

RemCo HC Annual Cycle Planner — Grades, Bands & Narrative Inputs

Divine ICTP · Johannesburg · Free Field kit · Updated Sep 2026

Not legal advice.

This planner schedules **human-capital inputs** only (grades, pay bands, survey briefs, rem narrative hand-offs). Companies Act ss 30A/30B, King V, JSE Listings Requirements, AGM notices, voting outcomes, and disclosure wording are owned by **qualified counsel** and your **company secretary**. Do not treat the months below as statutory deadlines. Divine ICTP does not certify compliance.

Purpose

Map when HR / Reward must deliver structural evidence so RemCo packs stay coherent. Adjust months to **your** board calendar. Leave statute and AGM process to CoSec and counsel.

HC inputs calendar (edit months to fit)

Period (illustrative)	HC input	Owner	Done?
Q1	Confirm framework in force; grade-currency window agreed	Reward / CHRO	■
Q1–Q2	Refresh JDs for RemCo-critical roles; run / close grading committee	HR / JE lead	■
After grades	Brief salary survey house (peer set, effective date, TGP rules)	Reward / FD	■
Mid-year	Update band tables with named source + vintage; anomaly register	Reward	■
Pre–RemCo pack	Equal-value / fairness flags listed for HR–counsel follow-up	Reward / HR	■
Pre–RemCo pack	Rem narrative inputs (philosophy, grade link, band policy) handed to CoSec / counsel / external adviser	CHRO / Reward	■
RemCo sittings	Pack lists decisions requested (not only information)	Secretariat	■
Post-RemCo	Implement approved grade/band changes in HR systems; communicate to line	HR	■
Annual	Acting / orphan-title register reviewed	Reward	■
As needed	Public Service entities in group checked against DPSA rules — not assumed Paterson	HR	■

Replace “Q1 / mid-year” with your actual month labels when printing for internal use.

RACI snapshot (HC only)

Artefact	R	A	C	I
Grade pack	JE lead	CHRO	Line	RemCo

Artefact	R	A	C	I
Band framework	Reward	FD / CHRO	Survey house	RemCo
Narrative inputs (HC)	Reward	CHRO	CoSec	Counsel
Statutory rem policy / report text	Counsel / CoSec	Board / RemCo	Reward	—

Framework reminder

Paterson — job worth; not salaries alone.

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Public Service — Compensate–Evaluate (DPSA), not Paterson.

Related Field kit: RemCo Readiness one-pager (/assets/pdfs/remco-readiness-one-pager.pdf).

Discuss RemCo-ready grades and bands: jurgen@divineict.co.za · 082 900 2742 · www.divineict.co.za

Enquire: <https://www.divineict.co.za/index.html?engagementType=remco-readiness#contact> Parent guide: </guides/remco-readiness-grades-and-bands.html>

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