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 27TH NOVEMBER, 2024 AT 10:00 HOURS.

MEMBERS PRESENT

Mr. Evans Mulenga	Chairperson
Mr. Lubinga Beltrand H	Vice Chairperson
Mr. Chilambe Evaristo	Union Representative
Dr. Jones Kabaso	Member
Ms. Maramwidze Bwalya Shinga	Member
Ms. Faustina Manjombi	Secretariat
Mr. Phillip Simposya	Secretariat
Mr. Freedom Sinyangwe	Secretariat

IN ATTENDANCE

Brian Mulasu	Veterinary Assistant
James Kalamwina	Executive Officer (MLF)
Jimmy Soko	Union Representative (UG)

1.0 NOTICE OF MEETING

The notice of meeting was read and no amendment was made as the agenda was followed as displayed.

i. Prayer
ii. Introduction
iii. Opening remarks
iv. Confirmation of previous minutes
v. Adoption of Previous Minutes
vi. Reading of the Charges, Exculpatory Letter and Police Report
vii. Discussion of the evidence and testimonies
viii. Committee deliberations and resolutions
ix. Closing Remarks

The meeting was called to order at 10:34 hours.

1.1 OPENNING PRAYER

The opening prayer was given by Mr Evaristo Chilambe.

1.2 INTRODUCTION

The Chairperson requested the members to introduce themselves.

1.3 OPENING REMARKS

The Chairperson began the meeting by informing the Committee that the Human Resource Management Committee is established by the law under **Section 31 of the Service Commissions Act No. 10 of 2016** to perform delegated functions on behalf of the Local Government Service Commission therefore the Committee is not subordinate to any internal or external influences except from the Local Government Service Commission which has the Constitutional mandate to appoint members of the committee, he further called upon the Committee members to deliberate on the disciplinary hearing for Mr. Raymond Mainza, Assistant Veterinary Officer with confidentiality, fairness and impartiality.

HRMC/08/11/24 CONFIRMATION OF PREVIOUS MINUTES

The minutes from the previous meeting were presented for confirmation. The Chairperson asked if all members had reviewed the minutes and if there were any amendments needed. After a brief discussion, the committee confirmed that the minutes accurately reflected the discussions and decisions made during the last meeting. The Chairperson then declared the minutes officially confirmed.

HRMC/09/11/24 ADOPTION OF PREVIOUS MINUTES

The committee moved on to the adoption of the previous minutes. The Chairperson invited comments or suggestions regarding the document. After a thorough review, the committee unanimously adopted the minutes, acknowledging their importance in maintaining a clear record of proceedings. The Chairperson expressed appreciation for

the diligence shown by the members in reviewing the documentation.

HRMC/10/11/24 PROCEEDINGS OF THE DISCIPLINARY HEARING OF MR. RAYMOND MAINZA, ASSISTANT VETERINARY OFFICER

Reading of the Charges, Exculpatory Letter and Police Report

The Chairperson asked the Secretariat to read the two charges leveled against Mr. Raymond Mainza which includes (i) Negligence Loss and (ii) Misuse of government property which were read in the presence of Mr. Raymond Mainza, Assistant Veterinary Officer, Mr. James Kalamwina, Executive Officer and Mr. Mulasu Brian who is the immediate supervisor to Mr. Raymond Mainza. After the charges were read, the chairperson asked Mr. Raymond Mainza whether he understood the charges and accepted the offences. Mr. Raymond Mainza responded that he understood the charges and he admitted having committed the offences. Thereafter, the Secretariat proceeded to read Mr. Raymond Mainza's exculpatory letter wherein he admitted to all the charges leveled against him and he asked for leniency from the committee as he was a family man and a breadwinner. He furthers indicated that he had been in service for nine (9) years during his first appointment in Mungwi district he was given a motor bike which was always in his safe custody was always parked at his home. So he thought that that has always been the practice even when he was transferred to Mbala District. He stated that the loss of the motor bike was not his intention and he apologized for not informing his supervisor immediately the motor bike was stolen.

Discussion of the Evidence and Testimonies

The Committee heard from Mr. Mulasu Brian supervisor to Mr. Mainza then the Committee also heard from Mr. Raymond Mainza. During the discussions Mr. Mulasu explained that he charged Mr. Mainza in accordance with the Disciplinary Code and Procedure for Handling Offences in the Public Service and

Local Government Service in line with the offences Mr. Mainza committed.

The Committee asked Mr. Mainza whether he accepted the charges and offences leveled against him, in response to the Committee's question, Mr. Mainza admitted to all the charges leveled against him and asked for leniency from the Committee. Throughout the discussions Mr. Mainza showed remorse for his actions. The Committee read the Terms and Conditions for Local Government Service of 2021 page 25 clause 82 to Mr. Mainza and explained to him that on Negligence Loss charge, there were several options the Committee can use to resolve the matter.

The Committee also explained that the matter could be dealt with either the Criminal Procedure involving the Police or Administratively.

The Committee asked Union to make submissions, the Union pleaded on behalf of Mr. Mainza for the Committee to exercise leniency on the accused as he was a first offender

COMMITTEE DELIBERATIONS AND 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 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

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

V. 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.

1.9 CLOSING REMARKS

The Chairperson thanked the members for their submissions during the deliberations and urged them to always keep the matters discussed confidential. The committee also advised Mr. Mainza to refrain from breaching the terms and Conditions of Service. Mr. Mulasu was also advised to effectively supervise his subordinates. The closing prayer was given by Ms. Shinga M. Bwalya, Director Public Health the meeting was officialy closed at 12:21 Hours.

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