



SERVICE COMMISSIONS DEPARTMENT

Cipriani Plaza

59-61, Cipriani Boulevard, Port of Spain

Mailing Address: 52-58 Woodford Street, Newtown, P.O.S.

Phone: (868) 623-2997 / Fax 623-5972

Email: scd@gov.tt

Website: www.scd.org.tt

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In replying, the above number and date of this letter should be quoted.

22nd
August, 2022

Ms Jacqui Sampson-Meiguel
Clerk of the House
Office of the Parliament
Parliamentary Complex
Cabildo Building
St Vincent Street
Port of Spain

Dear Madam

Re: The Fifth Report of the Public Administration and Appropriations Committee on the examination of the Realignment of Ministries & Departments

I refer to your letter Parl.:5/6/20 dated June 23, 2022 on the above subject and forward the responses regarding the information requested.

The recommendations of the Committee's Report that are directed to the Service Commissions Department (SCD) are outlined for ease of reference hereunder:

- Page 19 bullet one (1) Roman Numerals ii and iii

“ii. The SCD should provide a status of approval and authorisations of staff; and
iii. In the event that there are still outstanding approvals and or authorisations the SCD should provide a strategy to prioritise and conclude the process.”

- Page 26 bullet one (1)
“The SCD should provide a status update on the receipt of transfer approvals of staff to Parliament by August 15, 2022;”
- Page 33 bullet one (1)
“The SCD should provide an update to Parliament by August 15, 2022 on:
 - ✓ The approval of acting appointments;
 - ✓ the completion of outstanding transfer approvals for MSCD’s permanent staff and acting appointments; and
 - ✓ the payment of the outstanding allowances inclusive of acting allowances, to the 118 affected staff members.”

Please be advised that the issue of payment of the outstanding allowances inclusive of acting allowances to the 118, affected staff members, falls outside of the purview of the SCD. The SCD has completed the approvals. It is the responsibility of the Ministry to make payments.

- Page 34 bullet four (4)

“The SCD should develop a contingency plan to prepare for the effects on its succession planning in the event of a future realignment and submit to Parliament by August 15, 2022”

The recommendations identified at Pages 19, 26, 33 and 34 of the Committee’s Report are addressed in **Appendices I to IV**, respectively.

There are two (2) recommendations which were not directed to the SCD on pages 12 and 21, but are relevant. These are outlined hereunder for ease of reference.

- Page 12 bullet two (2)
“With the assistance of the SCD, the MPA should submit a timeline for the filling of the 147 vacant positions to Parliament by August 15, 2022.”
- Page 21 bullet one (1) Roman Numeral i
The MTCA should provide an update to Parliament by August 15, 2022 on:
 - i. The feedback from SCD regarding filling posts in the IAU;”

The recommendations identified at Pages 12 and 21 of the Committee’s Report are addressed in **Appendices V and VI**, respectively.

Respectfully,



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Director of Personnel Administration

RECOMMENDATIONS**Ministry of Tourism Culture and the Arts:**

1. *The SCD should provide a status of approval and authorisations of staff.*
2. *In the event that there are still outstanding approvals and or authorisations the SCD should provide a strategy to prioritise and conclude the process.*

Response:

Ministry	No. of Recommendations Received at the SCD	No. of Matters Completed by the SCD	No. of Matters Outstanding by the SCD	Remarks
Tourism, Culture and the Arts	51	51	Nil	

RECOMMENDATIONS**Office of the Prime Minister - (COMMUNICATIONS):**

The SCD should provide a status update on the receipt of transfer approvals of staff to Parliament by August 15, 2022.

Response:

Ministry	No of Recommendations Received at the SCD	No. of Matters Completed by the SCD	No. of Matters Outstanding by the SCD	Remarks
Office of the Prime Minister (Communications)				
Transfers	134	134	Nil	

RECOMMENDATIONS**Ministry of Sport and Community Development:**

The SCD should provide an update to Parliament by August 15, 2022 on:

- ✓ The approval of acting appointments;
- ✓ The completion of outstanding transfer approvals for MSCD's permanent staff and acting appointments; and
- ✓ The payment of the outstanding allowances inclusive of acting allowances. to the one hundred and eighteen (118) affected staff members.

Response:

Ministry	No. of Recommendations Received at the SCD	No. of Matters Completed by the SCD	No. of Matters Outstanding by the SCD	Remarks	Plan for Completion	
Ministry of Sport and Community Development	i. Transfers	189	185	4	To clarify vacancies.	To liaise with Ministry to have vacancies clarified and process expeditiously
	ii. Acting Appointments	166	145	21	Ministry to submit request for the officers in Auditing and the Accounting Assistant to be transferred from the Ministry of Community Development, Culture and the Arts to the	

Ministry	No of Recommendations Received at the SCD	No. of Matters Completed by the SCD	No. of Matters Outstanding by the SCD	Remarks	Plan for Completion
				<p>Ministry of Sport and Community Development.</p> <p>Acting Approvals for the officers of the Ministry of Sport and Community Development were dispatched by SCD on 30th April, 2021, 1st November 2021 and 28th February, 2022.</p> <p>To clarify vacancies submitted by Ministry before processing outstanding acting approvals</p>	
<p>Youth Development and National Service</p> <p>i. Transfers</p>	146	143	3	<p>Ministry of Youth Development and National Services to submit a request to the SCD requesting:-</p> <p>Cancellation of the transfers of the Auditing staff from the Ministry of Community Development, Culture and the Arts to the Ministry of Sport and Community Development to the Ministry of Youth Development; and</p>	

Ministry	No. of Recommendations Received at the SCD	No. of Matters Completed by the SCD	No. of Matters Outstanding by the SCD	Remarks	Plan for Completion
				Request the transfer of the Audit Staff from the Ministry of Sport and Youth Affairs to the Ministry of Youth Development and National Services.	
ii. Acting Appointments	196	194	2	Officers have disciplinary matters pending	To be processed on completion of disciplinary matters

REALIGNMENT ISSUES

ISSUE	IMPACT	STAKEHOLDERS	RECOMMENDED ACTION	CONTINGENCY PLAN	TASK	RESPONSIBLE	ACCOUNTABLE	CONSULTED	INFORMED
Accurate Record Keeping	<ul style="list-style-type: none"> Incomplete Pension and Leave Records/Retiring benefits; Approvals for Temporary appointments; Payment of acting allowances; Payment of increments; Access to motor vehicle loans. 	Public Officers	Offices transferred to be correctly identified in the Cabinet Minute	<ol style="list-style-type: none"> SCD should be included in the process prior to the finalization of the Cabinet Minute for realignment. Correct recording of the number of offices under Details of Establishment in preparing of the annual Estimates of Expenditure 	Preparation of Cabinet Minute for realignment	Public Management Consulting Division (PMCD)	Cabinet/Ministry	Ministry	Ministry and SCD

ISSUE	IMPACT	STAKEHOLDERS	RECOMMENDED ACTION	CONTINGENCY PLAN	TASK	RESPONSIBLE	ACCOUNTABLE	CONSULTED	INFORMED
Submission of recommendation for transfer of officers	<ul style="list-style-type: none"> Incomplete Pension and Leave Records/Retiring benefits; Approvals for Temporary appointments; Payment of acting allowances; Payment of increments; Access to motor vehicle loans. 	Public Officers	Request for transfer of all officers to be submitted within two (2) weeks of receipt of the Cabinet Minute.	Audit and reconcile Establishments of Ministries and Departments on an ongoing basis	Verify information submitted in request for transfer	<ol style="list-style-type: none"> Permanent Secretary Director of Personnel Administration 	<ol style="list-style-type: none"> Director, Human Resources Senior Human Resource Adviser, Monitoring and Oversight Unit 	Executive Director, Human Resource Management (PSC)	Deputy DPA
Frequency of realignment of Ministries	<ul style="list-style-type: none"> Transfer of officers; Build Establishments for new Ministries; Fill vacancies created; New seniority listing (demotivating staff) 	<ul style="list-style-type: none"> Prime Minister; Public Officers; Director of Personnel Administration; Service Commissions Department 	Realignment of Ministries to be minimized		Create/update Establishments	<ol style="list-style-type: none"> Permanent Secretaries Director of Personnel Administration 	<ol style="list-style-type: none"> Human Resource Officers Human Resource Advisers I/III 	SCD	Ministry and SCD

ISSUE	IMPACT	STAKEHOLDERS	RECOMMENDED ACTION	CONTINGENCY PLAN	TASK	RESPONSIBLE	ACCOUNTABLE	CONSULTED	INFORMED
Previous realignment of Ministries incomplete when another realignment is undertaken	<ul style="list-style-type: none"> • Incomplete Pension and Leave Records/Retiring benefits; • Approvals for Temporary appointments; • Payment of acting allowances; • Payment of increments; • Access to motor vehicle loans 	Public Officers	Offices transferred to be correctly identified in the Cabinet Minute	SCD to be included in the process prior to the finalization at Cabinet.	Preparation of Cabinet Minute for realignment	PMCD	Cabinet/Ministry	Ministry	Ministry and SCD
Ministries utilizing expired Cabinet Minutes to accommodate temporary officers	<ul style="list-style-type: none"> • Approvals for Temporary appointments; • Payment of acting allowances; • Payment of increments 	Temporary Public Officers		Fill all vacant offices	Verify information	Director of Personnel Administration	<ol style="list-style-type: none"> 1. Deputy Director of Personnel Administration; 2. Executive Director, Human Resource Management. 	Ministries	Ministries

ISSUE	IMPACT	STAKEHOLDERS	RECOMMENDED ACTION	CONTINGENCY PLAN	TASK	RESPONSIBLE	ACCOUNTABLE	CONSULTED	INFORMED
<p>Permanent Secretaries not releasing officers to assume duty in Ministries when realigned</p>	<ul style="list-style-type: none"> Under staffing; No offices to accommodate the officers transferred to the Ministry; Payment of allowances, Pension and Leave Records 	Public Officers	Permanent Secretaries are to release officers to assume duty in Ministries when realigned		Release of officers	Permanent Secretaries,	<ol style="list-style-type: none"> Permanent Secretaries; Deputy Permanent Secretaries; and Directors, Human Resources. 	Human Resource Management Units	Director of Personnel Administration
<p>1. Staff of the HRM Units do not interpret Cabinet Minutes correctly;</p> <p>2. Vacant offices are not always entered on the Ministry's Establishment.</p>	<p>1. There are no vacant offices to accommodate officers acting and or temporary appointments</p> <p>2a. Retiring benefits;</p> <p>2b. Approvals for Temporary appointments;</p> <p>2c. Payment of acting allowances;</p> <p>2d Payment of increments</p>	Public Officers	<p>1. Approach Cabinet to obtain covering approvals to effect the necessary payments;</p> <p>2. Train all new officers in the Human Resource Management Units.</p>	Strengthen monitoring of establishments and delegation to Ministries	Verify information	Permanent Secretary	Ministry	SCD	-

RECOMMENDATIONS**Ministry of Public Administration:**

With the assistance of the SCD, the MPA should submit a timeline for the filling of the 147 vacant positions to Parliament by August 15, 2022.

Response:

Requests were not received from the MPA to fill 147 positions. In 2022, thirty one (31) positions were filled in the MPA as at July 12, 22.

Office/Range	No. of Appointments	No. of Promotions	Total vacancies filled in MPA as at 12.07.22
Public Management Consultant III (Range 62)	0	9	9
Public Management Consultant II (Range 59D)	0	7	7
Public Management Consultant I (Range 53)	5	3	8
Auditor II (Range 42E)	0	1	1
Auditor I (Range 35F)	0	1	1
Accountant I (Range 31C)	0	1	1
Clerk III (Range 24E)	0	4	4
Total	5	26	31

RECOMMENDATIONS

The Ministry of Tourism, Culture and the Arts:

The MTCA should provide an update to Parliament by August 15, 2022 on:

i. The feedback from SCD regarding filling posts in the IAU

Response:

Office/Range	No. of Promotions	Total vacancies filled in the IAU in 2022 as at July 15th
Auditor II (Range 42E)	1	1
Auditor I (Range 35F)	1	1
Total	2	2