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Strategic People Management Minute: 0003/2024

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 for 2024/25

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 and employees throughout the assessment cycle.
4. People managers/supervisors and employees are encouraged to take ownership and participate effectively 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
Capturing and signing off the 2024/25 performance agreements on PERMIS	01 March to 24 May 2024
Conclude the 2023/24 annual assessments on PERMIS	12 April 2024
Finalisation of Intermediate Review Committee moderation meetings for the 2023/24 process	01 May to 15 May 2024
Conclude six-monthly reviews on PERMIS	25 October 2024

8. The PERMIS will not be accessible after expiry of the above dates and any request to open the system will not be accepted without a valid reason from the relevant people manager.
9. No employee shall qualify for pay progression if he/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. 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: 2024-01-22