

## **CHAPTER 10 PLANNING COMMITTEE**

### **Duties and functions**

34. The Planning Committee shall be responsible for the preparation and recommendation to THETA of the Sector Skills Plan of THETA, and for monitoring its implementation. It shall deal with such matters as may be referred to it by THETA. The Planning Committee shall be responsible to and shall report to THETA through the Executive Committee.
35. In particular, but without limiting the generality of this, the planning committee shall have the following specific functions and duties:
  - 35.1 to identify the data necessary for the development of a sector skills plan and to propose means of collecting or acquiring such data;
  - 35.2 to determine the enterprise, employee, occupational and skills profile of the sector;
  - 35.3 to identify and analyse strategic issues that impact or are predicted to impact upon the sector;
  - 35.4 to establish skills needs and employment growth trends in the economic sub-sectors and regions of the sector;
  - 35.5 to assess education and training provision in the sector and identify deficiencies in such provision;
  - 35.6 to determine education and training priorities for the sector;
  - 35.7 to prepare annually and recommend to THETA a rolling three-year plan to address the education and training needs and priorities for the sector and to integrate such plan with the business plan of THETA; and
  - 35.8 to monitor the implementation of the plan, and prepare adjustments for incorporation in subsequent plans.

### **Composition**

36. The Planning Committee shall consist of:
  - 36.1 one of the members of THETA representing organised employers and one representing organised labour, elected by THETA;
  - 36.2 a member of each chamber, elected by the chamber;
  - 36.3 one of the members of THETA who is nominated by the Minister of Environmental Affairs and Tourism;

- 36.4 one of the members of THETA who is a representative of the Department of Sport and Recreation nominated by the Minister of Sport and Recreation;
  - 36.5 two members of THETA not representing organised employers or organised labour;
  - 36.6 the chief executive; and
  - 36.7 the respective deputy chief executive;
37. The chairperson and deputy chairperson of the Planning Committee shall be elected by THETA at its annual general meeting from amongst the members of the Planning Committee referred to in 85.1.
38. A deputy chief executive shall be the executive officer of the Planning Committee.

#### **Terms of office**

39. The members of the Planning Committee referred to in 86.1 and 86.3 shall hold office from the conclusion of the annual general meeting at which they were elected until the conclusion of the next annual general meeting of THETA but one. The member of the Planning Committee referred to in 86.2 shall hold office from the conclusion of the annual general meeting to which his or her election by a chamber was notified until the conclusion of the next annual general meeting but one.
40. The chairperson of the Planning Committee or in his or her absence, the deputy-chairperson or in his or her absence any other person elected by the committee from amongst its members shall preside at all meetings of the Planning Committee.