MINUTES OF THE HUMAN RESOURCE MANAGEMENT COMMITTEE FOR MBALA MUNICIPAL COUNCIL WHICH WAS HELD IN THE COUNCIL CHAMBER, CIVIC CENTRE, A. K WILLOMBE LANE, MBALA ON 11TH JULY, 2025 AT 10:30 HOURS.

MEMBERS PRESENT

Mr. Evans Mulenga	Chairperson
Dr. Fredrick Chimanga	Member
Dr. Jones Kabaso	Member
Mr. Boyd Mboyi	Member
Mr. Jeremiah Ng'uni	Member
Mr. James Mwenya Libweshya	Member
Ms. Maramwidze Bwalya Shinga	Member
Mr. Samuel Musonda Mumpa	Secretariat
Mr. Patrick Kasonde	Secretariat
Mr. Freedom Sinyangwe	Secretariat

ABSENT WITH APOLOGY

Mr. Lubinga Beltrand H	Vice Chairperson
Mr. Chilambe Evaristo	Union Representative

1.0 OPENNING PRAYER

The opening prayer was given by Dr.Jones Kabaso.

1.2 OPENING REMARKS

The Chairperson began the meeting by welcoming all the members present especially the new members. He further expressed concern on the issue of not holding the HRMC meetings on time of which he said may affect the implementation of some resolutions made on the reported items. He then called upon the members to freely contribute during the meeting.

1.3 ADOPTION OF PREVIOUS MINUTES

The chairperson suggested that the members be given 5 minutes to go through the previous minutes since the minutes were not circulated on time.

1.4 CORRECTION OF THE PREVIOUS MINUTE

After reading through the minutes, the following corrections were made to the previous minutes.

On page 2. HRMC 10/11/24 Paragraph 1 bullet number (i) that read as Negligence Loss, to read

Negligent loss

On page 2. HRMC 10/11/24 last paragraph that read So he thought that that to delete one that.

On page 3. HRMC 12/11/24 The first sentence that read Having a lengthy deliberation on the matter

On page 3. HRMC 12/11/24 bullet (i) First sentence that read, For Negligence loss to read as Negligent

Loss

1.5 AMMENDMENTS TO THE PREVIOUS COMMITTEE MINUTES RESOLUTIONS

After correction of the previous minutes, the committee made the following amendments to

The previous committee minutes' resolutions:

After length deliberations, the Committee **RESOLVED** that: -

(i) Mr. Raymond Mainza, Assistant Veterinary Officer be given a Final Warning and Surcharge by deducting a certain amount of money from his monthly salary which shall be equivalent to the Value of the stolen motor bike, this is in accordance with Category A (vi) of the Disciplinary Code and Procedures for Handling Offences in the Public Service read together with the schedule of penalties and sanctions for the offence of Negligence Loss.

(ii) The Ministry of Works and Supply be engaged to determine the value of the stolen motor bike in order to proceed with further recommendations.

(iii) The Fisheries and Livestock Department to spearhead the process of determining the value of the motorbike.

(iv) The Police shall be informed that the matter has been handled administratively in accordance with Terms and Conditions of Service for the Local Government Service Commission page 25 Clause 82

(v) The investigations shall continue and if the motor bike is recovered it shall remain a government property.

(vi) On the offence of misuse of government property Mr. Raymond Mainza, Assistant Veterinary Officer be given a Written Warning in accordance with Category A (vi) of the Disciplinary Code and Procedures for Handling Offences in the Public Service read together with the schedule of penalties and sanctions

(vii) If the feedback on the value of the Motor Bike delays beyond 10th September, 2025 the recommendation to surcharge Mr. Raymond for the loss of Government property **(Motor Bike of Registration No. GRZ 86GV of make HUASHA**) be based on the total amount to be determined by Ministry of works and supply which

1.6 RECEIVING REPORTS FROM THE SECRETARIAT

REPORT OF THE DIRECTOR HUMAN RESOURCE AND ADMINISTRATION

The report of the Director Human Resource and Administration circulated to all the members was received.

HRMC/01/07/25 UPDATE ON THE COUNCIL STAFF ESTABLISHMENT AS AT MARCH 2025

The council's staff strength as at 25th March were summarized in the table below: -

S/N	DIVISION	FEMALES	MALES	TOTAL
1	DIVISION I	10	22	32
2	DIVISION II	07	16	23
3	DIVISION III	13	35	48
4	DIVISION IV	11	43	54
		41	**116**	**157**

The Council currently has one (01) officer who is physically challenged.

*The committee took **NOTE** of the council staff establishment*

HRMC/02/07/25 BRIEF ON THE INCOMING AND OUT GOING TRNSFERS OF STAFF

Members were informed that the Local Government Service Commission had transferred officers named here below to Mbala Municipal Council from other local authorities.

TRANSFERS IN

No	NAME	POSITION	STATION	STATUS
1	Ethel Siwale	Director of Legal Services	Choma Municipal Council	Reported to new station
2	Boyd Mboyi	Direct of Housing and Social Services	Kabwe Municipal Council	Reported to new station
3	Modester Bwalya	Typist	Zimba Town Council	Reported to new station
4.	Samuel Musonda Mumpa	Director Human Resource and Administraion	Chipata City Council	Reported to new station

TRANSFERS OUT

No	NAME	POSITION	STATION	REMARKS
1	Faustina Manjombi	Director Human Resource and Administraion	Chipangali Town Council	reported to new station
	Chilongo Mulonga	Group Accountant	Kasempa Town Council	reported to new station
2	Lombe Chelu	Assistant Commercial Manager	Kapiri Mposhi	reported to new station
3	Winstone Kasonkomona	Direct of Housing and Social Services	Kabwe Municipal Council	reported to new station
4	Phillip Simposya	Human Resource Officer	Sesheke Town Council	reported to new station
5.	Charity Kabamba	Senior Legal Assistant	Lusaka City Council	reported to new station

In the same vein the Local Government Service Commission transferred (5) Officers from Mbala Municipal Council to various councils as tabulated in the Above table.

*The committee took **NOTE** of the transfers in and out of the council*

HRMC/03/07/25 STAFF APPOINTMENTS

It was reported that the Council through the Human Resource Management Committee appointed the staff in division iii and iv and were due for confirmation:

STAFF APOINTMENT

No	NAME	POSITION	DEPARTMENT
1	Kanyantila Chanda Nathan	Grader Operator (LGSS 14)	Engineering
2	Mukupa Chipasha Kasenge	Heavy Machine Operator(LGSS 14)	Engineering
3	Stanely Mulenga Sikazwe	Heavy Machine Operator(LGSS 14)	Engineering
4	Luther Mutemwa	Driver (G1)	Administration
5	Hitler Siwila	Driver (G1)	Administration
6	Ackim Chifunda	Watchman (G3)	Administration
7	Prince Silungwe	Watchman (G3)	Administration
8	William Mulenga	Watchman (G3)	Administration
9	Moses Chinyanta	Watchman (G3)	Administration

*The committee took note of the officers to be confirmed and **RECOMMENDED** that*
(i) The officers be appraised before they are confirmed
(ii) The officers be deemed confirmed since their confirmation period had expired

HRMC/04/07/25 RECOMMENDATION FOR STAFF ACTING APPOINTMENT – MR. BRINGTON MULAMBYA, ACCOUNTS OFFICER (LGSS/16)

It was reported to the Committee that there was vacant position under Human Resource and Administration Department on the Council Establishment of a Registry Supervisor (LGSS/14) which had not been filled in for a while.

It was further reported that that Mr. Brington Mulambya, Accounts officer (LGSS/16) be recommended to act in the higher position for the period of Three (3) months with a view for substantive promotion into the position of Registry Supervisor (LGSS/14). Mr.

Brington Mulambya, had all the requisite qualifications to fill up the position and he had acquired a Diploma in Local Government Administration.

Name	:	Brington Mulambya
Date of Birth	:	10.08.1974
Date of First Appointment	:	19.01.2006
Position held	:	Accounts officer (LGSS/16)
Recommended Position	:	Registry Supervisor (LGSS/14)
Requisite Qualifications	:	Diploma in Records Management or equivalent
Qualifications Held	:	Grade Twelve Certificate GCE, Diploma in Local Government Administration

*The committee **RESOLVED** that*

(i) The officer be appraised

(ii) The matter be deferred to the next Human Resource Management Committee meeting

HRMC/05/07/25 RECOMMENDATION FOR STAFF ACTING APPOINTMENT – MS. SALOME CHIPONDA, SENIOR ACCOUNTS OFFICER (LGSS/15)

It was reported to the Committee that there was a vacant funded position under Housing and Social Services Department on the Council Establishment of an Assistant Community Development Officer (LGSS/14).

Further it was reported that Ms. Salome Chiponda, Senior Accounts Officer **(LGSS/15)** be recommended to act in the higher position for the period of Three (3) months with a view for substantive promotion into the position Assistant Community Development Officer (LGSS/14).

Ms. Salome Chiponda had all the requisite qualifications to fill up the position and she had acquired a Diploma in Local Government Administration.

Name	:	Salome Chiponda
Date of Birth	:	01.08.1972
Date of First Appointment	:	03.12.1996

Position held	:	Senior Accounts Officer **(LGSS/15** Requisite
Qualifications :		Certificate in Public Administration or Equivalent
Qualifications obtained	:	Grade Twelve Certificate GCE Diploma in Local Government Administration

*The committee **RESOLVED** that*

(i) The officer be appraised

(ii) The matter be deferred to the next Human Resource Management Committee meeting

HRMC/06/07/25 RECOMMENDATION FOR UNPAID LEAVE – MR. LAWRENCE TEMBO, DIRECTOR OF ENGINEERING SERVICES

BACKGROUND

It was reported for Decision of the Committee that Mr. Lawrence Tembo, Director of Engineering Services (LGSS/04) had applied for unpaid leave for a period of one year with effect from 9th December, 2024.

Conditions for Unpaid Leave

In accordance with the 2021 TERMS AND CONDITIONS OF SERVICE for the Local Government Service Commission page 30 part 113. *(a)(b)* states that **(***a) "A Responsible Officer may grant unpaid leave of up to one year to an officer for personal reasons. An officer who has been granted unpaid leave shall continue to pay both employer and employee's share of pension contributions so that the period of qualifying service for purposes of computing pension benefits is continuous. (b) Notwithstanding (a) above, the resumption of duty of an employee who proceeded on unpaid leave shall not be guaranteed but dependent on the availability of an approved, funded and vacant position on the payroll".*

*The committee **RESOLVED** to **RECOMMEND** that*

(i) The application for unpaid leave be rejected

(ii) The officer be called back and report for work

(iii) The officer be charged for proceeding on leave without Authority

HRMC/07/07/25 STAFF RESIGNATION - MS. FELISTUS BWALYA, VALUATION OFFICER (LGSS/07)

It was reported for the information of the Committee that the Council was in receipt of a resignation letter dated 26th November, 2024 from Ms. Felistus Bwalya wherein she tendered her resignation from her position of Valuation Officer (LGSS/07). The officer did not give Three months' notice.

Conditions for Resignation

In accordance with the 2021 TERMS AND CONDITIONS OF SERVICE for the Local Government Service Commission page 14 part 36**.** (a) states that *"An Established Officer may resign at any time, by giving the Local Authority or Commission three (3) months' notice, in writing, exclusive of leave, or by paying Government one (1) month's salary in lieu of notice".*

RECOMMENDATION TO THE COMMITTEE

I wish to recommend to the Committee that: -

i The officer forfeits one (1) month's salary in lieu notice.

ii. The matter be forwarded to the Local Government Service Commission for consideration and determination.

*The committee **RESOLVED** to **RECOMMEND** the application for the resignation of the officer*

HRMC/08/07/25 STAFF RESIGNATION - MS. ETHEL SIWALE, DIRECTOR LEGAL SERVICES (LGSS/04)

It was reported for the information of the Committee that the Council was in receipt of a resignation letter dated 10th April 2025 from Ms. Ethel Siwale wherein she tendered her resignation from her position of Director Legal Services (LGSS/04). The officer did not give Three months' notice.

Conditions for Resignation

In accordance with the 2021 TERMS AND CONDITIONS OF SERVICE for the Local Government Service Commission page 14 part 36**.** (a) states that *"An Established Officer may resign at any time, by giving the Local Authority or Commission three (3) months' notice, in writing, exclusive of leave, or by paying Government one (1) month's salary in lieu of notice".*

(i) The officer forfeits one (1) month's salary in lieu notice.

(iii) The matter be forwarded to the Local Government Service Commission for consideration and determination.

*The committee **RESOLVED** to **RECOMMEND** the application for the resignation of the officer*

HRMC/09/07/25 RECOMMENDATION FOR STAFF ENGAGEMENT – HEAVY DUTY MECHANIC

It was reported for the Decision of the Committee that, following the acquisition of heavy duty machines through Constituency Development Fund, the institution still had a challenge of maintaining and repairing the same equipment. therefore, it was recommended to the Committee to consider engaging a Heavy Duty Mechanic.

*On a proposal by Dr. Kabaso and seconded by Madam Shinga it was **RESOLVED** to **RECOMMEND*** that

(i)The position be advertised

HRMC/10/07/25 STAFF APPOINTMENT- EDITH KAITULE, OFFICE ASSISTANT (G3)

It was reported for the decision of the committee that Ms. Edith Kiteley had been serving the Council as an Office Assistant (Grade 3) for some time now under the Division IV Conditions of Service.

It was further reported that there was a vacant position of Clerical Officer (LGSS/17) under Human Resource & Administration Department. Ms. Kaitule was employed as office assistant in December, 2013 serving a total of eleven years in the local government service.

Ms. Edith Kaitule, Office Assistant (G3) be appointed to the position of Clerical Officer (LGSS/17) under Division III conditions of service.

The committee took note *of the matter and **APPROVED** the staff appointment*

HRMC/11/07/25 RECOMMENDATION FOR STAFF ACTING APPOINTMENT – MR PUMULO KABISA, TYPIST (LGSS/14) TO ASSISTANT COMMITTEE CLERK (LGSS/12)

It was reported to the committee that there was a vacant funded position under Human Resource and Administration Department on the Council Establishment of Assistant Committee Clerk (LGSS/12).

It was further reported that Mr. Pumulo Kabisa, Typist (LGSS/14) be recommended to act in the higher position for the period of Three (3) months with a view for substantive promotion into the position of Assistant Committee Clerk (LGSS/12).

Mr. Pumulo had all the prerequisite qualifications to fill up the position as he had acquired Certificate in Committee Skills.

*The committee **RESOLVED***

(i) The officer be appraised

(ii) The matter be deferred to the next Human Resource Management Committee meeting

HRMC/12/07/25 DIRECT PROMOTIONS – MESSERS. DAVY ZGANGANI BANDA, LEADING FIRE FIGHTER (LGSS/13), CHARLES TEMBO KAPEZA, LEADING FIRE FIGHTER (LGSS/13) AND MR. DARIUS MFULA MANDA, FROM FIRE FIGHTER (LGSS/14)

It was reported to the Committee that there existed three vacant funded positions of Sub Officer (LGSS/12) under Engineering Services Department on the Council Establishment, the position fell vacant after three officers were promoted to a higher positions of Station Officer (LGSS/11).

Davy Zgangani Banda, Leading Firefighter (LGSS/13), Tembo Kapeza, Leading Fire Fighter (LGSS/13) and Darius Mfula Manda, From Fire Fighter (LGSS/14) be recommended for direct promotion to a higher positions of Sub Officers (LGSS/12)

Conditions for Direct Promotion

In accordance with the 2021 TERMS AND CONDITIONS OF SERVICE for the Local Government Service Commission page 9 part 23. *(a)*(i) states that "*Promotions within the Local Government Service shall be directed by the Commission or the Responsible Officer as the case may be, as and when vacancies occur after taking into account the qualifications, competence, experience, good conduct and good performance of all eligible officers."*

DETAILS OF THE RECOMMENDED OFFICERS

(1)	Name	:	Davy Zgangani Banda
	Date of Birth	:	20.11.1987
	Date of First Appointment	:	29.10.2013
	Position held	:	Leading Firefighter (LGSS/13)
	Recommended Position	:	Sub Officer (LGSS/12)
	Requisite Qualifications	:	Sub Fire Officer Certificate or its Equivalent
	Qualifications obtained	:	Grade Twelve Certificate Station Officer Certificate Sub- Officer Certificate Basic Fire Fighting certificate Certificate in Basic Marine & Rescue Leading Fire Fighter Certificate
(2)	Name	:	Charles Tembo Kapeza
	Date of Birth	:	25.06.1993
	Date of First Appointment	:	07.07.2013
	Position held	:	Leading Firefighter (LGSS/13)
	Recommended Position	:	Sub Officer (LGSS/12)
	Requisite Qualifications	:	Sub Fire Officer Certificate or its Equivalent
	Qualifications obtained	:	Full Grade 12 Certificate Station Officer Certificate Sub-Officer Certificate Leading Firefighter Certificate Fire Prevention Certificate Certificate in Basic Fire Fighting
(3)	Name	:	Darius Mfula Manda,
	Date of Birth	:	28.11.1981
	Date of First Appointment	:	24.08.2018
	Position held	:	Leading Firefighter (LGSS/13)
	Recommended Position	:	Sub Officer (LGSS/12)
	Requisite Qualifications	:	Sub Fire Officer Certificate or its Equivalent
	Qualifications obtained	:	Grade Twelve certificate Diploma in Occupational Health and safety

Leading fire fighter certificate
Certificate in Basic Marine & Rescue
Basic fire fighter certificate

*The committee **RESOLVED** that*
(i) The officer be appraised
(ii) The matter be deferred to the next HRMC meeting

HRMC/13/07/25 DIRECT PROMOTION – MESSERS. MORRIS CHITEMA, FROM FIRE FIGHTER (LGSS/14) TO LEADING FIRE FIGHTER (LGSS/13)

It was reported to the Committee that there existed a vacant funded position of Leading Firefighter (LGSS/13) under Engineering Services Department on the Council Establishment. Mr. Morris Chitema, Firefighter (LGSS/14) be recommended for direct promotion to a higher position of Leading Firefighter (LGSS/13).

Conditions for Direct Promotion

In accordance with the 2021 TERMS AND CONDITIONS OF SERVICE for the Local Government Service Commission page 9 part 23. *(a)*(i) states that "*Promotions within the Local Government Service shall be directed by the Commission or the Responsible Officer as the case may be, as and when vacancies occur after taking into account the qualifications, competence, experience, good conduct and good performance of all eligible officers."*

DETAILS OF THE OFFICER

Name	:	Morris Chitema
Date of Birth	:	03.08.1975
Date of First Appointment	:	29.10.2013
Position held	:	Fire Fighter (LGSS/14)
Recommended Position	:	Leading Fire Fighter (LGSS/13) Requisite
Qualifications obtained	:	Leading Fire Fighter Certificate. Full Grade 12 Certificate

*The committee **RESOLVED** that*
(i) The officer be appraised
(ii) The matter be deferred to the next HRMC meeting

HRMC/14/07/25 STAFF DISCIPLINE- CHAELELE SICHILIMA, GRADER OPERATOR

It was reported that the above mentioned Grader Operator under Engineering Department was on 15th May 2025 allegedly seen grading at a private property using a council grader. The officer was charged with the offence of misuse of government property as stated under 7.1 Category A(vi) of the Disciplinary Code and Grievance Handling Procedure.Mr. Chaelela had since accepted the charge and had pleaded for leniency.

*After a lengthy discussion, the committee **RESOLVED** the following:*

(i) The Director of Finance to determine the hiring rate of the grader

(ii) The matter be deferred to the next meeting

HRMC/15/07/25 STAFF DISCIPLINE- SOLOMON SIMPAMBA, CIVIL ENGINEER

It was reported that on 15th May 2025 the above officer allegedly approved the ferrying of crushed stones from Isoka to Mbala (ZESCO Sub Station) using a Council (CDF)Tipper truck, the programme not known or approved by the Council. The officer was charged with the offence of Non-Compliance with established procedures or standing instructions as stated under 7.1 Category A(viii) of the Disciplinary Code and Grievance Handling Procedure. Mr. Simpamba has since accepted committing the said offence and has asked for leniency.

*After a lengthy discussion, the committee **RESOLVED** the following:*

(i) The Director of Finance to determine the rate for hiring a tipper from Mbala to Isoka

(ii) The matter be deferred to the next meeting

HRMC/16/07/25 STAFF DISCIPLINE- MWEWA CHRISPIN

It was reported that the above officer who works as an Assistant Civil Engineer under Engineering Department was on 15th May 2025 allegedly instructed the Tipper drivers Mr. Chaelela Sichilima and Hitrer Siwila the ferrying of crushed stones from Isoka to Mbala (ZESCO Sub Station) using a council Tipper truck the programme not known or approved by the council. The officer was charged with the offence of Non-Compliance with established procedures or standing instructions as stated under 7.1 Category A(viii) of the Disciplinary Code and Grievance Handling Procedure.Mr. Mwewa had since accepted the charge.

*After a lengthy discussion, the committee **RESOLVED** the following:*

(i) The Director of Finance to determine the rate for hiring a tipper from Mbala to Isoka

(ii) The matter be deferred to the next meeting

HRMC/17/07/25 FILLING IN OF KEY POSITIONS

It was reported for the Decision of the Committee that, following the resignation and transfer of mostly key positions, the institution had been facing many challenges in the area of providing the much needed social services to the community. The vacancies were as shown in the table below:

No	POSITION	CURRENT STATUS
1.	Valuation Officer	Resigned (Not Filled)
2.	Land Surveyor	Transferred (Not Filled)
3.	Committee Clerk	Deceased (Not Filled)
4.	Group Internal Auditor	Transferred (Not Filled)
5.	Chief Human Resource Officer	Transferred (Not Filled)
6.	Highway Superintendent	Transferred (Not Filled)
7.	Building Inspector	Transferred(Not Filled)

*The committee **RESOLVED** to **RECOMMEND** that the vacant positions be filled.*

HRMC 18/07/25 STAFF DEVELOPMENT

It was reported for the information of the committee that, in order for the council to operate effectively there was a need to build capacity in officers in different departments. In view of this the council sent officers to various institution for capacity building as shown in the table below:

No	NAME OF OFFICER	DEPARTMENT	PAPER OBTAINED
1.	Wesley L. Chifunda	Administration	Certificate in Criminology and Security Studies

2.	Givers Kachingwe	Administration	Certificate in Criminology and Security Studies
3.	Emmanuel Sichula	Administration	Certificate in Criminology and Security Studies
4.	Helen Mutale	Administration	Certificate-Com Committee
5.	Paul Chipulu	Administration	Certificate-Committee Clerk
6.	Maggie Chilembo	Administration	Certificate-Committee Clerk
7.	Pumulo Kabisa	Administration	Certificate-Committee Clerk
8.	Jackson Mumba	Engineering	Certificate-Certificate in Fire Prevention
9.	Leonard Nzowa	Engineering	Certificate in Fire Prevention
10.	Mukuka Lawson	Engineering	Certificate in Fire Prevention
11.	Beejay Mweemba	Engineering	Certificate in Fire Prevention

*The committee took **NOTE** of the staff development matter*

HRMC/19/07/25 STAFF DEVELOPMENT-NATASHA NAMUKOKO, TOWN PLANNER

It was reported for the Decision of the Committee that, that the above mentioned Officer under Planning Department had applied for study leave on Self Sponsorship on distance learning. The program of study is MSC Climate Change and Sustainable Development at the Copper Belt University and requires the Officer to be attending residential classes for two weeks during the duration of the Two (02) year period commencing 21st July 2025.

On a proposal by Dr. Kabaso and duly seconded by Mr. Nguni it was **RESOLVED** to **RECOMMEND** that the application for study for Natasha Namukoko be recommended to the Local Government Service Commission

HRMC/20/07/25 STAFF TRANSFER- WIZA SIMPASA-LEGAL ASSISTANT

It was reported that Mr. Wiza Simpasa, Legal Assistant had been unwell for some time now and was unable to perform his duties. Further, the Officer had no relative within Mbala and was currently in Lusaka seeking medical attention. In view of the above, it was

recommended that Mr. Simpasa be transferred to Lusaka or any Council near Lusaka to enable the Officer access

*On a proposal by Madam Shinga and seconded by Dr. Chimanga it was **RESOLVED** to **RECOMMEND***

(i) That a medical report be availed to the committee
(ii) That the matter be forwarded to the Local Government Service Commission

CLOSING REMARKS

The Chairperson thanked the members for their submissions during the deliberations. He urged the members of the committee to speed up the process in the case of Raymond Mainza. He further called upon the committee to ensure that a quorum is formed in order for the HRMC meetings to be taking place on time. The closing prayer was given by Ms. Shinga M. Bwalya; Director Public Health the meeting was officialy closed at 13:20 Hours.

Name	Position	Date	Signature
Evans Mulenga	Chairperson	…….	…….