



**INFORMATION
REGULATOR
(SOUTH AFRICA)**

*Ensuring protection of your personal information
and effective access to information*

CORPORATE SERVICES COMMITTEE

1. PURPOSE

1.1 The Corporate Services Committee provides oversight on the Corporate Services operations of the Information Regulator (Regulator) namely Human Resources, Finance and Information Communication Technologies (ITC).

1.2 In respect of Human Resources, the Committee must:

1.2.1 Ensure that the Information Regulator is properly staffed;

1.2.2 Ensure the development of a Human Resource Strategy and Policy for approval by Members of the Information Regulator and monitoring the implementation thereof;

1.2.3 Ensure the development and implementation of Human Resource Framework and Plan and the monitoring the implementation thereof;

1.2.4 Ensure the development of an Ethics Management Strategy for approval by Members and the monitoring the implementation thereof;

1.2.5 Ensure that a Disciplinary Code and Procedure is developed for approval by Members and the monitoring the implementation thereof.

1.3 In respect of Finance the Committee must:

1.3.1 Ensure that funds are used in accordance with the Governing Document Management Committee decisions;

1.3.2 Ensure the use of funds complies with conditions set by National Treasury and the Public Finance Management Act 1 of 1999;

1.3.3 Ensures relevant staff and Management Committee members have knowledge of financial administration and presents recommendation of financial year end report (draft financial statements) to the Members of the Information Regulator for approval;

- 1.3.4 Advise on financial policy issues, for example, what expenses can be claimed and the procedures for claiming them, financial implications of new activities, or the Regulators policy on changing for its services;
- 1.3.5 Make financial decisions, as authorized on behalf of the Management between meetings and reporting such decisions to the Committee;
- 1.3.6 Advise on preparation of budgets for ongoing work and special projects; in consultation with the Members;
- 1.3.7 Present budget to the Chairperson of the Regulator for approval.
- 1.3.8 Ensure accurate records of actual income and expenditure are maintained, as compared to budgeted income and expenditure, and adjusting financial forecasts as appropriate;
- 1.3.9 Ensure that the Regulator maintains proper control of its fixed assets (major equipment, vehicles, building and other property owned by the Regulator), its materials or supplies (goods which get used up in running the Regulator);
- 1.3.10 Enable and promote accountability and transparency;
- 1.3.11 Produce and effective audit trail; and
- 1.3.12 Include a segregation of duties matrix.

- 1.4 In relation to IT Governance the Committee must:
 - 1.4.1 Ensure the development of a strategy and a plan for information communication technology for approval by Members and monitoring the implementation thereof; and
 - 1.4.2 Ensure the development of an Information and Communication Technology Framework for approval by Members and monitoring implementation thereof;

2. AUTHORITY

The Committee must make recommendations to Members.

3. COMPOSITION OF THE COMMITTEE

- 3.1 The Committee must be composed of at least two Members. The CEO and his or her designated representative and other Executive members of staff are ex officio members.
- 3.2 In the event a Member is not able to attend a meeting, such Member may designate another Member to attend a meeting on his or her behalf.

4. DURATION OF THE COMMITTEE

The Committee will be established for the duration of three years.

5. MEETINGS OF THE COMMITTEE

- 5.1 Frequency of Meetings
 - 5.1.1 The meetings of the Committee must be convened frequently as deemed appropriate and as determined by the Chairperson of the Committee.
 - 5.1.2 Special meetings may be convened in cases of emergency; or where the matter has to be dealt with by the Committee on an urgent basis and cannot stand over to the next meeting.
 - 5.1.3 Reasonable notice of the Committee meetings must be given to all members of the Committee.
 - 5.1.4 Meetings may be held in person or through electronic means such as e-mail, tele-conference or video conference.
 - 5.1.5 Every member present at a Committee meeting must sign an attendance register.
 - 5.1.6 An agenda and supporting documents must be prepared and circulated at least 5 days before the intended date of a meeting to the members of the Committee (or such other

period as agreed by Committee members).

5.2 Chairing of Meetings

5.2.1 The Chairperson of the Committee is appointed by the Members.

5.2.2 The Chairperson must convene and chair the meetings.

5.2.3 If the Chairperson is unable to attend a meeting the Members will appoint a Chairperson for that meeting

5.3 Quorum

5.3.1 At least two Members must be present in the meeting.

5.3.2 A Committee meeting may, however, proceed with its business irrespective of the number of Members present, but may not take a decision on any matter when there is no quorum.

5.4 Decision – Making

5.4.1 The decisions are taken by consensus. Dissenting views must be recorded and referred to the Members.

5.4.2 Resolutions adopted at Committee meetings are binding on all Committee members.

5.5 Right to Vote

Only Members have the right to vote.

6. **SECRETARIAT**

- 6.1 The Chairperson, in consultation with the CEO, must designate employees to assist the Committee with the administrative and secretarial work arising from or connected with the performance of the functions of the Committee.
- 6.2 Minutes of all Committee meetings must be kept by the duly appointed secretariat of the meeting.
- 6.3 Minutes of the meetings of the Committee must record in sufficient detail the matters considered by the Committee and decisions reached, including any concerns and views raised by members.
- 6.4 Draft and final versions of minutes of such meetings should be sent to members of the Committee for comment and record respectively.
- 6.5 Adopted minutes must be signed by the Chairperson of the Committee.

7. REPORTING

The Committee must report to the Members through its Chairperson.

8. REVIEW AND EVALUATION

The Committee members must annually review and evaluate the adequacy of its Committee and recommend any proposed changes to the Members for approval.

Signed by Chairperson 

on the day 18 of APRIL 2017