sectors		
		Recognition of superior performance and achievement	SMS 20% Non SMS 25%	Not scheduled		
		Recruitment of talent that meets the standards set in terms of Commission Policy	Full compliance with Job Profile	Not scheduled		

⁶ Organisational Development

Q1 Performance Information 2011/2012

Project/Activities (Input)	Output (Deliverable)	Key Performance Measure/Indicator	Target		Actual	Variance
			Annual	Quarter 1		
Human Resource Management cont ...	Develop, implement and maintain a Human Resource Management Strategy	Minimum level of absenteeism	<5% ⁷	<5%	4.49%	1.49%
		Maintenance of acceptable levels of misconduct and discipline ⁸	<3%	<3%	Achieved	
		Targeted training and development	3 days per employee ⁹	1 day per employee	1.45 days per employee	
		Optimise Gender balance ¹⁰	SMS 60/40 Professional 60/40 Organisation 60/40	SMS 87.5/12.5 Professional 39/61 Organisation 67.6/32.4	SMS 87.5/12.5 Professional 39/61 Organisation 67.6/32.4	
Measurable Strategic Objective 3: Coordinated, coherent, high-quality, innovative and cost-effective approach to ICT that meets the needs of the Commission, the Commission Secretariat and stakeholders						
ICT Management	Develop, implement and maintain an ICT Strategy	Efficient ICT Management	Revised ICT Strategy	Not scheduled		
	Development of ICT Policies and Procedures		Updated Policies and Procedures			
	Ensure the proper maintenance of ICTs		Service Provider appointed			

⁷ Total Days Absent/Total Working Days%

⁸ Incidents/Total Staff Compliment%

⁹ Number of days in training and development per employee

¹⁰ Ratio of male and female employees

Project/Activities (Input)	Output (Deliverable)	Key Performance Measure/Indicator	Target		Actual	Variance
			Annual	Quarter 1		
ICT Management <i>cont ...</i>	Develop integrated business solutions	Upgrade of ICT Infrastructure	Retirement of pre-2007 Server and Acquisition of Additional Server	Not scheduled		
		Upgrade of ICT Hardware	Retirement of pre-2007 ICT Hardware	Not scheduled		
		Streamlining of ICT Network and Connectivity	Appointment of Service Provider	Not scheduled		
Measurable Strategic Objective 4: Coordinated, cost-effective and innovative management of Commission assets in support of delivery on the Commission's mandate						
Facilities Management	Develop, implement and maintain Facilities Management Strategy	Efficient Facilities Management	Updated Strategy	Not scheduled		
			Updated Policies and Procedures			
		Asset Management Plan (Fixed and Movable Asset Registers)	Plan Finalised			
		Asset Utilization Profile	Profile finalised			
		Minimum year-round maintenance requirements for assets	Requirements finalised			

Project/Activities (Input)	Output (Deliverable)	Key Performance Measure/Indicator	Target		Actual	Variance
			Annual	Quarter 1		
Facilities Management <i>cont ...</i>	Develop, implement and maintain Facilities Management Strategy	Office Space commensurate with Commission resources and current requirements	1 Midrand 42%	Not scheduled		
			Cape Town 50%			
Measurable Strategic Objective 5: Coordinated, cost-effective and innovative acquisition and management of Commission data, information and knowledge resources in support of delivery on the Commission's mandate						
Library	Create a hybrid library	Efficient library function	Updated Collection Development Manual	Not scheduled		
		Access to virtual resources	Sabinet and WizCat Functionality	Sabinet and WizCat Access		
	Acquisition of materials representing a diversity of points of view	Collaborate with other libraries to improve the range of available resources and services.	12 exchanges	3		
		Partner and share information and knowledge resources with compatible institutions	6 exchanges	Not scheduled		
		Negotiate greater value for money, through collaborations with publishers, distributors, vendors, information services, and other suppliers.	4 books	Not scheduled		

Project/Activities (Input)	Output (Deliverable)	Key Performance Measure/Indicator	Target		Actual	Variance
			Annual	Quarter 1		
Measurable Strategic Objective 6: Compliance with legislation and adherence to relevant corporate governance best practise						
Compliance	Develop, implement and maintain a compliance framework	Strategic planning (Phase I)	Revised Corporate Strategy	Revised Corporate Strategy	Achieved	
		Submission for the Division of Revenue	Tabling	Tabling		
		Performance monitoring	Unaudited AFS to AG	Unaudited AFS to AG		
			Unaudited Performance Information to AG	Unaudited Performance Information to AG		
			Monthly financials to NT	3		
		Q1 Financial Statements and Performance Information to NT	Not scheduled			
		Budget planning	MTEF to NT			
		Strategic planning (Phase II)	Draft 1 of Revised Corporate Strategy to NT			

Project/Activities (Input)	Output (Deliverable)	Key Performance Measure/Indicator	Target		Actual	Variance
			Annual	Quarter 1		
Compliance cont ...	Develop, implement and maintain a compliance framework	Accounting to Parliament and Provincial Legislatures	Tabling of Annual Report	Not scheduled		
			ENE Submission to NT			
		Strategic planning (Phase II)	Draft 2 of Revised Corporate Strategy to NT			
		Performance monitoring	Q2 Financial Statements and Performance Information to NT			
		Budget reprioritisation	Budget Adjustment Estimates to NT			
		Efficient risk management and fraud prevention	Revised Risk and Fraud Prevention Framework and Profile			

Q1 Performance Information 2011/2012

Project/Activities (Input)	Output (Deliverable)	Key Performance Measure/Indicator	Target		Actual	Variance
			Annual	Quarter 1		
Compliance cont ...	Develop, implement and maintain a compliance framework	Performance monitoring	Q3 Financial Statements and Performance Information to NT	Not scheduled		
		Strategic Planning (Phase III)	Revised Corporate Strategy to NT			
		Effective decision-making	5 Commission Meetings	Commission Meeting	Achieved	
			10 Commission Committee Meetings	Audit Committee Meeting		
			12 EXCO ¹¹ Meetings	3		
12 MANCO ¹² Meetings	3					
Stakeholder advisories in terms of Section 3 of the Financial and Fiscal Commission Act and other applicable legislation	Ad hoc submissions	None scheduled				

¹¹ Executive Committee
¹² Management Committee

Q1 Performance Information 2011/2012

Project/Activities (Input)	Output (Deliverable)	Key Performance Measure/Indicator	Target		Actual	Variance
			Annual	Quarter 1		
Measurable Strategic Objective 7: Effective and responsible leadership with specific focus on integrity, transparency and accountability, as well as on the development a positive organisational culture						
Performance Management	Develop and implement an approach that ensures that goals are consistently being met	Effective delivery on strategic and operational goals	June and December Touchbase	June Touchbase	Achieved	
			September and March Performance Assessments	Not scheduled		
Measurable Strategic Objective 8: Profile the Commission with a special focus on the Commission's Mandate, Vision, Mission and Role; the Commission's Short- and Long-Term Strategy; the Commission's position on specific issues; and the Commission's Challenges and Achievements						
Legislature and Government Plan	Develop and implement a strategy and a plan for engaging with legislatures and government	Briefing on 2012/2013 Recommendations for the Division of Revenue	4 Parliament ¹³	1		
			9 Provincial Legislatures ¹⁴	Not scheduled		
			1 SALGA ¹⁵	Not scheduled		
			1 ¹⁶ Government	1		

¹³ June to September
¹⁴ July to September
¹⁵ July to September
¹⁶ June

Q1 Performance Information 2011/2012

Project/Activities (Input)	Output (Deliverable)	Key Performance Measure/Indicator	Target		Actual	Variance
			Annual	Quarter 1		
Legislature and Government Profiling Plan cont ...	Develop and implement a strategy and a plan for engaging with legislatures and government	Briefing on 2011 Medium Term Budget Policy Statement	2 Parliament ¹⁷	Not scheduled		
		Briefing on Commission Submission to 2012 Division of Revenue Bill	4 Parliament ¹⁸	Not scheduled		
			9 Provincial Legislatures ¹⁹	Not scheduled		
		Briefing on Commission Submission on 2012 Fiscal Frameworks and Revenue Proposals	4 Parliament ²⁰	Not scheduled		
			9 Provincial Legislatures ²¹	Not scheduled		
		Briefing on Commission Submission 2012 Appropriations Bill	2 Parliament ²²	2		
		Briefing on Commission 2010/2011 Annual Report	1 Parliament ²³	Not scheduled		

¹⁷ October to November

¹⁸ February to March

¹⁹ February to March

²⁰ February to March

²¹ February to March

²² April to May

²³ September to November

Project/Activities (Input)	Output (Deliverable)	Key Performance Measure/Indicator	Target		Actual	Variance
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Measurable Strategic Objective 9: Promote, inform and influence grassroots, intergovernmental, legislative and intellectual discourse and thought on Commission-relevant IGFR issues						
Stakeholder Management Programme	Develop and implement a strategy for educating stakeholders about IGFR and IGFR issues, and for participating in intergovernmental fiscal relations and associated fora	Clear, relevant, objective, easy to understand, and useful information about Commission recommendations, policies, programmes, services and initiatives Communication in a language that is appropriate to the target audience	2 Seminars	Not scheduled		
			2 Workshops			
			2 Conferences	1	Achieved	
			6 TCF ²⁴	2	Achieved	
			2 MINMECs ²⁵	Not scheduled		
			1 Budget Lekgotla ²⁶			
			2 Budget Council			
			2 Budget Forum			
	Stakeholder Education Manual	Manual finalised	Draft 1	Achieved		

²⁴ Technical Committee on Finance

²⁵ Minister's and Members of Provincial Executives Committee on the Budget

²⁶ August

Project/Activities (Input)	Output (Deliverable)	Key Performance Measure/Indicator	Target		Actual	Variance
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Measurable Strategic Objective 10: Facilitate engagement between stakeholders (government legislatures, interest groups, academia and citizens) on key IGFR issues						
Media Plan	Develop, implement and maintain a media engagement strategy to enhance the dispersal of information	Diffusion of Commission-relevant information to a substantial proportion of South Africans	3 Media Briefings	3	Achieved	
Strategic Objective 11: Contribute new knowledge, institutionalise such knowledge and transfer it to other role players within the IGFR System						
Information Management, Enterprise Content Management, and Knowledge Management	Develop, implement and maintain Library and Knowledge Management Strategy	Efficient Information Management, Enterprise Content Management and Knowledge Management function	Strategy finalised	Not scheduled		
	Develop and maintain Library and Knowledge Management Policies and Procedures	Policies and procedures for the information and knowledge environment	Policies and Procedures finalised	Not scheduled		
	Sort and categorize documents	Broad categories of functional documents to support development of file plan	1995 to 2010 documents sorted and categorised	0.5 of 1995 to 2010 documents sorted and categorised	Achieved and due for completion in the second quarter	
	Develop functional structure for file plan	Concept, terms of reference and taxonomy to support the development of a file plan	File Plan	Not scheduled		
	Create a presence in the social media	Platform for depositing and sharing of information	Facebook, Twitter and Linked-in IGFR Group	Not scheduled		

Project/Activities (Input)	Output (Deliverable)	Key Performance Measure/Indicator	Target		Actual	Variance
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Strategic Objective 12: Prudent and transparent management of financial resources						
Supply Chain Management	Develop and maintain a sound procurement strategy	Installed electronic procurement system	System fully piloted	Not scheduled		
		Updated Policies and Procedures for supply chain management	Rollout of revised Policies and Procedures	Staff Workshop	Achieved	
Financial Management	Develop and maintain a sound financial management strategy	Updated policies and procedures for financial management		Not scheduled		
		Compliance with Auditor-General Norm on budget allocation deviation	No more and no less than 5% of allocation	No more and no less than 5% of allocation	Achieved	
		Ensure that all statutory reporting requirements are met	As prescribed	Monthly	Achieved	
	Develop and implement a sound strategy for the eradication of a legacy deficit	Targeted bidding for allocations and budget adjustments	25% reduction	Not scheduled		
Strategic Objective 14: Access to alternative Sources of Funding						
Collaboration and Partnerships	Develop and implement a sound approach to collaboration, partnership and sponsorship	Partnership and collaboration agreements concluded with institutions having similar interests, and secure sponsorships.	2 Projects	Not scheduled		