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 3RD SEPTEMBER, 2025 AT 10:00 HOURS.

MEMBERS PRESENT

Mr. Evans Mulenga	Chairperson
Mr. Lubinga Beltrand H	Vice Chairperson
Dr. Fredrick Chimanga	Member
Dr. Jones Kabaso	Member
Mr. Jeremiah Ng'uni	Member
Mr. James Mwenya Libweshya	Member
Mr. Chilambe Evaristo	Union Representative
Mr. Samuel Musonda Mumpa	Secretariat
Mr. Freedom Sinyangwe	Secretariat

ABSENT WITH APOLOGY

Mr. Boyd Mboyi	Member
Ms. Maramwidze Bwalya Shinga	Member
Mr. Patrick Kasonde	Secretariat

1.0 OPENNING PRAYER

The opening prayer was given by Chilambe Evaristo.

1.2 OPENING REMARKS

The Vice Chairperson began the meeting by welcoming all the members present and informed the Committee that the Chairperson would join the meeting latter. He further expressed concern on the issue of not following calendar of meetings and further advised secretariat to stick to the calendar of meetings.

1.3 CORRECTION AND ADOPTION OF PREVIOUS MINUTES

The chairperson requested the committee to adopt the previous minutes.

1.4 CORRECTION OF PREVIOUS MINUTES

After the adoption of the previous minutes the Chairperson requested the committee to make corrections and the following corrections were made to the previous minutes.

On page 1. On the attendance list the Libwesha to include "y" between "h and a"

On page 2. 1.5 bullet no. (iii) the of the department to read Fisheries and Livestock.

On page 10. HRMC 10/07/25 In the first sentence the name "Kiteley" to read "Kaitule"

1.5 RECEIVING OF THE REPORT FROM THE DIRECTOR HUMAN RESOURCE AND ADMINISTRATION

After correction of the previous minutes, the Chairperson requested that the disciplinary cases that were deferred from the previous minutes be considered and further requested the Director Human Resource and Administration to submitted the report

HRMC/01/09/2025 STAFF STATUS

the Council Staff status for Mbala Municipal Council as at 31st July, 2025 were summarized as shown 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 Director Human Resource and Administration further reported that 299 officers were attached to the Council in line with the devolution policy.

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

FOR THE INFORMATION OF THE COMMITTEE

HRMC/02/09/2025 RECOMMENDATION FOR STAFF ACTING APPOINTMENT - EMMANUEL SILUNGWE CHIEF CSHIE

The Director reported for the decision of the Committee that his office was in receipt of staff appraisal form for Mr. Silungwe Emmanuel Chief Cashier who had been given the responsibilities of a higher position on administrative purposes

and further submitted his personal details as shown below.

S/N	NAME OF OFFICER	CURRENT POSITION	QUALIFICATIONS	RECOMMENDED POSITION	REMARKS
01	Emmanuel Silungwe	Chief Cashier (LGSS13)	Grade Twelve Certificate, ZICA Technician Certificate, ZICA Licenciate	Assistant Accountant (LGSS10)	Recommended for acting appointment

On the proposal by Dr. Fredrick Chimanga duly seconded by Dr. Johns Kabaso it was,

RESOLVED that:
Mr. Emmanuel Silungwe Chief Cashier be recommended for acting appointment to the position of Assistant Accountant (LGSS 10) as the he meets the requirements.

HRMC/03/09/2025 STAFF SUBSTANTIVE PROMOTION- EMMANUEL TEMBO REVENUE COLLECTOR

The Director reported for the decision of the Committee that his office was in receipt of staff appraisal form for Mr. Tembo Emmanuel who was appointed to act as Data Entry Clerk with the view of promoting it was further reported that the officer has served Three (3) months acting on the position of Data Entry Clerk and had proved to be competent, below are the details of the officer;

S/N	NAME OF OFFICER	CURRENT POSITION	QUALIFICATIONS	RECOMMENDED POSITION	REMARKS
01	Emmanuel Tembo	Revenue Collector (LGSS18)	Grade Twelve Certificate, Certificate in Computers Studies Trade Test Level 3, Certificate in Logistics and Transport, Driving Licence Category C	Data Entry Clerk (LGSS13)	Staff Promotion

On the proposal by Dr. Johns Kabaso duly seconded by Dr. Fredrick Chimanga it was,

RESOLVED that:
Mr. Emmanuel Tembo Revenue Collector be substantively promoted to the position of Data Entry Clerk (LGSS/13) as he meets the requirements.

HRMC/04/09/2025 STAFF DIRECT PROMOTION

The Director reported for the decision of the Committee that his office was in receipt of staff appraisal forms from Engineering Recommending Fire Fighters for direct promotion as listed below; -

S/N	NAME OF OFFICER	CURRENT POSITION	RECOMMENDED POSITION	REMARKS
01	Kutemwa Simfukwe	Divisional Fire Officer	Deputy Chief Fire Officer	Promotion
02	Agness Mwila	Station Officer	Divisional Fire Officer	Promotion
03	Jackson Mumba	Station Officer	Divisional Fire Officer	Promotion
04	Chrispin Mwanza	Sub- Officer	Assistant Divisional Fire Officer	Promotion
05	Boyd Phiri	Leading Fire Fighter	Station Officer	Promotion
06	Burton Chama	Leading Fire Fighter	Station Officer	Promotion

07	Lawson Mukuka	Fire Fighter	Sub Officer	Promotion
08	Nathan Sinyangwe	Fire Fighter	Sub Officer	Promotion
09	Beejay Mweemba	Fire Fighter	Leading Fire Fighter	Promotion
10	Mildred Chola	Fire Fighter	Leading Fire Fighter	Promotion

After a length of deliberation, the committee,

RESOLVED that:
The recommendation for the direct promotion for the above Fire Fighters pend for the approval of the new budget to cutter for their upgrade.

HRMC/05/09/2025 STAFF CONFIRMATION

The Director reported for the decision of the Committee that Mr. Augustine Lushinga, Environmental Health Technologist (LGSS/10 was on 24th April 2025 appointed by the Local Government Service Commission on staff acting appointment as a Funeral Superintendent(LGSS/08) for three (3) months with a view to establish his suitability for substantive promotion. The Director further reported that the said officer had served the three months' probation and was due for confirmation.

Details of the Officer; -

S/N	NAME OF OFFICER	CURRENT POSITION	RECOMMENDED POSITION	REMARKS
01	Lushinga Augustine	Environmental Health Technologist	Funeral Superintendent	Staff Confirmation

On the proposal by Dr. Johns Kabaso duly seconded by Mr. Evaristo Chilambe it was,

RESOLVED that:

Mr. Augustine Lushinga Environmental Health Technologist be recommended to the Local Government Service Commission for substantive promotion to the position of Funeral Superintendent (LGSS/08) as he meets the requirements.

HRMC/06/09/2025 RECOMMENDATION FOR STAFF SUBSTANTIVE PROMOTION

The Director Human Resource and Administration reported for the decision of the Committee that the current Pre- School teacher who has worked for more than Twenty (20) years and still holding the position of general worker be recommended for promotion as Assistant Community Development Officer-ACDO (LGSS/14). The officer has necessary qualification and massive experience for the mentioned position. The officer once considered for this position, will continue to carry out services of a pre-school teacher. Further, according to the current establishment the only existing vacancy is that of Assistant Community Development Officer which is commensurate to the position of Pre-School teacher.

Details of the Officer; -

S/N	NAME OF OFFICER	CURRENT POSITION	RECOMMENDED POSITION	QUALIFICATIONS	REMARKS
01	Masiye Phiri	General Worker(Working as Pre-School Teacher	Assistant Community Development Officer	Early Childhood Diploma	Promotion

On the proposal by Mr. Evaristo Chilambe duly seconded by Mr. Jeremire Nguni it was,

RESOLVED that:
Ms. Masiye Phiri General Worker be substantively promoted to the position of Assistant Community Development Officer (LGSS/14) as she meets the requirements.

HRMC/07/09/2025 RECOMMENDATION FOR STAFF ENGAGEMENT ON PERMANENT AND PENSIONABLE JOB

The Director Human Resource and Administration reported for the decision of the Committee that Ms. Vastina Jere has been on internship under Human Resource department as a Registry Clerk for almost one (1) year. She has proven to be hardworking and committed to duty. He further reported that the said officer be considered for staff permanent and pensionable engagement.

Details of the Officer; -

S/N	NAME OF OFFICER	CURRENT POSITION	RECOMMENDED POSITION	QUALIFICATIONS	REMARKS
01	Vastina Jere	Registry Clerk(Intern)	Registry Clerk	Grade 12 Certificate Certificate in Office and Records Management	Staff Engagement

RESOLVED that:
Ms. Vastina Jere's recommendation to be considered for staff permanent and pensionable engagement pending for the next approved budget.

HRMC/08/07/25 FILLING IN OF KEY POSITIONS

The Director Human Resource and Administration 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 09/07/25 STAFF DEVELOPMENT

The Director Human Resource and Administration 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/11/07/25 STAFF TRANSFER- WIZA SIMPASA-LEGAL ASSISTANT

The Director Human Resource and Administration reported that emanating from the previous meeting which resolved that the medical report be availed in the next meeting for Mr. Wiza Simpasa, Legal Assistant who had been unwell for some time now and was unable to perform his duties. Further, reported that as required by the committee the medical report from Mbala General Hospital was presented before the committee and well interpreted by Dr. Chimanga Fredrick being the medical Doctor.

After a critical analysis, on a proposal by Dr. Chimanga and duly seconded by Mr. Nguni it was

RESOLVED that; -

Mr. Wiza Simpasa the Legal Assistant's recommendation for transfer to nearby Lusaka be forwarded to the Local Government Service Commission for final determination

HRMC/12/09/2025 STAFF DISCIPLINE- CHAELELE SICHILIMA, GRADER OPERATOR

It was reported by the Director of Administration that reflecting on the previous case review for Mr. Chaelela which was deferred, The Director previewed the case before the committee indicating that on 15th May 2025 Mr. Chaelela was 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 however during the previous committee meeting Mr. Chaelela's exculpatory letter was too brief to satisfy the committee and therefore the committee had made the following *RESOLUTIONS*;

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

(ii) The matter be deferred to the next meeting

Having reviewed the previous committee resolutions, the Director Human Resource and Administration further indicated that the officer was invited to appear before the committee
to give more details of his case. The Chairperson requested Mr. Chaelela to explain what transpired on 15th May, 2025
Mr. Chaelela explained that on that material day he was asked by the Mr. Kanyantila a Grader operator who was working with the grader on that day to check on blades and Mr. Chaelela further explained that after making some adjustments decided to test the blades at his property near Chila Primary School where he went with Mr. Kanyantila as they were going to Chulungoma roads where the Grader Operator was assigned to work from, when they reached the private property Mr. Chaele said he tasted the grader and seeing that blades where working perfectly handed over the Grader to Mr. Kanyantila who proceeded to where he was assigned to work from, having given his explanation, the Committee enquired from Mr. Chaelela weather had been given permission to test the blades at his private property, Mr. Chaelela responded there he was not permitted and the supervisor was not informed of it having head Mr. Chaelela the Chairperson released him.
Further the Chairperson requested the supervisor Mr. Mwewa to come in and estimate the number of hours and Fuel Mr. Chaelela had used to Grade his private Property and Mr. Mwewa estimated One (1) Hour and that at the current status of the Grader it is consuming the estimate of 18 liters of Diesel per Hour.

After a length of deliberation and in consideration of the Disciplinary Code Procedures for Handling Offences in

the Public Service and Local Government Service under 7.1 Category A(vi) the committee,

RESOLVED that:

i. Mr. Chaelela be given written warning,
ii. Mr. Chaelela be Surcharged with k1,043 (K493 used fuel and K550 hiring rate) through the payroll.

HRMC/13/09/2025 STAFF DISCIPLINE – CHAELELA SICHILIMA

Further the Director reported for the decision of the Committee that Mr. Chaelela Sichilima the Grader Operator was on Monday 11th August 2025 allegedly seen dumping gravel on an undesignated road the act not sanctioned by his supervisor. The officer has since been served with a charge letter wherein he is being charged for misuse of Government property however the officer had not exculpated himself and the 7days had ultimatum expired. The Director further informed the Committee that the officers was called to appear in person to explain himself as to why the disciplinary action cannot be taken agaist him. The Chairperson called for the acused Mr. Chaelela to be invited and make his statement before the committee.

Mr. Chaelela stated that on a material day he was working with the TLB machine at the pit loading the tipper truck and when it was lunch time Mr. Chaelela requested the Tipper Truck Driver (Mr. Hitrer Siwila) for transport to go for lunch and Mr. Siwila, however indicated to Mr. Chaelela that they had to dump the loaded gravel first them both can go lunch. Mr. Chaelela further explained that when their reached where the road maintenance was taking place they found the community about four (4) people requesting the truck driver to divert from the road being maintained to dump some gravel on the other road which had port halls and used to reserve water during rainy season. Mr. Chaelela indicated that as a passenger was not part of the decision Mr. Siwila made but witnessed and confirmed that indeed the driver diverted, but indicated that he was innocent. Having head Mr. Chaelela's

statement the committee requested to here from Mr. Hitrer Siwila who was driving the Tipper Truck on the material day who confirmed that he made the decision to divert gravel independently and that Mr. Chaelela had not played any role.

After a length of deliberation, the committee,

RESOLVED that:

Mr. Chaelela the Grader Operator's Charge for dumping gravel on Undesignated road be withdrawn as it was proved that he was innocent.

HRMC/14/09/2025 STAFF DISCIPLINE – HITRER SIWILA

The Director reported for the decision of the Committee that Mr. Hitrer the Driver was on Monday 11th August 2025 allegedly seen dumping gravel on undesignated road the act not sanctioned by his supervisor. The officer had since been served with a charge letter wherein he was charged for misuse of Government property and exculpated himself. The Director further informed the Committee that the officer was called to appear in person to explain himself as to why the disciplinary action cannot be constituted against him. The Chairperson called for the accused Mr. Hitrer Siwila to give his statement before the committee.

Mr. Siwila stated that on a material day he was working with the Tipper Truck as assigned to be felling gravel from the pit to Chulungoma Road which was being rehabilitated and while at the pit Mr. Chaelela who was loading the Tipper truck with TLB Machine requested to go for lunch with Mr. Siwila as it was lunch time Mr. Siwila, however indicated to Mr. Chaelela that they had to dump the loaded gravel first them both can go for lunch. Mr. Siwila further explained that when their reached where the road maintenance was taking place they found the community about four (4) people requesting Mr. Siwila the truck driver to divert from the

road being maintained to dump some gravel on the other road which had port halls and used to reserve water during rainy season. Mr. Siwila indicated that he considered the request from the community and did not think of consulting the supervisor therefore he made an independent decision further Mr. Siwila realized that he had erred and requested for lenience.

After a length of deliberation, the committee,

RESOLVED that:

Mr. Siwila Hitrer the driver be given a written warning for misuse of Government property.

HRMC/15/09/2025 STAFF DISCIPLINE – KAKOMA NACHITWA

The Director Human Resource and Administration reported for the decision of the Committee that Ms. Kakoma Nachitwa whilst executing assigned duties as a stores officer, it was discovered that council fuel was drawn without the approval of the council. When the officer was requested to do the report of what had transpired, she ignored the given instruction and the 5days period given in which to submit the report had expired, hence making it difficult for the council to do the required investigations. The officer had since been served with a charge letter wherein she was charged for gross negligence and failure to obey instructions and had exculpated herself. The Director further reported that the officer had been called to appear in person before the committee and had come. The Chairperson having allowed the committee to study through the case called for Ms. Kakoma to be invited before the committee.

The Chairperson requested Ms. Kakoma to explain to the committee as to why she could not submit the required report within the specified time. Ms. Kakoma started her

statement by apologizing before the committee for not submitting the required report within a specified period she further gave the reason for not submitting her report that the same day the Stores Officer was reporting she was also leaving Mbala for her Exams in Lusaka and the reason of not submitting a report was that she only received the letter to do a report while on her way to school.

RESOLVED that:

Ms. Nachitwa Kakoma the Revenue Collector be given a written severe warning for gross negligence of duty and failure to obey lawful

HRMC/16/09/2025 STAFF DISCIPLINE- MWEWA CHRISPIN

The Director Human Resource and Administration reported that Mr. Mwewa an Assistant Civil Engineer was on 15th May 2025 allegedly instructed Mr. Chaelela Sichilima and Hitrer Siwila the Grader Operator and the Tipper Truck Driver to meet at the works yard that they may refuel the Tipper Truck and prepare to go to Isoka the followed day (Friday 16th May, 2025) to ferry crushed stones from Isoka to Mbala (ZESCO Sub Station) using a council Tipper truck the program 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 in his exculpation letter which was read through by the Director to the committee the previous meeting held on 11th July, 2025 but the committee had deferred the case basing on the following reasons.

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

(ii) The Officers involved to appear before the committee to give details as they exculpatory letters where too breath not providing details of what transpired.

The Director further reported that Mr. Mwewa had been summoned to appear before the committee to give more details and had come. The Chairperson requested that the officer be invited to give more details and Mr. Mwewa was requested to narrate how the tipper truck was involved in the program to Isoka ferrying crushed stones from Isoka to Mbala without the approval of the Council. Mr. Mwewa said the contractor had hired a truck at the rate Ten Thousand K10,000.00 per day and his supervisor Mr. Solomon Simpamba the Civil engineer had approved the program. Mr Mwewa Further said the first day when they went to Isoka he had accompanied the Driver Mr. Siwila and Mr. Chaelela who was told to be assisting driving the Tipper, he further said that he only found that at Kanamwene arrear had no crushed stones as Chinese had moved to another site in Isoka and upon the instruction by the contractor in liaison with Mr. Simpamba Mr. Mwewa proceeded to Isoka. Then he continued saying the program continued for three days (Friday, Saturday and Monday) having head from Mr. Mwewa the Committee reserved the decision till also Mr. Solomon Simpamba presents himself before the Committee.

HRMC/17/09/2025 STAFF DISCIPLINE- SOLOMON SIMPAMBA, CIVIL ENGINEER

It was reported by the Director Human Resource and Administration 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 program 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 as indicated in his exculpatory letter. Mr. Simpamba requested for leniency. However, considering how brief his exculpatory letter was the committee requested that Mr.

Simpamba appear in person before the Committee but however, the Director submitted that Mr. Simpamba had gone on leave and would only be in Office on Monday 8th September, 2025 the following week, therefore the committee proposal by Dr. Kabaso Johns and seconded by Mr. Jeremiah Ng'uni.

RESOLVED that:

The Committee meeting be adjourned to Monday 8th September, 2025 to allow Mr. Solomon Simpamba appear before the committee so that the matter can be finalized.

Continuation of the adjourned meeting

The Chairperson called the meeting to order and requested the director of Human Resource and Administration to update the committee on the previously adjourned item and to confirm whether Mr. Solomon was ready to appear before the committee. The Director of Human Resource and Administration updated the Committee on adjourned item (Staff Discipline - Solomon Simpamba) and informed the Committee that a fresh invitation was done to Mr. Solomon Simpamba and that he was ready to appear before the Committee.

The Chairperson requested the Director of Finance to give a report as assigned by the Committee previously. The Director indicated that the Chief Internal Auditor was engaged to audit the Council accounts in order to ascertain whether the claimed K30,000.00 was deposited in Council account and the Director Finance confirmed that indeed the money was deposited in Council account despite being splitted into Deferent Council accountant.

After a length deliberation and hearing both from Mr. Mwewa and Mr. Simpamba the committee made the following observation;

i. Mr. Mwewa was not being truthful as he was contradicting himself by saying he did not know that the program is for Isoka but on the other hand agreed that he is the one that paid the two Drivers the Subsistence allowance meant for Isoka program at the filling station a day before going to Isoka.

ii. That the program was fully known by Mr. Solomon Simpamba the Civil Engineer and Mr. Chrispine Mwewa the Assistant Civil Engineer.
iii. The Drivers Mr. Siwila Hitrer and Mr. Chaelela Sichilima were completely unaware that the program to go to Isoka was not approved by the Council.

RESOLVED that:

i. Mr. Solomon Simpamba the Civil Engineer be given a written warning for Non-Compliance with established procedures or standing instructions
ii. Mr. Chrispine Mwewa the Assistant Civil Engineer be given a written warning for Non-Compliance with established procedures or standing instructions

CLOSING REMARKS

The Chairperson thanked the members for their submissions during the deliberations. He further called upon the committee to ensure that a quorum was formed in order for the HRMC meetings to be taking place on time and reminded secretariat to insure that a calendar of meetings is followed adding that HRMC is expected to be held every last Thursday of each month. The closing prayer was given by Mr Evaristo Chilambe. The meeting officially closed at 17:43 Hours.

Name	Position	Date	Signature
Evans Mulenga	Chairperson	……	……