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Enquiries: Call Centre

Strategic People Management Minute: 0002/2021

To: Deputy Directors-General, Chief Directors, Directors, Deputy Directors, Circuit Managers, Heads: Management and Governance, Heads: Curriculum Support (districts), Heads: Learner Support (districts), Principals and all public service staff

Subject: Staff Performance Management and Development System 2021/22

1. The Staff Performance Management and Development System (SPMDS) in the Western Cape Education Department is an ongoing interactive process between an employee and her/his people manager/supervisor, directing the employee's performance and development over the full performance cycle.
2. The SPMDS cycle runs from 01 April to 31 March of any given financial year and consists of four elements:
 - Performance planning and agreement;
 - Performance monitoring, review and assessment;
 - Performance moderation; and
 - Managing the outcomes of the assessments.
3. It is essential that the elements are consistently applied by people managers/supervisors/employees throughout the assessment cycle.
4. People managers/supervisors/employees are encouraged to take ownership and effectively participate in the performance management and development process.
5. The people manager/supervisor is responsible to coach employees to ensure excellent performance. This entails regular interaction guiding and supporting employees in the execution of their job, effective problem solving, identifying and addressing developmental needs.
6. People managers/supervisors should not shy away from having crucial/difficult conversations with their employees to bring about tangible behaviour change in support of an employee's development and performance. Employees need to be clear on what is expected, how they are performing and what development is required.

7. The following table provides the Performance Management Information System (PERMIS) closing dates for each element of the process:

Activity	Due dates
Open PERMIS V4 to complete the 2020/21 annual assessments and capturing of the 2021/22 performance agreements for all employees	01 March to 14 May 2021
Signing off the 2020/21 annual assessments on PERMIS V4	16 April 2021
Submission of Intermediate Review Committee (IRC) meeting dates to Directorate: Strategic People Management	21 April to 30 April 2021
Finalisation of IRC meetings for the 2020/21 process	03 May 2021 to 28 May 2021
Signing off the 2021/22 performance agreements on PERMIS V4	14 May 2021
Conclude six-monthly reviews on PERMIS	22 October 2021
Conclude final assessments and scores on PERMIS	15 April 2022

8. The PERMIS will not be accessible after the expiry of the above dates and any requests to open the system will not be accepted without a valid reason from the relevant people manager.
9. No employee shall qualify for performance rewards, if he or she has not signed and submitted a performance agreement within the prescribed period.
10. Non-compliance to the timeous conclusion and submission of performance agreements by any party shall be dealt with in terms of the disciplinary code and procedures for the public service.
11. School/institution-based employees who are not yet utilising the PERMIS are required to complete hardcopy annexures A, B, C1, C2, E, F and, if applicable, the certificates certifying the completion of employees' Performance Appraisals and mid-year reviews.
12. Kindly bring the contents of this minute to the attention of all employees under your supervision.

SIGNED: LJ ELY

DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES

DATE: 2021-03-29