



**RAYMOND
MHLABA**
MUNICIPALITY
.....
UMANYANO KUPHULISO

AGENDA

***CORPORATE SERVICES STANDING COMMITTEE
MEETING***

DATE: 25 MAY 2022

TIME: 10H00

VENUE: NEW COUNCIL CHAMBER, ALICE

1. OPENING

2. NOTICE OF THE MEETING

3. CONSIDERATION OF APPLICATION FOR THE LEAVE OF ABSENCE

4. ADOPTION OF THE AGENDA

5. COMMUNICATION BY THE CHAIRPERSON

6. CONFIRMATION OF PREVIOUS MINUTES

7. REPORTS

8. CLOSURE



**RAYMOND
MHLABA**
MUNICIPALITY

UMANYANO EPHEPHILESO

NOTICE OF THE MEETING

NOTICE IS HEREBY GIVEN THAT AN ORDINARY CORPORATE SERVICES STANDING COMMITTEE MEETING OF RAYMOND MHLABA LOCAL MUNICIPALITY WILL BE HELD ON WEDNESDAY, THE 25TH MAY 2022, AT 10H00, IN THE NEW COUNCIL CHAMBER, ALICE

CLLR B.S THYALI
CHAIRPERSON: CORPORATE SERVICES
STANDING COMMITTEE

DATE 19-05-2022

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**ORDINARY CORPORATE SERVICES STANDING COMMITTEE MEETING OF
RAYMOND MHLABA MUNICIPALITY**

25TH MAY 2022

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ITEM 15/2022

**CONFIRMATION OF PREVIOUS MINUTES WHICH WAS HELD ON TUESDAY,
01ST MARCH 2022**

1. PURPOSE

To table before the Standing Committee minutes of the meeting that was held on the 01ST March 2022 to be confirmed as a true reflection of what was discussed.

2. BACKGROUND

The Standing Committee meetings sit monthly to discuss the items tabled in the agenda and recommend accordingly. Such meetings are recorded and the minutes are tabled in the next meeting of committee to be confirmed.

3. LEGAL IMPLICATIONS

Standing Rules of the Council

Municipal Structures Act NO. 117 of 1998

4. FINANCIAL IMPLICATIONS

None

5. RECOMMENDATIONS

It is **RECOMMENDED** that:

- 1) The Standing 01ST March 2022 and confirm them as the true reflection of what was discussed.

MINUTES

ORDINARY CORPORATE SERVICES STANDING COMMITTEE MEETING

Held on Monday, 01st MARCH 2022 at 14H00 in the Council Chambers, Alice

PRESENT:

Cllr B.S Tyhali - Chairperson
Cllr P. Ntengu
Cllr N. Zizi
Cllr X Dyantyi
Cllr K. Baliso
Cllr L.T Ngethu

ALSO IN ATTENDANCE:

Mr M Nini - Director: Corporate Service
Mr E.D Britz - Manager: Administration
Mr H. Leeuskieter - Manager: Fleet
Mr M. Langa - Manager: Council Support
Ms N Nkonki - Acting Manager: Alice/Middledrift Unit

1. OPENING

A moment of silence prayer and meditation was observed.

2. NOTICE OF THE MEETING

The Director Corporate Services read the notice convening the meeting.

3. CONSIDERATION OF APPLICATIONS FOR LEAVE OF ABSENCE

3.1 Absent with apology

Cllr X Dyantyi , further apologies were received from him
Ms Z Qengwa , Manager ; IDP/PMS and the Acting Unit
Mr L. Mkosana , Manager for Adelaide

3.2 Absent without leave or apology

None

4. ADOPTION OF THE AGENDA

Cllr Baliso moved for adoption of the agenda, seconded by Cllr Zizi

5. COMMUNICATION BY CHAIRPERSON

Following his welcoming address, the Chairperson welcomed everyone present in the meeting and appreciated their attendants after the Strategic Planning Session that took place before the Standing Committee. She requested members to participate in the meeting as it was the first meeting of the Committee. She emphasized the importance of implementing recommendations of the meeting

ITEM 25/2022

CONFIRMATION OF MINUTES OF THE MEETING WHICH WAS HELD ON TUESDAY THE 01ST MARCH 2022

The Standing Committee Resolved:

- 1) To confirm and adopt the minutes of the meeting held on 01ST March 2022 as the true reflection of what was discussed.

ITEM 26 /2022

STATUS OF INFORMATION COMMUNICATION TECHNOLOGY (INTERNET UPGRADE)

The Chairperson elaborated on the report.

The Standing Committee Resolved to **RECOMMEND**

- 1) To note that Status of Information Communication Technology Upgrade progress.

ITEM 27 /2022

STATUS OF INFORMATION COMMUNICATION TECHNOLOGY (TELEPHONE SYSTEM UPGRADE)

The Chairperson elaborated on the report.

The Standing Committee resolved to **RECOMMEND**

- 1) To note the Status report on Telephone System Upgrade.

ITEM 28 /2022

STATUS OF INFORMATION COMMUNICATION TECHNOLOGY (MICROSOFT SOFTWARE SYSTEM UPGRADE)

The Chairperson elaborated on the report.

The Standing Committee Resolved to **RECOMMEND**

- 1) To note the report on Progress of the Microsoft Software System.

ITEM 29 /2022

STATUS OF ADMIN UNITS

The Chairperson elaborated on the report .

The Standing Committee Resolved to **RECOMMEND**

- 1) To note the report on the Status Of Admin Units

ITEM 30/2022

REPORT ON USAGE ON PETROL CARDS

The Chairperson elaborated on the report

The Standing Committee Resolved to **RECOMMEND**

- 1) To note the report on the Usage on Petrol Cards .

ITEM 31 /2022

REPORT ON CONDITION OF VEHICLES

The Chairperson elaborated on the report.

The Standing Committee Resolved to **RECOMMEND**

- 1) To note the report on Condition of Vehicles

ITEM 32 //2022

EMPLOYEE ASSISTANCE PROGRAM

The Chairperson elaborated on the report.

The Standing Committee Resolved to **RECOMMEND**

- 1) To note the report on Employee Assistance Program.

ITEM 33 /2022

REPORT ON STAFF TURNOVER

The Chairperson elaborated on the report.

The Standing Committee Resolved to **RECOMMEND**

- 1) To note the report on Staff Turnover.

ITEM 34/2022

REPORT ON DISCIPLINARY MATTERS AND OTHER RELATED DISPUTES

The Chairperson elaborated on the report .

The Standing Committee Resolved to **RECOMMEND**

- 1) To note the report on Disciplinary Matters and Other Related Disputes .

CLOSURE

The Chairperson thanked members for their attendance.

(The meeting adjourned at 12H00)

CHr B.S TYHALI
CHAIRPERSON: CORPORATE SERVICES
RAYMOND MHLABA MUNICIPALITY

DATE

ITEM 16/2022

ICT REPORT – TELEPHONE SYSTEM UPGRADE

1. PURPOSE

To report to the Standing Committee on the Telephone system upgrade progress .

2. BACKGROUND

ICT Unit is responsible for ICT Management, provision of Technology for effective functioning of the municipality, the development and maintenance of the municipal website and also designing the ICT infrastructure.

The current telephone system is almost obsolete, it is not a managed system and is incompatible with the current technologies

3. PROGRESS TO DATE

3.1 TELEPHONE SYSTEM UPGRADE

Subsequent to the environmental scan conducted by the ICT section, it was resolved that the municipality should have a single integrated telephone system installed in all offices. The need for an Internet upgrade is to also cater for the telephone service that will function on a single integrated network, with the latest technological features, which in turn will reduce the cost and improve the quality of communication both internally and externally.

Subsequent to the failure of Telkom to provide the telephone system service, the municipality had to look for other alternatives.

A new process to appoint a suitable service provider was initiated. Specifications were submitted to the Bid Specification committee for advertisement.

4. LEGAL IMPLICATIONS

- Local Government Municipal Systems Act 32 of 2000 (As amended)
- Local Government Municipal Finance Management Act 56 Of 2003
- Public Administration Management Act 11 of 2014
- Corporate Governance of ICT Policy Framework
- Approved ICT Policies

5. FINANCIAL IMPLICATIONS

Budgeted amount for telephone system upgrade (R960 000,00)

6. RECOMMENDATIONS

It is **RECOMMENDED** that:

- 1) The Standing Committee notes the report.

ICT REPORT – INTERNET UPGRADE

1. PURPOSE

To report to the Standing Committee on the Internet upgrade progress .

2. BACKGROUND

ICT Unit is responsible for ICT Management, provision of Technology for effective functioning of the municipality, the development and maintenance of the municipal website and also designing the ICT infrastructure

In the wake of the Covid-19 pandemic, the way in which the municipal operations were carried out was severely challenged. The municipal network infrastructure and bandwidth was insufficient. It is against this background that an upgrade of the Internet was necessary.

3. PROGRESS TO DATE

3.1 INTERNET UPGRADE

The project is underway, however there is slow movement from Telkom in terms of the implementation.

Below is the table indicating the progress to date on each site:

Site Name	Bandwidth of Primary Service	Primary Service e.g Fibre. Microwave, VSAT	Supplier	Status
Fort Beaufort	50 Mbps	Fibre	Telkom	Completed
Alice Council Chambers	10 Mbps	Microwave	MTN	Completed
Middledrift	10 Mbps	Fibre	Telkom	Installation completed, awaiting line activation
Adelaide Council Chambers	10 Mbps	Microwave	Vodacom	Completed

Bedford	10 Mbps	Microwave	Vodacom	Telkom informed the municipality that the fibre connection is not feasible, it will be changed to a microwave connection. Assessment completed. Waiting for installation
Seymour	10 Mbps intended	Microwave		No Line of Sight (LOS) with all major service providers. Telkom to consider an LTE (Cellphone) connection
Hogsback Information Centre	10 Mbps intended	Microwave		No Line of Sight (LOS) with all major service providers. Telkom to consider an LTE (Cellphone) connection

LEGAL FRAMEWORK

- Local Government Municipal Systems Act 32 of 2000 (As amended)
- Local Government Municipal Finance Management Act 56 Of 2003
- Public Administration Management Act 11 of 2014
- Corporate Governance of ICT Policy Framework
- Approved ICT Policies

5. FINANCIAL IMPLICATIONS

R 8 231.00 monthly (50 Mbps Internet speed)

R 5058.00 monthly (10 Mbps Internet speed)

6. RECOMMENDATIONS

It is **RECOMMENDED** that:

- 1) The Standing Committee notes the report.

ITEM 18/2022

ICT REPORT – MICROSOFT EMAIL SYSTEM

1. PURPOSE

To report to the Standing Committee on the Microsoft Email system installation progress .

2. BACKGROUND

ICT Unit is responsible for ICT Management, provision of Technology for effective functioning of the municipality, the development and maintenance of the municipal website and also designing the ICT infrastructure

The municipal email system was not proper to serve the institution of this large magnitude as it lacked the functions required for effective communication, especially in the wake of the Covid 19 which demanded remote access to systems.

3. PROGRESS TO DATE

3.1 MICROSOFT SOFTWARE LICENCES (MS O365 Business Standard Package)

The municipality appointed H-Solutions to provide the Microsoft Software Licences in the form of Office 365 package. This is a cloud-based system that also includes Exchange online module. The exchange online module allows the user to access their emails anytime anywhere provided there is internet connection available. This system will register both the Councillors and officials into a single domain.

This project was expected to be completed by February 2022 after experiencing many difficulties with the service provider since the commencement of the project. As per the agreement with the service provider, 270 licences were to be provided. By January 2022, only 203 out of 270 licences were provided by the service provider. Unfortunately, the number of licences has since decreased to 135 from 203. Below is the screenshot from the Microsoft system with the number of current licences.

6. RECOMMENDATIONS

It is **RECOMMENDED** that:

- 1) The standing committee notes the report

ITEM 19//2022

JOB DESCRIPTIONS

1. PURPOSE

The purpose of the report is to inform the Committee about the Status quo of the Job Descriptions for the Third quarter 2021/2022

2. BACKGROUND AND DISCUSSIONS

The approved organogram of the Municipality consist of 630 positions. Five hundred and two (502) positions are budgeted & filled; One hundred and twenty eight (128) positions are vacant and funded. The Municipality is in progress of developing the Job Descriptions for all the positions which appear on the approved organogram. Seventy five (7) Job Descriptions were submitted to the Internal Job Evaluation Committee.

3. PROGRESS TO DATE

Seventy five (75) job descriptions were be submitted to the District Job Evaluation Grading Committee. Nineteen (19) Jobs were signed by the member involved and graded , Forty seven (47) jobs have been quality assured by the District.

The breakdown is as follows:

DEPARTMENT	NUMBER OF JOBS SUBMITTED TO THE DJEC
Corporate Services	23
Engineering	10
Community Services	14
MM	7
Strategic Planning & LED	3
BTO	18
TOTAL	75

4. LEGAL IMPLICATIONS

- Municipal Systems Act No.32 of 2000
- Labour Relations Act No.66 of 1995
- SALGBC Main Collective Agreement on Condition of Service
- Basic Conditions of Employment Act,75 of 1997

5. **FINANCIAL IMPLICATIONS**

None

6. **RECOMMENDATIONS**

It is **RECOMMENDED** that:

- 1) The report is submitted for noting by the Standing Committee.

ITEM 20 /2022

SALARY AND WAGE INCREASE FOR 2022/23 FINANCIAL YEAR

1. PURPOSE

To update the Standing Committee on the Salary and Wage increase for the 2022/23 financial year .

2. BACKGROUND AND DISCUSSIONS

Parties in the South African Local Government Bargaining Council during the 2021 salary and wage negotiations agreed on a multi year salary agreement. The first part of their agreement will come to an end at the 30th June 2022. There after the second part of the agreement kicks in on the 1st of July 2022.

3. PROGRESS TO DATE

Parties, SALGA, SAMWU and IMATU, at the Executive Committee meeting held on the 7th March 2022 resolved that the salary and wage increase for the 2022/23 financial year as per the Salary and Wage Collective Agreement dated 15 September 2021 shall be as follows:

- The salary and wage increase shall be 4,9% (four comma nine percent) with effect from 1 July 2022
- Any linked benefits or conditions of service, as per clause 11.3 of the Collective Agreement shall increase by the same rate of 4,9% with effect from 1 July 2022
- The minimum wage as stipulated in clause 7.2 of the Collective Agreement shall increase by the rate of 4,9% from R8 620. 79 to R9 043, 23 with effect from 1 July 2022
- Home owners Allowance shall increase by 4.9% from R964,51 to R1 011 21 with effect from 1 July 2022
- Medical Aid maximum employer contribution to accredited Medical Schemes shall increase by the rate of 4.9% from R4.773 12 to R5 007 00 with effect from 1 July 2022

4. LEGAL FRAMEWORK

Salary and Wage Collective Agreement of 2021

The MFMA (56 OF 2003)

Local Government Municipal Systems Act 32 of 2000

Labour Relations Act of 1995

5. FINANCIAL IMPLICATIONS

An addition of 4.9% in the Cost to Company for all employees

Plus an additional 2.5% Notch increase for qualifying employees

6. ANNEXURES

Circular NO: 01/2022 SALARY AND WAGE INCREASE FOR THE PERIOD
1JULY 2022 TO 30 JUNE 2022

7. RECOMMENDATIONS

It is **RECOMMENDE** that :

- 1) The standing Committee notes the report

ITEM 21/2022

STAFF TURNOVER

1. PURPOSE

The report is to updated the Standing Committee on the Staff Turnover for the Third quarter 2021/2022

2. BACKGROUND AND DISCUSSIONS

The Municipality employs employees for a period of time. The marriage between the Municipality and its staff may end in different ways, such as Death, Abscondment, Dismissal, Expiry of Contract, Retirement, Retrenchment, Medical Boarding and Resignation.

In this quarter under review, we had eleven (11) cases on Service Termination. Four (4) of those were retirement cases; four (4) Death; Two (2) Resignations and one (1) abscondment.

3. PROGRESS TO DATE

On Death cases the funeral and death benefit is paid by the Pension Fund direct into the beneficiaries account. In cases where there is a Minor child involved; the Board of Trustees appoints a Trust Fund. Leave gratuity is paid by the Municipality to the employee's beneficiary or dependants who have leave credits.

3.1 Leave Gratuity pay outs applies to all the other types of Service Termination.

Leave Gratuity was paid to seven (7) employees. Four (4) employees were not paid ie.

1. Mr W. Dlomo (was not paid because he has not yet submitted the Municipal Assets (Laptop and Cell phone).
2. Mrs NT. Majiba – Still waiting for Costing (damages laptop and a charger)
3. Mr S. Nomala- Waiting for Guardian to bring the Letter of Authority
4. Ms. L. Mdyova- Waiting for the Guardian to bring the Letter of Authority

SURNAME & INITIAL	EMPLOYEE CATEGORY	DEPARTM ENT	REASON	SERVICE TERMINA TIONDATE
1. DLOMO W	ADMINISTRATOR : BEDFORD	CORPORATE SERVICES	RETIREMENT	31/01/02022
2. SIGANGA	SUPERVISOR	COMMUNIT	RETIREMENT	31/01/ 2022

NA	: WASTE MANAGEMENT	Y SERVICES		
3. BABA M.	G/A CIVIL	ENGINEERING	DEATH	27/01/ 2022
4. NOMALA S	MESSENGER	CORPORATE SERVICES	DEATH	01/2022
5. MBETHE K.	G/A	ENGINEERING	DEATH	09/01/2002
6. MDYOVAL.	G/ASSISTANT	CORPORATE SERVICES	DEATH	22/03/2022
7. MDUNYELWA M.A.	PLANT OPERATOR	ENGINEERING	RETIREMENT	28/02/2022
8. BUDLELA B.	G/A MESSANGER / CLEARNER	COMMUNITY SERVICES	RETIREMENT	28/02/2022
9. BESMAN LC.	ELECTRICIAN	ENGINEERING	ABSCONDMENT	28/02/2022
10. MZANA S.	ASSET MANAGER	BTO	RESIGNED	15/03/2022
11. MAJIBANT.	DIRECTOR: COMMUNITY SERVICES	COMMUNITY SERVICES	RESIGNED	18/03/2022

4. LEGAL FRAMEWORK

- Municipal Systems Act No.32 of 2000
- Labour Relations Act No.66 of 1995
- SALGBC Main Collective Agreement on Condition of Service
- Basic Conditions of Employment Act,75 of 1997

5 FINANCIAL IMPLICATIONS

The total amount paid for Leave Gratuity payments is R314 430.09, except for the four above mentioned members.

6. RECOMMENDATIONS

It is **RECOMMENDED** that:

- 1) The Standing Committee notes the report for Quarter 3 of the 2021/22 financial year.

ITEM 22/2022

CASES AND LITIGATIONS

1. PURPOSE

The purpose of the report is to inform the Committee on the progress of Cases and Litigations for the third quarter 2021/2022.

2. BACKGROUND AND DISCUSSIONS

By virtue of Raymond Mhlaba Local Municipality being a member of SALGA same is automatically a member of the SALGBSC which is the custodian of the Disciplinary Procedure and Code Collective Agreement. The said agreement provides various mechanisms for dispute resolution within the Municipality. It is only when such mechanisms have been exhausted that the aggrieved employee may approach SALGBC itself.

Litigation register is in place. There are twelve cases and five (5) cases have been finalised and files are closed. Six (6) are still in progress, one (1) has been referred to Labour court for review. Six cases are still in progress. Cases are reported to Council. See the Attachment

3. LEGAL FRAMEWORK

- Local Government Municipal Systems Act No.32 of 2000
- Labour Relations Act No.66 of 1995 as amended
- SALGBC Main Collective Agreement on Condition of Service
- Basic Conditions of Employment Act,75 of 1997

4. FINANCIAL IMPLICATIONS

None

5. RECOMMENDATIONS

It is **RECOMMENDED** that:

- 1) The report is submitted for noting by the Standing Committee.

REPORT ON DISCIPLINARY MATTERS AND OTHER RELATED DISPUTES

<u>Name of Employee</u>	<u>Brief Description</u>	<u>Date of Hearing</u>	<u>Status of the Case</u>	<u>Date of Set Down</u>	<u>Financial Implications</u>
Raymond Mhlaba Municipality vs Nozuko Nomnqa	The employee is a Payroll Clerk and was suspended on 23 Feb 2018 and subsequently charged and dismissed for insubordination and failure to facilitate the payment of salaries for EPWP workers. She never attended the hearing continuously submitting sick notes until the chairperson decided to continue with the case in her absence. She was found guilty and dismissed. She filed for unfair dismissal in the SALGBC	02 September 2021	An unfair dismissal dispute was referred to SALGBC Conciliation and arbitration but remained unresolved in 2018. The case set on the 2nd of September 2021. Virtually, the case is continuing	Case set on the 4 th of February 2022 To sit again on 5 July 2022	None yet
Raymond Mhlaba Municipality vs Kelebone Khoaelane	The employee was a Chief Security Officer and was charged for contravening the Public Gathering Act by leading an IMATU protest to Municipal buildings while on suspension and assault of a fellow employee.	6- 7 May 2021	The dispute was arbitrated and the employer lost. The Municipality has filed for the review of the Arbitration to the Labour Court	Date to be communicated	None yet
Ms Yandiswa Maqungu Versus Raymond Mhlaba Municipality	The employee was employed as a EPWP Co-ordinator in a three year contract starting from 1 August 2015 ending 31 July 2018. In August 2018 charged with: -	04 July 2018	The matter was heard on 30-31 March 2021 and the case continued with the employer representative not present and the case was lost and the SALGBC	The Review Application has been filed with the Labour Court	<u>None yet</u>

	<p>i. Dishonesty ii. Negligence iii. Fraud</p> <p>The hearing outcome was a dismissal contract also not renewed Simultaneously EPWP contract expired She filed for unfair dismissal</p>			ordered her permanent reinstatement. The employer filed for review		
<p>SAMWU Obo Members Vs Raymon Mhlaba Municipality</p>	<p>The union referred a S198 dispute to SALGBC for the absorption of contract workers into the establishment</p>	28 April 2021	<p>The matter was conciliated virtually on 28 April 2021 and remained un resolved. It will now go for arbitration on a date to be fixed by the Bargaining Council</p>	No date of set down yet	<u>None</u>	
<p>Welcome Dlomo Vs Raymond Mhlaba Local Municipality</p>	<p>Mr Dlomo was employed as a Unit Administrator for Bedford. He contested his placement to the same position indicating that he was employed by Nxuba Municipality as a Labour Relations Officer, a post that doesn't appear in the former Nxuba Municipality. He referred the matter to the SALGBC for unfair labour practice. Mr Dlomo has since retired in January 2022</p>	<p>The matter was Conciliated on the 24 February 2022 and remained unresolved.</p>	<p>A Certificate of non resolution was issued and is now awaiting Arbitration</p>	No date set yet	<u>none</u>	
<p>Mr Qondile Maloni Vs RMLM</p>	<p>Mr Maloni was employed as political contract employee attached to the</p>	<p>The matter set down on the 21 February 2022 for Conciliation and remained</p>	<p>A Certificate of Non Resolution was issued and is awaiting Arbitration</p>	No date set yet	<u>None yet</u>	

	office of the Speaker in the capacity of Record Clerk. His contract ended at the end of the Council term in November 2021. He referred the matter to the SALGBC for unfair dismissal	unresolved			
Raymond Mhlaba Municipality VS Ayanda Velebhayi	The employee is employed as a Payroll Officer and was charged for Fraud and Corruption. The employee is on suspension	The case set in January 2022. The employee pleaded guilty to the charges. There is also a criminal case opened by the Municipality against the employee	Case set and awaiting for sanction from the Chairperson.	No date yet	S&T
Raymond Mhlaba Municipality VS Ayanda Mzileni	The employee is employed as a HR Manager charged with failure to follow recruitment policy. The employee is on suspension	Hearing set in March 2022	Case set in March 2022 and the employee requested a postponement which was granted. She has subsequently submitted a representation to the Municipal Manager begging forgiveness	End May 2022	<u>Not yet</u>