



Minuti – Laqgħa tal-Eżekuttiv Nu. 39

Data: Il-Ħamis, 15 t' Ottubru 2020

Ħin: 17:30

Post: Fis-Sala Assoċjazzjoni Kunsilli Lokali, il-Marsa

Preżenti:

Is-Sur Mario Fava – President
Chev Paul Farrugia – Viċi President
Dr. Samuel Azzopardi – Viċi President - online
Is-Sur Michael Fenech Adami – Membru
Is-Sur. Anthony Mifsud – Membru
Perit Graziella Galea – Membru
Is-Sur Mark Grech – Membru
Is-Sur Joseph Cordina – Membru

Skuzati:

Is-Sur Jesmond Aquilina – Membru

Mistiedna:

Dr. Mark Attard Montalto (Malta Mediation Centre)
Is-Sur Romuald Attard (Malta Mediation Centre)

Uffiċjal Preżenti:

Sa. Lianne Cassar – Segretarju Eżekuttiv



Il-President propona li jkun hemm sospensjoni tal-Aġenda sabiex issir il-laqgħa ma' rappreżentanti mill-Malta Mediation Centre u wara tkun tista' tiġi ewwritta l-Aġenda kif kienet mibgħutha. Fuq proposta tal-President, l-Eżekuttiv qabel li għandu jsir kif kien propost.

Is-Segretarja prezentant l-ittra ta' apologija tas-Sur Jesmond Aquilina. Fuq proposta tal-President, l-Eżekuttiv aċċetta l-apologiji. Is-Segretarja semmiet wkoll li s-Sur Anthony Mifsud kien informa li ser jasal tard għal-laqgħa.

39.1 Laqgħa Malta Mediation Centre

39.1.1 Dr. Mark Attard Montalto irringrazzja lil dawk prezenti u ta bidu biex jispjega l-prezentazzjoni. Il-prezentazzjoni annessa u mmarkata bħala Dok A ma' din il-korrispondenza.

39.1.2 Sr. Samuel Azzopardi daħal għal-laqgħa 17:44

39.1.3 Is-Sur Mark Grech daħal għal-laqgħa 17:49

39.1.4 Il-President semma li aktar 'l quddiem l-AKL tista' taħdem aktar fil-qrib mal-Malta Mediation Centre sabiex tiġi esplorata l-possibilita' li jiffassal qafas sabiex il-Kunsill Lokali jkun jista' jagħmel użu minn dan is-servizz.

39.1.5 Rappreżentanti tal-Malta Mediation Centre ħallew il-laqgħa 17:58.

39.2 Qari u Approvazzjoni tal-Minuti Laqgħa Nu. 38

39.2.1 Il-President talab għall-approvazzjoni tal-Minuti Laqgħa tal-Eżekuttiv Nu.38.

39.2.2 Fuq proposta tal-President, issekondata minn Chev Paul Farrugia u s-Sur Joe Cordina, l-Eżekuttiv approva l-minuti hekk kif prezentati.

39.3 Punti li joħroġu mill-Minuti Laqgħa Nu. 39

39.3.1 Online Permitting System and Right of Way

Il-President semma li għaddejjin b' laqgħat mal-avukat kif ukoll mad-Dipartiment tal-Kuntratti. Semma li jidher skond il-gwida tal-avukat din għandha toħroġ bħala concession. Il-President semma li ser ikompli l-laqgħat fil-jiem li gejjin.



39.3.2 Is-Sur Anthony Mifsud daħal għal-laqgħa 5:45

Il-President semma li d-Direttorat fi hdan id-Divizjoni kien ħareġ skema SPI 3 – Proġetti Kapitali – Aċċessibilita' u Mobilita'. Il-President irrimarka li għad m' hemmx sinerġija bejn l-Assoċjazzjoni, id-Dipartimentu Ministeru u ħafna drabi qed nidhru li kulhadd qed jaħdem għal rasu. Semma hu kien tkellem sabiexla dabra hemm vizjoni nazzjonali għal kunsilli lokali, l-iskemi joħorġu fuq l-istess linja tal-vizjoni. Semma li l-AKL, fir-rigward ta' din l-iskem, għamlet qafas ta' applikazzjoni sabiex tassisti lil kull Kunsill Lokali li xtaq japplika sabiex juża dawn il-fondi biex jimplementa l-proġett Slow Streets. Il-President semma li jidher li hemm nuqqas li fil-Kunsilli Lokali m'hemmx nies tekniċi sabiex jimplementaw proġett. Il-President semma li huwa qed jinnota li l-AKL qed tintroduċi diversi proġetti u kuncetti u l-Kunsill Lokali għadhom mhumiex qed ikunu infurmati bizżejjed, semma li jista' jkun li l-AKL trid issib mezz aħjar ta' kif tikkomunika aktar mal-Kunsilliera għax jista' jkun li jkun hemm sindki li l-messaggi li jintbghatu fil-Kunsilli, mhux iwassluhom lill-Kunsilliera tagħhom. Huwa qal li se jahdem fuq dan il-punt fil-gimghat li gejjin. Chev. Farrugia, semma li hemm elementi ta' telqa f' xi Membri Eletti u nuqqas ta' enerġija. Is-Sur fenech Adami semma li huwa jhoss li hemm nuqqas ta' komunikazzjoni bejn is-Sindki u l-Kunsilliera. Is-Sur Mifsud semma li din l-apatija jinnutaha wkoll waqt laqgħat Reġjonali, fejn is-Sindku jidelega l-attendenza tal-laqgħat Reġjonali lil Kunsillier ieħor imma imbgħad meta jkun imiss jittiehed vot jattendi s-Sindku. Il-President wiegeb li huwa kardinali li fil-laqgħat tar-Regjun jattendi s-Sindku u mhux rapprezentant.

39.3.3 Skema SPI 3 – Aċċessibilita' u Mobilita'

Il-President semma li minkejja li l-AKL neddiel proġett li seta' kien iffinanzjat mill-bidu sal-aħħar; l-istudji mill-Kunsilli Reġjoanli u l-implimentazzjoni mill-Iskema ffinanzjata mill-Ministeru xorta l-andament ma kienx dak mistenni. Dan minkejja li fit-tnedija tal-proġett ħafna kienu dawk li attendew u riedu jkunu parti minnu.

Il-President propona li għandha tintbghat ittra lid-Direttur Ġenerali sabiex juru l-problemi li qed isibu fil-Kunsilli Lokali, primarjament minħabba n-nuqqas ta' komunikazzjoni li jista'



jkun hemm kif ukoll in-nuqqas ta' nies esperti u tekniċi li l-Kunsilli Lokali jistgħu jagħmlu użu mis-servizz tagħhom. Huwa qal li se jkun hemm talba uffiċċjali dwar dan sabiex il-Kunsilli jkunu assistiti aħjar. Kien hemm qbil dwar dan.

39.4 Approvazzjoni Skeda tal-Pagamenti Nu. 38

39.4.1 Fuq proposta tal-President li giet issekondata minn Chev Paul Farrugia u Dr. Samuel Azzopardi giet approvata l-iskeda ta' pagamenti għall-perjodu ta' bejn it-18 ta' Settembru 2020 u l-15 t' Ottubru 2020 li kienet tammonta għall-€42,204.39.

39.5 Prezentazzjoni u Approvazzjoni Rapport Finanzjarju ta' Tiolet Kwart tas-Sena 2020

39.5.1 Il-President prezenta r-Rapport Finanzjarju ta' tiolet Kwart tas-Sena 2020. Fuq proposta tal-President, issekondata mis-Sur Joe Cordina, l-Eżekuttiv approva r-rapport finanzjarju hekk kif prezentat.

39.6 Komunikazzjoni mill-President

39.6.1 Charging Pillars

Il-President semma li l-AKL flimkien ma' TM kif ukoll uħud mill-Kunsilli Lokali kkonċernati kienu ser jiltaqgħu f' laqgħa online mal-kumpanija GoTo rigward numru ta' charging pillars li jridu jiġu insallati fil-lokalitajiet fil-gimghat li ġejjin. Is-Sur Joe Cordina semma li tajjeb li wieħed isemmi li dawn qed jieħdu parking spots ċentrali fil-lokalitajiet.

39.6.2 Permessi Gabbani u Hawkers

Il-President li għall-ewwel darba saret laqgħa fejn fiha iltaqgħu entitajiet ikkonċernati fosthom; LESA, Pulizija, Enemalta, Dipartiment tal-Kummerċ, d-Divizjoni tal-Gvern Lokali kif ukoll l-AKL. Semma li l-għan huwa li ssir simplifikazzjoni ta' legġislazzjonijiet sussidjarji kollha li jitrattaw din il-materja. Semma li ser ikun hemm maħtur working group minn fost Sindki u Kunsilliera sabiex jaħdmu fuq dan il-qafas. Il-President għamel stedina lill-Eżekuttiv biex minn ikun interessat ikun jista' jissieħeb f' dan il-working group.



**39.6.3 Laqgħa ma' TM rigward
E-scooters**

Il-President semma li kien hemm laqgħa ma' TM fuq l-ammont ta' scooters li qed jithallew jiġru mal-lokalitajiet u mitfgħin kif ġie ġie. Il-President semma li l-AKL kienet prezentat għadd ta' proposti meta kienet għaddejja l-konsultazzjoni biss pero l-ebda proposta ma kienet intlaqgħet minn TM. Semma li ser ikun hemm xi laqgħat lejn l-aħħar tax-xahar sabiex possibilment jiġu diskussi xi emendi f' dan ir-rigward.

**39.6.4 Fondi mill-EEA għal
taħriġ mogħti lill-Membri
Eletti**

Il-President semma li l-AKL kienet ser tingħata fondi sabiex mis-sena d-dieħla jsir taħriġ għall-Membri Eletti. Dawn il-fondi ser ikunu ġejjin mid-Divizjoni u huma fondi li ġejjin mill-EEA grants.

**39.6.5 Ftehim u Non-
disclosure Agreement (NDA)**

Il-President semma li l-AKL qed tibgħat ftehim ta' linji gwida kif ukoll NDA lil kull entita', NGO jew awtorita' li qed ikunu stakeholders u partecipi fil-proġetti li qed tnedi l-AKL.

**39.6.6 Materjal Promozzjonali
– Slow Streets Project**

Il-President semma li permezz ta' MoU li kien ġie ffirmat bejn TM u l-AKL rigward il-proġett Slow Streets, l-AKL kienet ser tkun qed tircievi €12,000 sabiex tkun tista' tiffinanzja spejjeż relatati ma' l-istess proġett. Fuq proposta tal-President, isskendata mis-Sur Michael Fenech Adami, l-Eżekuttiv qabel li dawn il-fondi għandhom jintużaw f' marketing għall-istess proġett. Prijorita f' din il-kampanja se jkun l-Kunsilli Lokali li ser ikunu approvaw l-isturdji tal-lokal tagħhom.

39.6.7 Kontroll tal-Ħamiam

Il-President semma li wara diversi laqgħat, kienet saret laqgħa mas-Segretarju Permanenti MHAL u jidher li l-AKL ser tkun qed tingħata l-fondi sabiex tkun tista' toffri servizz b' xejn lill-Kunsilli Lokali biex jiġi kkontrollat il-ħamiam fil-lokalitajiet.

**39.6.8 Performance Appraisal
Haddiema AKL**

Il-President semma li l-AKL kienet ħadmet sabiex tfassal linji gwida kif ukoll tabella sabiex tintuża bħala Performance Appraisal għall-ħaddiema tal-AKL. Fuq proposta tal-President, issekondata minn chev. Farrugia,



I-Eżekuttiv approva d-dokument imressaq. Dokument anness u mmarkat bhala Dok B.

39.6.9 President's Fun Run

Il-President semma li kienu bdew laqgħat mal-Uffiċju tal-President u Sports Malta sabiex issir il-Fun Run b' mod differenti. Il-President irrefera għall-prezentazzjoni li intbgħatet mill-Uffiċju tal-President u ta spjega ta' x' qed jipproponu. Prezentazzjoni annessa u mmarkata Dok Ċ.

39.6.10 National Lottery Good Causes Fund

Il-President semma li l-AKL kienet ser tissottometti applikazzjoni sabiex ttipprova tibbenifika minn dawn il-fondi. Il-proposta ser tkun qed tressaq programm ta' taħriġ għall-Membri Eletti. Fuq proposta tal-President, l-Eżekuttiv approva din l-inizjattiva.

39.6.11 Kartolini bil-Logo tal-AKL

Il-President semma li l-AKL kienet printjat kartolini sabiex jintbgaħtu lill-Membri Eletti, Segretarji Eżekuttivi kif ukoll ħaddiema tal-Kunsilli Reġjonali u Kunsilli Lokali f' għeluq sninhom, twelied ta' trabi kif ukoll mewt tal-qraba. Kampjun tal-kartolini intwerew waqt il-laqgħa.

39.6.12 Latrini Pubbliċi

Il-President preżenta informazzjoni miġbura mill-AKL rigward latrini fil-lokalitajiet.

39.6.13 Servizz ta' Translation

Il-President semma li qed jinkitbu diversi dokumenti drabi jkunu bl-Ingliż u drabi oħra bil-Malti. Il-President semma li tajjeb li jkun hemm verżjonijiet biż-żewġ lingwi anki għal meta dawn jittellgħu online. Fuq propost tal-President, l-Eżekuttiv approva li għandhom jingabru kwotazzjonijiet għal dan is-servizz.

39.6.14 Webinar Saħħa u Sigurta' fuq il-Post tax-Xogħol u Poloz tal-Assigurazzjoni

Il-President semma li ser ikun qed jiġi organizzat Webinar li mistiedna għalih ser ikun hemm il-Membri Eletti kif ukoll Segretarji Eżekuttivi u ħaddiema. Semma li dan ser jiġi organizzat nhar 21 t' Ottubru 2020 permezz ta' Zoom.

39.6.15 Hlas ta' siti b' devoluzzjoni lill-Kunsilli Lokali

Il-President semma li ser ikun qed jgħaddi l-informazzjoni miġbura mill-AKL lill-Awtorita' tad-Djar, lill-Ministeru għall-Gvern Lokali kif ukoll lid-Divizjoni għall-konsiderazzjoni tagħhom sabiex ikun hemm sussidju ta' dan il-hlas peres sli anki l-Kunsilli Lokali kellhom jaqgħmu nefqiet oħra fl-uffiċini tagħhom minħabba l-pandemija. Il-



**39.6.16 Outdoor Potable
Water Dispenser**

President semma li l-Kunsilli Lokali wkoll għandhom ikollhom għajnuna ta' dan it-tip.

Il-President semma li kienet saret laqgħa ma' rappreżentant mill-Water Services Cooperation fuq installazzjonijiet ta' outdoor portable water dispensers fil-lokalitajiet mill-kumpanija mill-kumpanija ClearFlow+, sussidjarja tal-Water Services Corporation. L-AKL infurmat lill-Kunsilli Lokali u kienet qed tiġbor proposti ta' postijiet strateġiċi fil-lokalitajiet fejn il-Kunsill Lokali jaħseb li huma l-aħjar biex jiġu installati dawn id-dispensers.

39.6.17 Laqgħa tal-LGGG

Il-President semma li waqt dan il-forum li huwa magħmul mid-DLG, ANSEK, NAO, AKL kif ukoll Internal Audit and Investigations Department. Il-President semma li kien ippropona li għandu jkun bidla fil-mod kif isir l-awditjar u dan sabiex jiġu eliminati ambigwitatijiet li jeżistu. Huwa qal li se jipprezenta dokument dwar dan fil-gimghat li ġejjin. Kien hemm membri tal-Eżekuttiv li ma qablux li l-IAID ikunu prezenti f' kumitat bħal dan għaliex tingħata l-impressjoni li l-Kunsilli għandhom bżonn min iżommilhom idejhom biex jagħmlu l-affarijiet sew, li mhux il-każ.

**39.6.18 Kuntrattur – Cleaner
Uffiċini AKL**

Il-President semma li ġew innutati ċerti irregolaritajiet u talab lill-Eżekuttiv li jekk ma jiġux provduti d-dokumenti mitluba jiġi iterminat l-kuntratt. Dan sa l-aħħar ta' Novembru 2020.

**39.6.19 Pagamenti ta'
kontravvenzjonijiet LESA Ltd
lill-AKL**

Il-President semma li s-Segretraja kienet ġibdet l-attenzjoni li Transport Malta waqfu jagħmlu trasferimenti bankarji fil-kont bankarju tal-AKL ta' ħlas ta' kontravvenzjonijiet imħalsa għand TM. Giet prezentata korrispondenza fejn jidher li l-LESA kienu għadhom ma trasferixxewx il-fondi għand TM u għaldaqstant TM waqfu l-pagamenti. Il-President semma li se jiehu ħsieb din il-materja.

Chev. Farrugia semma li anki r-Regjuni qed jistennew fondi mingħand il-LESA, semma wkoll li għandha tittined deċiżjoni jekk it-Tribunali għandhomx jibqgħu parti mir-



- Reġjun. Fil-fehma tiegħu t-Tribunali m'għandhomx ikunu parti mir-Reġjun.
- Is-Sur Michael Fenech Adami semma li għandha ssir laqgħa bejn l-Presidenti Reġjonali, President AKL flimkien ma' żewġ Segretarji Permanenti ta' żewġ Ministeri. Semma li għandha tittiehed deċiżjoni.
- Il-President semma li l-Kunsill Lokali tal-Qala bagħat korrispondenza sabiex jemenda l-proposta marbuta mal-fondi tal-LESA. Il-President semma li l-Kunsill qed jitlob sabiex isir tisbieħ ta' playing fields fil-lokalita'. Fuq proposta tal-President, l-Eżekuttiv approva it-talba tal-Kunsill Lokali tal-Qala.
- Il-President semma li l-AKL għandha tiegħu pożizzjoni f' dan ir-rigward. Semma li minhabba l-pandemija huwa qed jipproponi li l-laqgħat għandhom isiru online. Fuq proposta tal-President, l-Eżekuttiv qabel li għandha tintbghat korrispondenza lid-Diviżjoni u lill-Ministeru f' dan ir-rigward.
- Il-President semma li min-naħa tal-AKL għamlet li setgħet biex l-informazzjoni mibgħuta mid-Dipartiment tas-Saħħa u l-Kura Primarja tgħaddi fil-ħin lill-Kunsilli Lokali, kif fil-fatt sar.
- Il-President semma li kellu laqgħa introduttorja mas-Segretarju Permanenti MHAL. F' din il-laqgħa giet spjegata l-viżjoni tal-AKL u triq 'l quddiem.
- Il-President semma li kellu jintervjeni mal-Pulizija minhabba l-atti ta' vandalizmu li saru fuq madwar 64 Bus Shelter madwar Malta.
- Il-President semma li l-ftehim wasal fl-aħħar u fadal biss il-parti tal-proposta finanzjarja. Chev. Farrugia semma li għandu jkun iċċarat ukoll kif ħaddiem jitle' minn skala għall-oħra.
- Il-President għadda kopja draft ta' dokument li l-Periti hejjew għall-Kunsill Lokali tal-Imsida bħala parti mill-proġett Slow Streets. Huwa tenna li dawn se jingħaddew



Assoċjazzjoni Kunsilli Lokali

Local Councils' Association Malta

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Iir-Regjuni Rispettivi la darba jkunu approvati mill-Kunsilli rispettivi

39.6.27 Komunikazzjoni mill-Għaqda Każini tal-Baned

Il-President semma li l-AKL iċċirkulat mal-Kunsilli Lokali komunikazzjoni mill-Għaqda Każini tal-Baned sabiex jingħtaw l-appoġġ tal-Kunsilli Lokali biex il-festi tal-lokal jitnizlu bħala wirt kulturali mal-UNESCO.

39.6.28 Kwotazzjonijiet għall-video clips u posters

Il-President propona li kienu ser jingabbru kwotazzjonijiet biex issir video clip li jindirizza Invisible waste sabiex jintuza waqt European Waste Reduction Week u clip oħra ta' promozzjoni kontra l-vjolenza domestika. Semma li ser ikunu qed jingabru wkoll kwotazzjonijiet għall-posters biex jintużaw fuq Facebook.

39.6.29 FAR

Il-President semma li peress dalwaqt ġejja l-għamara l-ġdida ser ikunu qed jitneħħew affarjiet mill-FAR. Semm a li wħud mill-affarjiet li minkejja m' għandhomx valur minħabba d-Diprezzament maħdum fuqhom, xorta huma tajbin biex jintużaw għal kiri etc u għaldaqstant ser naraw il-possibbilta' biex dawn jinbighu bl-ahjar prezz possibli. Huwa qal li jekk jirnexxilna ngibu bejn €2,000 - €2,300 dan ikun prezz tajjeb hafna. Fuq propost atal-President, l-Eżekuttiv approva dak li ġie prezentat. Dokument anness u mmarkat Dok E.

39.7 Affarjiet oħra

39.7.1 Laqgħa mal-Kap tal-Oppożizzjoni

Dr. Samuel Azzopardi propona li għandha tiġi ko-ordinata laqgħa mal-Kap tal-Oppożizzjoni, l-Onor. Dr. Bernard Grech. Is-Segretarja talbet li jgħaddulha numru ta' kuntatt ma' min tista' tikkordina l-laqgħa. Perit Graziella kienet ser tieħu ħsieb tghaddi d-dettalji.



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39.8 Aġġornament

39.9.1 Il-Laqgħa aġġornat fit-tmienja neqsin kwart ta' filgħaxija. L-Eżekuttiv qabel li għandu jerga' jiltaqa' nhar it-Tnejn, 16 ta' Novembru 2020 fil-ħamsa u nofs ta' filgħaxija ġewwa s-sala tal-Assoċjazzjoni Kunsilli Lokali.

Lianne Cassar
Segretarju Eżekuttiv

Dawn il-minuti ġew approvati fil-Laqgħa tal-Eżekuttiv Nu.40 li nżammet nhar It-Tnejn, 16 ta' Novembru 2020.

Mario Fava
President

Dok A

Il-Medjazzjoni

Dr. Mark Attard Montalto, Chairperson tal-Bord tal-Medjazzjoni
mark.attard-montalto@gov.mt

Introduzzjoni ghal Medjazzjoni

- Il-Medjazzjoni huwa wiehed mill-aktar metodi efficcjenti sabiex tirrizolvi kwistjonijiet bejn partijiet.
- F'Malta ahna nifhmu b'medjazzjoni fil-kamp tal-familja fejn kull persuna li ghandha tilwima familjari (separazzjoni ecc) ikollha bilfors tirriverti ghal medjazzjoni.

Il-Medjazzjoni fil-Ligi

- Taht l-Att 474 tal-Ligijiet ta' Malta hemm tlewt tipi ta' medjazzjoni li wiehed jista' juza:
 - 1) Medjazzjoni Volontarja;
 - 2) Medjazzjoni li tohrog minn digriet tal-Qorti jew minn Awtorita' li taghti decizjonijiet;
 - 3) Medjazzjoni obbligatorja (bhal fil-kamp tal-ligi tal-familja);
- Medjazzjoni tista' tigi milqugha fi shih jew in parti u jekk il-partijiet ma' jiftehemux jistghu jirrivertu ghal Qorti jew Arbitragg.

Il-Beneficcji tal-Medjazzjoni

- Il-beneficcji ta' medjazzjoni formali taht il-ligi ta' Malta huma:
 - I. Diskussjonijiet jibqghu kunfidenzjali;
 - II. Diskussjonijiet jistghu ikunu flessibbli;
 - III. Jinterrompi l-preskrizzjoni (Artiklu 27A Kap 474);
 - IV. Diskussjonijiet huma bla pregudizzju;
 - V. Il-Medjatur ma' jistax jittella bhala xhud minn ebda' parti;
 - VI. Medjatur ikun espert fil-kamp u jkun newtrali bejn il-partijiet;
 - VII. Taghti lok ghal soluzzjonijiet ohra;
 - VIII. Fl-ahhar nett, il-partijiet izommu ir-relazzjonijiet tajbin bejniethom;
 - IX. Il-partijiet jistghu xorta jigu rapprezentati mill-avukati rispettivi taghhom;
- Il-Kodici tal-Kondotta tal-Medjatur

Hsibijiet Fil-Kamp tal-Kunsilli Lokali

- Il-Kunsilli u l-Kunsilliera jistghu jiddjalogaw aktar kemm bejniethom kif ukoll ma' Awtoritajiet u Dipartimenti tal-Gvern
- L-ispejjez legali jitnaqqsu
- Jiswa daqs sentenza tal-Qorti
- Issiru eżempju car ta' kif ic-cittadini privati jistghu jilhqqu kompromess bejniethom

Performance Appraisal

Ref: Int Memo AKL 03/2020

Data: 13th October 2020

To: LCA Executive Secretary

Subject: Performance Appraisal – SE



**Assoċjazzjoni
Kunsilli Lokali**
Local Councils' Association Malta

Performance Management System Report

The rationale for the introduction of a PMP is to provide LCA with a standardised measurement of performance across all employees. This provides LCA with:

- A standard way to measure performance of employees consistently
- A means to identify training requirements
- Organisation-wide improved performance

Definitions and objectives

Performance Management is the continuous process of identifying, measuring, and developing the performance of individuals and aligning performance with the strategic goals of the organisation. the overriding purpose of any Performance Management Programme (PMP) should be to enable and unlock employees' potential by improving their performance and engagement.

The aim of the PMP, through regular performance appraisals is to enable LCA management to:

- Establish guidelines for compensation increase – through a standardise system to track employee performance
- Track employee strength and weaknesses – by monitoring actual performance against expected performance
- Identifying the best candidates for promotion – by identifying employees who meet and exceed expected performance
- Offer feedback for improvements – based on performance gaps
- Identify potential training gaps for expected performance

This tool serves to help LCA management in its drive towards optimising individual and organisational performance. This shall be achieved by assessing how effectively individuals are working in their present role and what is required from them to improve their knowledge, skills and attitude for overall enhanced performance.

Benefits

The implementation of a PMP provides benefits for both the organisation as well as the individual. With respect to the organisation, performance management enables organisational objectives to be achieved efficiently and effectively. When applied correctly, PMP may be used not just as a means for evaluation and documentation, but also as a strategic tool. Further organisational benefits include but not limited to:

- Total quality management
- Investors in people
- Performance driven culture
- Standards
- Lean organisations
- Learning organisations

Furthermore, benefits for the individual and team level incorporate:

- Self-development
- Cross functional teams
- Self-regulatory
- Performance improvement

Ensuring analysis of performance at organisation, process and individual level, enables employee's satisfaction, commitment and goal attainment.

PMP cycles

An overview of the general PMP process is summarised in Fig 1 and described in this below.

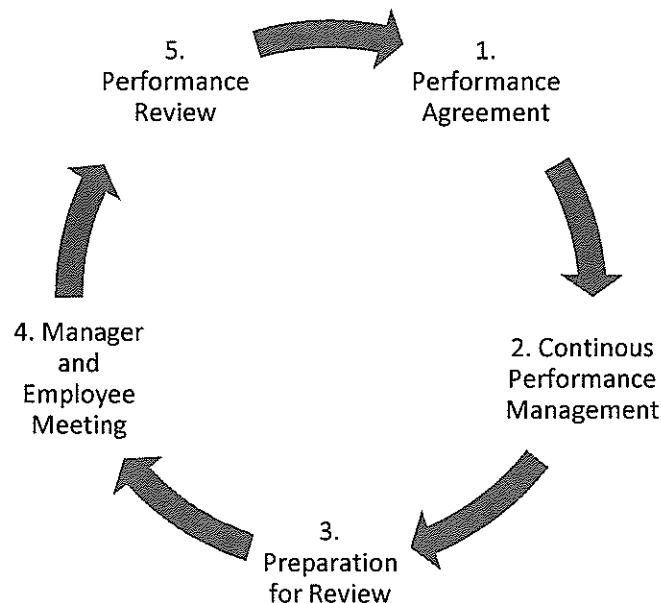


Fig1: PMP Cycle

- I. **Performance Agreement:** The cycle commences with agreement of performance targets to be achieved between management and employees, in line with organisational objectives.
- II. **Continuous performance management:** Performance management should be a continuous process, rather than solely an annual review. Hence ongoing reviews of performance is expected throughout the year.
- III. **Preparation for review:** Respective performance appraisal forms are completed prior to the review, in preparation for the meeting.
- IV. **Manager and employee meeting:** The formal meeting occur whereby a one-o-one meeting is held between the Executive Secretary, the President, and the employee to discuss performance vis-a-vis set targets and organisational objectives. Performance gaps are addressed, and training needs are identified.
- V. **Performance Review:** Performance is once again reviewed in line with the outcomes of the meeting, in order to monitor progress throughout the year and identify targets for the next performance management.

Performance Appraisal

In the proposed performance appraisal template, employees are assess on five (5) different areas, each with their respective weighting as indicated in Table 1 below.

Area	Definition	Weighting
Project Delivery	The ability to deliver projects within preestablished timeframes and of high quality	30%
Attention to detail	The ability to be thorough and accurate both in content and in process, thus avoiding unnecessary consequences	30%
Proactiveness	The ability to anticipate change and potential issues prior to their occurrence, hence avoiding unwarranted issues	15%
Relationship with stakeholders	The ability to develop and maintain good relationships with clients and suppliers that are effective over time	15%
Attitude at work	The ability to remain positive and professional at work and build effective working relationships within across various teams of organisation	10%

Table 1: Performance Areas

As identified in the performance appraisal template in Table 2, each area above is measured on four different levels and a score is given depending on the level achieved by the employee. A global score is given depending on the level achieved by the employee. A global score is computed according to the percentages assigned to each respective level and weighing. The score is then discussed individually during the performance appraisal meeting.

The employee is also involved in the goal setting process, whereby s/he is required to set their own goal/s to be reached for the year in order to instil a proactive approach for self-development. The aim is to develop a corporate culture that promotes personal success along with collaboration, through regular performance appraisals.

In order for the performance appraisal to be effective, adopting a systematic approach is critical, whereby appraisals are linked concurrently with other human resources strategies and work plans

across the organisation. After carrying out each appraisal exercise it is imperative for management to develop a plan of action, whereby training or coaching is provided, particularly on areas where employees have scored lowest, or need further improvement, and incentives are offered to employees according to their global mark and the specific skills required.

%	Area	Level 1 (25%)	Level 2 (50%)	Level 3 (75%)	Level 4 (100%)	Comments	Score
30	Project Delivery	Does not deliver the project on time and very often has to redo most of the work due to poor quality	Delivers the project on time though has to edit parts of the project	Delivers the project on time and with very good quality	Delivers the project on time and with exceptional quality		
30	Attention to detail	In the course of duty, the job holder only consider his/her area but does not look into the implications and consequences due to lack of attention to detail	In the course of duty, the job holder consider his/her area and that of others. Occasionally looks into the implications and consequences emerging from nut paying enough attention to detail.	In the course of duty, the job holder considers his/her area well enough and pays attention to detail hence overcoming any consequences that may arise	In the course of duty, the job holder is highly proactive and pays highest attention to detail both in content and in process.		
15	Proactiveness	The job holder is rarely proactive in his/her work. Although is able to anticipate issues due to past experiences, s/he hardly takes action to avoid such issues	The job holder is generally proactive in his/her work. Generally, uses past experiences in order to anticipate problem areas and hence takes proactive measures	The job holder is mostly proactive in his/her work. S/he anticipates problem areas and takes the necessary measures ahead of time. Hence, this avoids unwarranted, last-	The job holder is extremely proactive in his/her work. S/he anticipates problem areas and takes the necessary measures well ahead of time. Hence, this avoids unwarranted last-minute issues and avoids crises		

minute issues and avoids crises

Relationship with Stakeholders

The job holder manages the relationship with the client/supplier poorly. In most cases there are issues which have a negative effect on the long-term relationship

The job holder manages the relationship with the client/supplier fairly well. However, there are times there are issues on the long-term relationship

The job holder manages the relationship with the client/supplier in a satisfactory manner. Occasionally, there are issues with the client/supplier

The job holder is extremely positive and actively builds an excellent relationship with the client/supplier at all times

15

Attitude towards work (individual attitude, team positivity, team orientation)

The job holder is rather negative in his/her approach to work and to feedback

The job holder is at times negative in his/her approach to work and feedback

The job holder is generally positive and looks into ways and means how to build a positive working relationship within the organisation

The job holder is extremely positive and looks into ways and means how to build a positive working relationship within and across the organisation

10

Total Score in terms of Percentage

Other Comments

Goals for 2022

Identify 5 goals – 2 of which shall be set by the job holder

Signed by:

LCA President

LCA Executive Secretary

Table 2: Performance Appraisal Template

Procedure

The method of performance management is centred round bi-annual meeting where performance is assessed, problems are discussed, and objectives are set. The process enables management to match the needs of the organisation to the development of employees. Prior to the performance review meeting, it is necessary for:

- The Executive Secretary to kick start the process by emailing staff well in advance of the performance review;
- Position descriptions to be in place and accessible
- Performance appraisal template (identified above) to be available and accessible.

Performance Appraisal Bonus

Since a minimum of 6% of Performance Bonus is secured by the Collective Agreement for Clerical Workers within the Local Councils, the other 3% will be granted as follows:

- Score of 70% and over an additional 1%
- Score of 80% and over an additional 2%
- Score of 90% and over an additional 4%

Table 2 above will be used to identify the percentage scoring.

The first performance appraisal will be carried out beginning of July, assessing the first six (6) months of the year. This performance appraisal will be used as a tool to indicate areas of improvement. The final performance appraisal will be carried out in December and will assess the whole year. The performance bonus percentage will be based on the final scoring, thus the Performance Appraisal carried out in December.

Mario Fava

LCA President

Performance Appraisal

Ref: Int Memo AKL 02/2020

Data: 13th October 2020

To: LCA Employees

Subject: Performance Appraisal



Performance Management System Report

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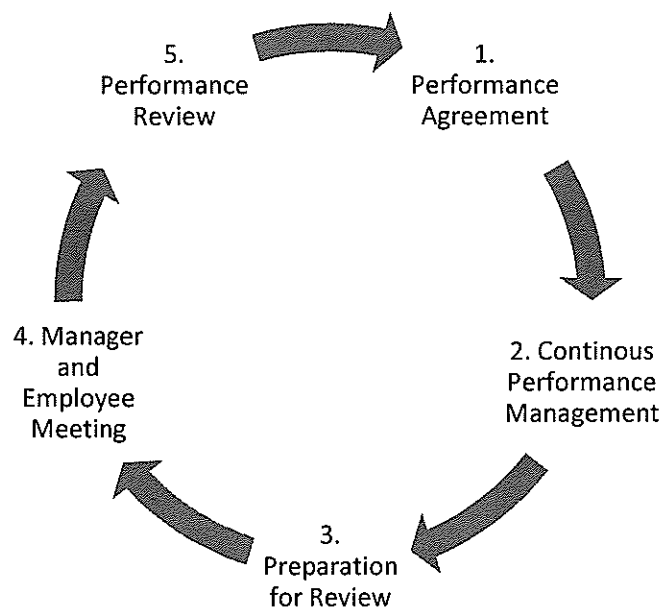


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Other Comments			Total Score in terms of Percentage

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Signed by:

LCA President

LCA Executive Secretary

LCA Employee

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Mario Fava

LCA President

Lianne Cassar

LCA Executive Secretary

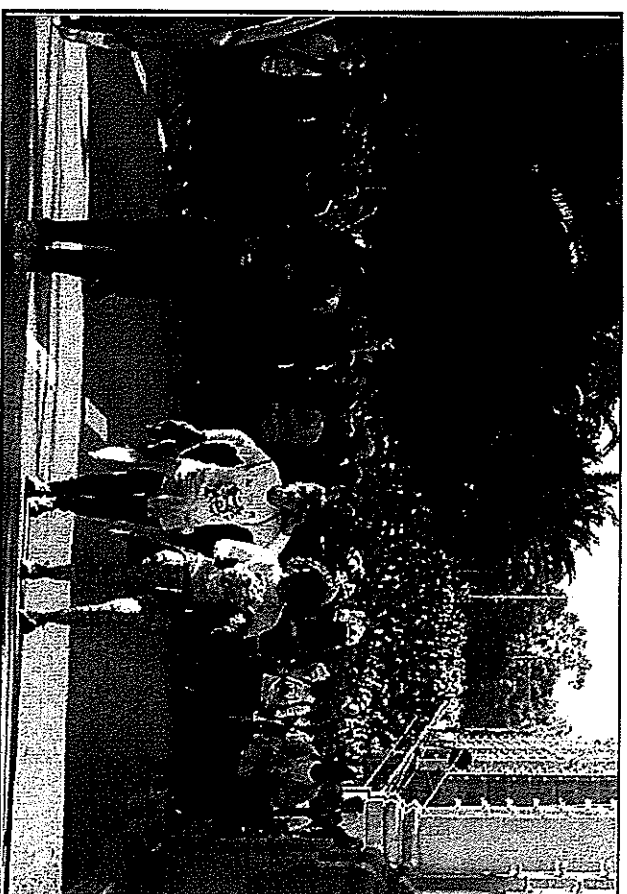
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President's FUN RUN 2020

In aid of Community Chest Fund

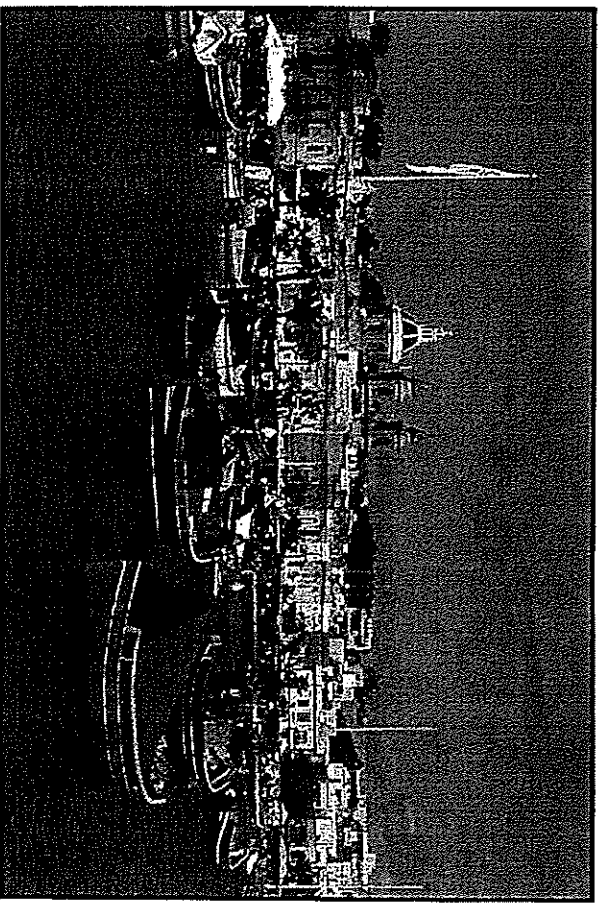
Previous editions

- 7000 participants
- 3 walking routes
- 1 running route
- 4 starting locations
- 1 meeting place



Event 2020

- o 68 localities
- o 54 Local Governments in Malta
- o 14 Local Governments in Gozo
- o 68 routes different routes



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Route per locality

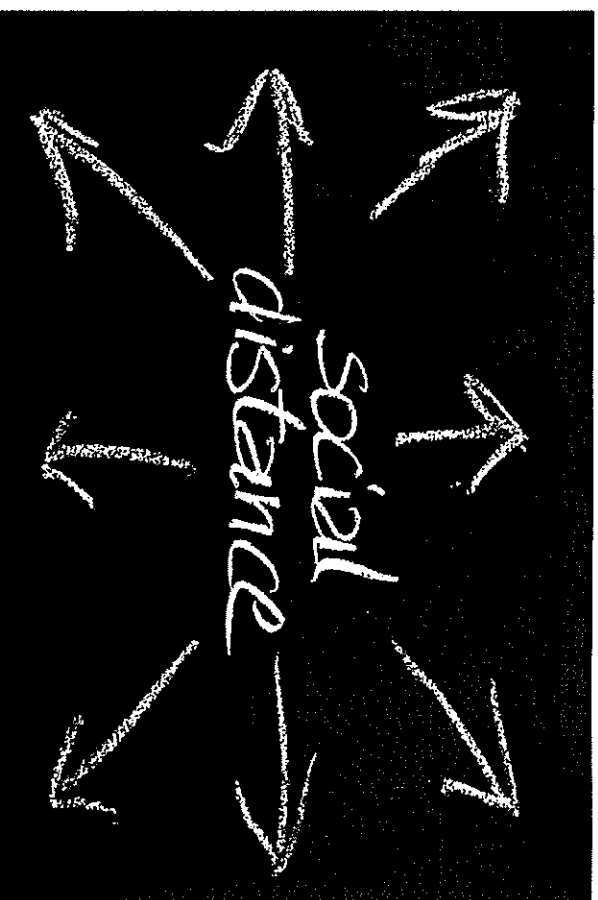
- o 20 minutes route
- o Around 100 participants per locality
- o Start lines of 10 persons each with 5 minutes intervals
- o 1 coach at start line
- o 1 coach at finish
- o 1 coach per group of 10 (depending on human resources)



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COVID-19 fundamental guidelines

- Social distance
- Mask while not exercising
- Sanitizer at start
- No sponsor merchandise to be distributed on the day
- Database of participants



Thanks

Duk D



**Assocjazzjoni
Kunsilli Lokali**

Local Councils' Association Malta

A: Local Councils' Association
Local Government Building,
Triq il-Gvern Lokali,
Marsa MRS3000 - Malta

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16/10/2020

Following the LCA Executive Meeting No. 39 which was held on Thursday 15th October 2020, the Executive Committee agreed that the below items will be disposed.

FAR Disposal		
Code	Asset Name	Purchase Date
001	Magic High Back Swivel Chair w/Normal Tilt & Fixed Arms MA00	04/06/2004
002	Drawer Unit w/3 Drawers & Pencil Tray 503	04/06/2004
004	160 X 120 cm Desk Left_ 596L	04/06/2004
005	Side Desk Deskheight 100 X 50 cm Free Standing_ 8105HF	04/06/2004
010	Delta range - light walnut w/blk frames 160cm desk	19/06/1997
021	503 drawer unit w/3 drawers & pencil tray	24/03/1999
023	401T tall top cupboard w/doors	24/03/1999
024	596R 160 X 120 cm desk right	24/03/1999
025	8105HF sidedesk deskheight 100 X 50 cm free standing	24/03/1999
026	100cm desk	24/06/1997
030	Everest Executive armchair	30/06/1997
041	Cabinet	25/03/2008
042	Wall Unit	07/04/2008
132	High Bookcase	06/10/2011
133	Low Bookcase	06/10/2011
134	Medium Bookcase	06/10/2011
137	Top for Bookcase x 6	06/10/2011
138	High Bookcase	06/10/2011
140	Medium Bookcase	06/10/2011
167	CodeLock Unit	25/11/2013

Thanks & Regards,


Lianne Cassar