

Department of Higher Education and Training
Community Education and Training College
Recommended Planning and Resource Committee Charter
Annexure 7

Department of Higher Education and Training
Recommended
Planning and Resource Committee Charter for CET Colleges



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AMENDMENT AND APPROVAL RECORD

Amendment No.	Amendment description	Originator	Reviewed by	Approved By	Date

Name of CETC:		
Planning and Resource Committee Charter		
Department: Governance Responsibility : Accounting Officer		
<p>_____</p> <p>Prepared and submitted by the Accounting Officer to Council</p> <p>Date: _____</p>	<p>_____</p> <p>Adopted by Council (Signed by Chairperson obo Council)</p> <p>Date: _____</p>	<p>Implementation Date:</p>

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1. Legislative framework and best practices

Key principles contained in the following legislation and best practices were applied to develop this charter:

- a) The South African Constitution Act No. 108 of 1996;
- b) Continuing Education and Training Colleges Act No. 16 of 2006, as amended;
- c) Public Finance Management Act, 1999 (Act No 1 of 1999, as amended by Act 29 of 1999)(PFMA);
- d) National Treasury Regulations of March 2005;
- e) The Basic Conditions of Employment Act No. 75 of 1997;
- f) The Employment Equity Act No.55 of 1998;
- g) The General and Further Education and Training Quality Assurance Act No. 58 of 2001;
- h) The Labour Relations Act No. 66 of 1995;
- i) Employment of Educators Act No. 76 of 1998; and
- j) The Skills Development Act No. 97 of 1998.

2. Purpose

- 2.1 The standard College statute requires Council to establish a Planning and Resource Committee. The purpose of this Charter is to establish the terms of reference of Planco.
- 2.2 The primary purpose of Planco is to develop the College strategic plan for Council consideration.

3. Definitions, acronyms and abbreviations

For the purpose of this Charter, unless the context indicates otherwise, the following definitions, acronyms and abbreviations are set out for the terms indicated:

- 3.1 **“Accounting Officer”**- is the Principal of the College.
- 3.2 **“Act”** – is the CET Colleges Act No. 16 of 2006, as amended.
- 3.3 **“College”** – is a Community Education and Training College.
- 3.4 **“Council”**- is the Council of the College established in terms of the Act.

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- 3.5 **"Days"** - shall be construed as calendar days unless qualified by the word "business", in which instance a "business day" will be any day other than a Saturday, Sunday or public holiday as gazetted by the government of the Republic of South Africa from time to time.
- 3.6 **"Department"; "DHET"** – is the Department of Higher Education and Training.
- 3.7 **"Management"** – are collectively the College Principal and Vice Principals.
- 3.8 **"Exco"** – is the Executive Committee of the College.
- 3.9 **"Planco"** – is the Planning and Resource Committee of the College.

4. Reporting lines

- 4.1 Planco will report to the College Exco.
- 4.2 In the absence of an Exco, Planco will report directly to Council.

5. Composition

- 5.1 The members of the College Council will elect the members of Planco.
- 5.2 At least 50 per cent of the members of Planco must be external persons who are members of the Council, besides the Accounting Officer and the Deputy Principal: Finance.
- 5.3 The term of office of Planco shall coincide with the Council term.
- 5.4 Members of Planco shall be notified in writing of their appointment by the Chairperson of the Council, and their terms of reference shall be included in their letters of appointment.

6. Secretary of the Planning and Resource Committee

- 6.1 Planco shall appoint an internal member of staff to serve as the Secretary of the Committee.

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6.2 The Secretary of Planco should be subjected to adequate secretarial training to enable him/her to discharge his/her duties effectively.

7. Meeting Procedures

7.1 Planco shall meet as often as it needs to but have a minimum of 2 meetings a year.

7.2 Planco shall report on its meetings at the next meeting of Exco.

7.3 A quorum of 50%+1 members is necessary for Planco meeting to be properly constituted and proceed, provided that at least two external members of the Council are present.

7.4 A Planco member who is absent from three (3) consecutive meetings without an apology shall be deemed to have resigned from Planco.

7.5 Members shall be advised of the meeting date at least fourteen (14) days prior to the meeting.

7.6 An agenda and meeting pack for Planco shall be circulated to all members at least seven (7) business days before the meeting. Minutes of the previous meetings shall be included with the Planco pack.

7.7 All Planco recommendations shall be presented to Exco for submission to Council for ratification.

8. Functions

Planco is assigned the following functions:

8.1 Oversees and reviews the planning, organisation and review of the College's strategic plan.

8.2 The monitoring of the implementation of the College's strategic plan.

8.3 Monitor the College's organizational structuring within the objectives of the College's strategic plan.

8.4 Act as liaison between Council and management on the implementation of the strategic plan.

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8.5 Monitor management's allocation of the College's resources in line with the objectives of its strategic plan.

8.6 Review the required resources per the Annual Performance Plans.

8.7 Recommend to Council the approval of the College's strategic plan.

9. Resources

The College should make available resources, as necessary, for Planco to fulfill its mandate without prejudice and within the confines of the College statute.

10. Change of mandate

Planco may not change this Charter nor act *ultra vires* to the mandate it is given without the prior approval of the College Council.

11. Remuneration

Planco members not holding executive office in the College or not employed in the public service shall be remunerated for their services on the committee, based on DHET guidelines.

12. Adoption of Charter

This Charter is effective from the date on which it is adopted by the Council.

13. Availability of Charter

A copy of this Charter should be made available on the College website.

14. Annual review of Charter

This Charter will be subject to an annual review by College management to ensure its relevance. Colleges should forward any inputs and recommendations to the CET Branch of the Department for possible consideration during the annual review process.

Any recommended changes agreed by the CET Branch of DHET to the Planning and Resource Committee Charter should be presented to the College Council for approval.