

HWSETA Governance Structures

The HWSETA Board is the Accounting Authority of the HWSETA. The HWSETA was established under the auspices of the Skills Development Act (Act 1 of 1998) and is an independent public entity as listed in Section 3A of the Public Finance Management Act (Act 1 of 1999). The Board, as the Accounting Authority, is accountable for ensuring sound governance at all times.

The Board's role is to provide leadership, direction, and stewardship of the organisation's assets and interests in relation to the public funds it administers to promote public interest in skills development within the Health and Social Development (welfare) sectors.

BOARD MEMBERS

The Board is constituted of 15 Board members representing various constituencies. It meets every quarter, or as required, to enable it to assert its governance responsibility as the Accounting Authority and as the employer of all HWSETA staff.

The Board is constituted of representatives from the following constituencies and stakeholders in the sector:

- Organised Labour;
- Organised Employers, including small businesses;
- Relevant government departments;
- Levy exempt sector;
- Any interested professional body or bargaining council with jurisdiction in the sector, which the DHET Minister considers appropriate for the sector, and

- Three members are ministerial appointees.

The HWSETA's Board membership is governed by the HWSETA's Constitution, representing:

- 3 independent members, who are ministerial appointees of which one is the Chairperson of the Board;
- 5 members representing organised labour;
- 5 members representing organised employers, of which two are representatives of government constituencies;
- 1 member representing People with Disabilities, and
- 1 member representing the Levy Exempt Sector

BOARD COMMITTEES

Executive Committee of the Board

The Board is assisted by its Executive Committee, which is comprised of 5 members from the Board. The Executive Committee meets monthly to assert strategic oversight over the HWSETA's affairs.

Standing Committees

The Board has 5 Standing Committees, namely:

- Finance Standing Committee
- Tender Standing Committee
- Skills Development Standing Committee
- ETQA Standing Committee
- Corporate Services Standing Committee

The Standing Committees provide technical guidance and recommendations in key portfolio areas, as well as assist the Executive Committee.

Audit, Risk and Governance Committee

The Audit, Risk and Governance Committee is a standing committee with direct delegations from, and reporting to, the Board. It assists the Accounting Authority in its compliance, oversight, governance and fiduciary responsibilities within the prevailing legislative prescriptions. Furthermore, this committee is responsible for review and update of the risk analysis, by management and independently from internal audit.

The Audit, Risk and Governance Committee comprises 3 independent members who are recruited openly and are not members of the Board. The remaining two members of this committee stem from the Board.

This committee functions in line with its Committee Charter and complies with principles of good corporate governance and with the requirements of the Public Finance Management Act.

FIDUCIARY RESPONSIBILITY OF BOARD MEMBERS

All Board members are aware of their fiduciary responsibilities and the need for fair, transparent, and accountable decisions and actions. Board members are both individually and collectively liable for all decisions and actions of omission and commission by the Board during their term of office.

STATUTORY MEETINGS

Attendance of Board members at all statutory meetings is recorded in attendance registers which are audited annually by the Internal Auditors and the Auditor-General South Africa. All meetings are formally noted, with an agenda and supporting meeting packs. Meeting protocol is formal, and all minutes and documents are formally tabled, considered, addressed, filed, and stored.

MEETING ATTENDANCE FEES FOR BOARD MEMBERS

Board members are not staff members of the HWSETA, and they do not receive any salaries or benefits. Board members are employees of the HWSETA staff, and as such serve the HWSETA in their capacity as the Accounting Authority with executive oversight, accountability, and responsibility. A meeting fee is paid to Board members for their attendance at and contributions to statutory meetings.

A record is kept of all allowances paid to members, and such record is audited through internal and external audits conducted by the Internal Auditor and the Auditor-General South Africa, respectively.