



Statutory Authorities Service Commission

**A** **ANNUAL**  
**REPORT**  
**2021**  
to  
**2022**

# ANNUAL REPORT



**October 2021 to December 2022**

## **VISION AND MISSION**

### **Vision Statement**

An innovative body utilizing best modern HR Practices for the placement of qualified and competent personnel at our Authorities, in a timely manner.

### **Mission Statement**

To be the most efficient and effective public sector human resource agency, providing innovative service to our Authorities.

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## **ABBREVIATIONS**

ACMP: Assistant Commissioner of Municipal Police  
ALOC: Approved List of Candidates  
CEO: Chief Executive Officer  
CPO: Chief Personnel Officer  
EO: Executive Officer  
HR: Human Resource  
ICT: Information and Communications Technology  
MRD&LG: Ministry of Rural Development and Local Government  
MP: Municipal Police  
MPC: Municipal Police Constable  
OJT: On-the-Job Trainees  
OLEP: Office of Law Enforcement Policy  
PAR: Performance Appraisal Report  
PRESD: Property and Real Estate Services Division  
PMCD: Public Management Consulting Division  
PSA: Public Services Association  
PSC: Public Service Commission  
SASC: Statutory Authorities Service Commission  
SASCD: Statutory Authorities Service Commission Department  
STMSFB: St. Michael's School for Boys  
TTMPS: Trinidad and Tobago Municipal Police Service  
TTPS: Trinidad and Tobago Police Service  
ZSTT: Zoological Society of Trinidad and Tobago

## PREFACE

This report presents an account of the activities of the Statutory Authorities Service Commission (SASC) over the period October 1, 2021 to December 31, 2022. This report was compiled using statistics recorded and collated by the staff of the Statutory Authorities Service Commission Department (SASCD) and is produced in accordance with Section 66B of the Constitution of the Republic of Trinidad and Tobago which states as follows:

***66B. "Each Service Commission shall submit to the President, before 1<sup>st</sup> October in each year, a report on its administration, the manner and exercise of its powers, its methods of functioning and any criteria adopted by it in the exercise of its powers and functions in the previous year and the President shall cause the report to be laid within sixty days thereafter in each house."***

On May 18, 2022, the appointment of the Members of the SASC expired. The Members of this Commission convened their last Meeting on May 17, 2022. Subsequently, a new Commission was appointed on September 9, 2022. This newly installed Commission had their inaugural meeting on October 6, 2022.



## FOREWORD



This report of the Statutory Authorities Service Commission covers the period October 2021 to December 2022 and is a deviation from previous reports which covered annual fiscal years. It is noted that pursuant to Section 66B of the Constitution of the Republic of Trinidad and Tobago, each Commission is required to submit an annual report on its administration and the exercise of its powers and functions to the President for onward transmission to the Parliament. It is an established practice that all the other four (4) Service Commissions submit their reports every calendar year in accordance with the requirements of the Constitution.

I am delighted to present this report as the Chairman of the Commission, which was sworn into office on 9<sup>th</sup> September 2022. The Commission immediately upon its appointment designed strategies to treat with the backlog of matters which accumulated during the 'lacuna' caused by the absence of

a Commission during the period of (5) five months from 19<sup>th</sup> May 2022 to 8<sup>th</sup> September 2022.

Despite the challenges and restrictions placed on the nation by the Covid 19 Pandemic, the Commission met weekly, both virtually and in person to alleviate the backlog. The Commission is pleased to report that this was achieved by December, 2022. In addition, the Commission held meetings with critical stakeholders to advance its mandate while hearing their concerns in an effort to find innovative methodologies to meet the changing demands of the Public Service.

I thank the Deputy Chairman and the Members of the Commission who have contributed tremendously thus far to the Commission's accomplishments to date. Moreover, my heartfelt thanks to Mrs. Joy Seepersad-Boodhoo, Executive Officer (Ag.) for her professionalism, commitment and dedication to her duties. Without her valuable support and cooperation and by extension every member of staff of the Statutory Authorities Service Commission Department, the Commission would not have been able to achieve its constitutional mandate.

In conclusion, the Commission looks forward to the year ahead and informs that its next report will cover the period 1<sup>st</sup> January, 2023 to 31<sup>st</sup> December, 2023.

**Dr. Gloria Edwards-Joseph**  
**Chairman.**

## EXECUTIVE SUMMARY

The Annual Report of the Statutory Authorities Service Commission (SASC) for the period October 1, 2021 to December 31, 2022 highlights its performance regarding “.....*its administration, the manner and exercise of its powers, its methods of functioning and any criteria adopted by it in the exercise of its powers and functions ....*” in accordance with Section 66B of the Constitution of the Republic of Trinidad and Tobago.

**Sections 1 and 2** of the Report focus on the role, responsibilities and function of the Commission in accordance with Section 5 of the Statutory Authorities Act, Chapter 24:01. It also references Legal Notices Nos. 161 and 162 of August 20<sup>th</sup>, 2019 which delegated some of the Commission’s functions to Heads of Statutory Authorities under its purview. Additionally, it outlines the composition of the SASC. **Section 3** provides information on the Agencies under the purview of the SASC and gives some additional details on the status of Agencies that were closed and/ or delisted from the Statutory Authorities Service.

**Section 4** outlines the Organizational Structure of the Statutory Authorities Service Commission Department (SASCD) and enunciates the role and function of the Executive Officer and the various Sections of the Department which provide the Commission with administrative, clerical and secretarial support.

**Section 5** summarizes the operational overview of the Commission. It mentions that the Commission convened thirty-six (36) meetings for the period under review. Meetings were also held with key stakeholders including the Honourable Minister of Rural Development & Local Government, Heads and staff of Statutory Authorities, representatives of the Personnel Department, the Executive of the Municipal Police Service, representatives of the Public Services Association and staff of other Ministries/Departments to advance the work of the Commission.

**Section 6** emphasizes the outputs of the Commission in exercising its functions including:

- Making temporary and acting appointments;
- Confirming appointments;
- Noting of separations; and
- Administering recruitment and selection exercises.

**Section 7** reports on disciplinary, legal and freedom of information matters received during the period under review. It highlights the various types of representations made to the Commission and it also outlines statistics pertaining to deliberations on disciplinary matters and referrals to Disciplinary Tribunals and appeals made to the Statutory Authorities Appeal Board.

**Section 8** reviews the monitoring of the exercise of the Delegated Functions. Over the period being reported on there were three thousand and thirty-six (3,036) matters processed under the delegated authority. Of these matters, nine hundred and twenty-nine (929) matters were compliant and two thousand, one hundred and seven (2,107) were non-compliant with the guidelines and procedures established to carry out the functions.

**Section 9** focuses on the resumption of staff activities and team building exercises within the SASCD as a mechanism to improve team spirit, morale and motivation in the Department.

**Sections 10** outlines some of the major challenges faced by the SASC during the period whilst

**Section 11** looks towards the future with projections to alleviate and overcome some of these challenges.

# 1. INTRODUCTION

The Annual Report of the Statutory Authorities Service Commission, on its administration for the period 1<sup>st</sup> October, 2021 to 31<sup>st</sup> December, 2022 is submitted pursuant to Section 66B of the Constitution of the Republic of Trinidad and Tobago which states as follows:

*66B. "Each Service Commission shall submit to the President, before 1<sup>st</sup> October in each year, a report on its administration, the manner and exercise of its powers, its methods of functioning and any criteria adopted by it in the exercise of its powers and functions in the previous year and the President shall cause the report to be laid within sixty days thereafter in each house."*

This Report outlines the activities, accomplishments, successes and challenges of the Commission over the reporting period 2021-2022, including, inter alia, its span of control, a statistical representation of the matters addressed, a comparison of indicators on such matters with that of the previous year and some commentaries on general matters of wide-ranging interest.

The priorities of the Commission for the reporting period encompassed its legal mandate to provide for the efficient and effective human resource management needs of designated Statutory Authorities.

## **2. THE STATUTORY AUTHORITIES SERVICE COMMISSION (SASC)**

### **2.1. RESPONSIBILITIES AND FUNCTIONS**

The Statutory Authorities Service Commission is an independent body which was established by Act No. 16 of 1966 (now Chapter 24:01 of the Laws of Trinidad and Tobago). The Act was assented to on August 2, 1966 and the Commission was operationalized on January 1, 1967. Section 5 of the Act gives the Commission the power to appoint persons to hold or act in offices under its purview and to transfer, promote, remove and exercise disciplinary control over persons so appointed. The Act does not give jurisdiction to the Commission to exercise any management control over the Authorities under its remit. Other legislation such as the Municipal Corporations Act further empowers and/or restricts the Commission in the pursuit of its mandate.

The Statutory Authorities Service Commission, as with other Service Commissions, has its origins in the British Civil Service tradition, which is based on the principle that the appointment, promotion, dismissal and discipline of officers should be insulated from political influence. The creation of Service Commissions was therefore seen as an important measure to promote impartiality in the Civil Service.

The Commission regulates its own procedures, with the consent of the Prime Minister, and has formulated regulations for this purpose – the Statutory Authorities Service Commission Regulations, Chapter 24:01, and its amendments.

By Cabinet Minute No. 497 dated March 14<sup>th</sup>, 2019, approval was granted for the delegation of certain functions conferred on the Statutory Authorities Service Commission pursuant to the Heads of the Statutory Authorities under its purview and in accordance with section 5 (2) of the Statutory Authorities Act, Chapter 24:01 of the Laws of Trinidad and Tobago.

In alignment with the Department's Policy, Mission and Vision, the Commission delegated particular functions to the entities under its purview, in order to provide a further measure of efficiency in their day-to-day operations. This delegation of selected functions allows the Chief Executive Officers and Heads of Statutory Authorities to make necessary short-term staff arrangements without having to seek the Commission's permission for same. The delegated functions are listed hereunder:

- Acting appointments up to Range 54, for a period not exceeding three months;

- Appointments on a temporary basis, not exceeding three months on the expiration of that person's first appointment on a temporary basis by the Statutory Authorities Service Commission to that Office;
- Confirmation of appointments.

It is noteworthy that the Commission has retained the undermentioned powers:

- First Permanent Appointments
- Promotions
- First Temporary Appointments (inclusive of temporary appointments where an Order of Merit List exists)
- Transfers and
- Disciplinary Control.

The Commission assumed its monitoring role shortly after the Instruments of Appointments for the Delegated Powers were issued (January 23<sup>rd</sup> 2020) to the Heads of the Statutory Authorities and Municipal Corporations under its purview. However, the challenges faced due to the onset of the COVID Pandemic, circumvented the Monitoring Unit's initial planned face to face sessions with the Entities. As such, the much needed 'hand holding' sessions which were scheduled with the entities could not be conducted by staff of the Department during the period under review.

However, support and guidance were provided to the Agencies via telephone, email and virtual meetings to ensure that the Agencies were compliant with the Guidelines for the Delegation of Functions. It is anticipated that, with the easing and lifting of the restrictions associated with the COVID-19 pandemic, the Monitoring function will be implemented fully and as envisaged in the upcoming year.

The Commission conducts business mainly through its weekly statutory meetings at which it deliberates and takes decisions on matters laid before it in the form of Notes. The Secretary to the Commission maintains records of these Meetings. Apart from the Commission Members, the Executive Officer, the Administrative Officer IV (Secretary to the Commission) and the State Counsel II attend these Meetings. The Executive Officer manages the affairs of the SASC Department through a Management Team comprising heads of the various Sections of the Department.

The Commission convened thirty-six (36) Meetings during the period being reported on and three hundred and seventy-one (371) Notes were submitted for consideration.

A summary of the matters deliberated on by the Commission during the period is outlined in the Tables below. For comparative purposes, the numbers applicable to the previous years, October 2018 to September 2021, are included. It is to be noted that the marked decrease in



numbers of matters considered was largely due to the fact that there was no sitting Commission for approximately five (5) months within the period.

	2021/2022	2020/2021	2019/2020	2018/2019
Appointments	1	0	174	276
Promotions	2	0	142	197
Acting Appointments	408	506	1546	1336
Temporary Appointments	185	325	1087	907
Confirmations	40	20	28	73
Transfers	24	4	127	11
Others	32	16	154	52
<b>Secondment:</b>				
To the Public Service	5	0	0	3
From the Public Service	1	1	1	2
Disciplinary Matters	3	1	15	16
<b>Separations from Office:</b>				
Compulsory retirements	66	35	34	16
Voluntary retirements	5	1	7	0
Retirements with permissions	0	0	3	2
Retirements on medical grounds	0	0	0	0
Resignations	13	15	18	12
Abandonment of Office	2	3	2	3
Obituaries	8	6	3	2
<b>TOTAL:</b>	<b>795</b>	<b>933</b>	<b>3,341</b>	<b>2,908</b>

*Table 1– Matters considered by the Commission for the period 2018 to 2022.*

A further breakdown of the figures relating to Appointments, Promotions, Acting Appointments and Temporary Appointments approved by the Commission in the reporting year, based on categories of staff, is given in the Table below:

Category	Appointments	Promotions	Acting Appointments	Temporary Appointments
Managerial			46	
Professional			24	6
Administrative			13	
Clerical		2	177	114
Secretarial			6	13
Accounting/Auditing			40	
Technical	1		66	10
Municipal Police			22	
Manipulative			14	42
<b>Total:</b>	<b>1</b>	<b>2</b>	<b>408</b>	<b>185</b>

*Table 2 – Appointments, Promotions, Acting and Temporary Appointments for the period 2021/2022.*

## 2.2. MEMBERSHIP

The period under review commenced with a Commission comprising the under-mentioned Members in place. This Commission was serving their second term in office, for a period of three (3) years with effect from May 19, 2019:

- Chairman                    Mr Christopher Thomas
- Deputy Chairman        Mr Kenneth Parker
- Members                    Ms Irma Burkett  
                                      Ms Catherine Dookie  
                                      Ms Dulcie Ojah-Maharaj  
                                      Mr Glenn Wilson



*Mr Christopher R. Thomas*  
*Chairman*



*From left to right –Mr Kenneth Parker (Deputy Chairman), Ms Catherine Dookie, Ms Irma Burkett, Ms Dulcie Ojah-Maharaj and Mr Glenn Wilson.*

On November 11 2021, the Chairman of the Commission passed on peacefully. The remaining members of the Commission continued to serve up to the expiration of their appointments on May 18, 2022.

Subsequently, a new Commission comprising the following members was appointed with effect from September 9, 2022:



Dr. Gloria Edwards-Joseph  
(Chairman)



Dr. Sterling Frost  
(Deputy Chairman)



*Mrs. Arlene MC Comie*



*Mrs. Judith Morrain-Webb*

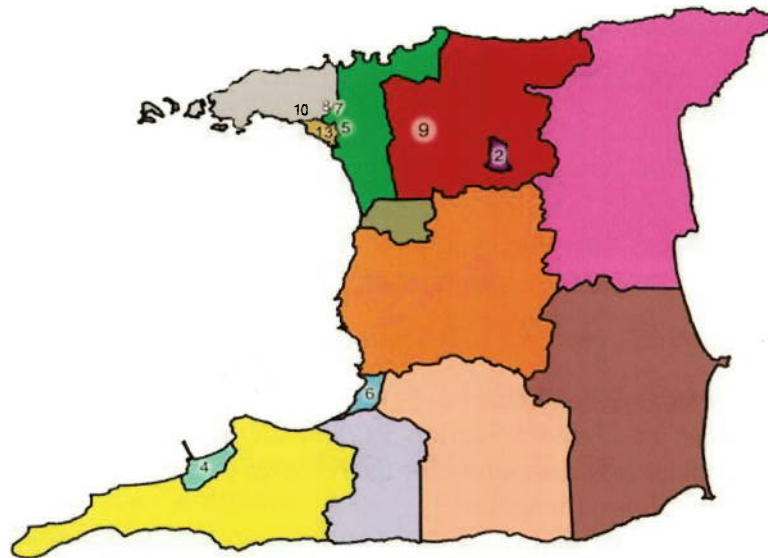


*Mr. Eric James*

### 3. AUTHORITIES UNDER THE PURVIEW OF THE SASC

The following Statutory Authorities were under the purview of the Commission:

1. Agricultural Society of Trinidad and Tobago
2. Arima Borough Corporation
3. National Lotteries Control Board
4. Point Fortin Borough Corporation
5. Port of Spain Corporation
6. San Fernando City Corporation
7. St. Dominic's Children's Home \*
8. St. Mary's Children's Home
9. St. Michael's School for Boys\*
10. St. Jude's Children's Home
11. Zoological Society of Trinidad and Tobago.



*Figure 1- Areas in Trinidad where Entities are Located*

\*Removal of the St. Dominic's Children's Home (SDCH) from the ambit of the Statutory Authorities Service.

Cabinet, by Minute No. 409 dated February 27<sup>th</sup>, 2020, agreed, inter alia:

- (i) to the removal of the St Dominic's Children's Home from the Statutory Authority (Declaration) Order made under Section 3(2) of the Statutory Authorities Act, Chap. 24:01 to allow for the removal of the St. Dominic's Children's Home (SDCH) from the ambit of the Statutory Authorities Service Commission (SASC); and
- (ii) that with immediate effect, the SASC cease all appointment, recruitment and promotion of staff in respect of the St. Dominic's Children's Home.

Subsequently, Cabinet, by Minute No. 583 dated March 25<sup>th</sup>, 2021 agreed to arrangements for the removal of Public Officers from the St. Dominic's Children's Home.

The Declaration Order to effect these decisions of Cabinet was issued via Legal Notice dated September 30<sup>th</sup>, 2020 wherein the SDCH was delisted from the Statutory Authorities Service. However, since the finalization of VSEP is still outstanding for the remaining staff appointed to the Home, the Commission continues to deal with matters for this Agency as they arise including noting of separations, representations etc.

\*Closure of the St. Michael's School for Boys.

Cabinet, by Minute No. 557 of April 12<sup>th</sup>, 2018, agreed, inter alia:

- i. to the proposal of the Anglican Church and the Office of the Prime Minister to close the St. Michael's School for Boys; and
- ii. that the Attorney General and the Minister of Legal Affairs provide guidance on the removal of the School from the Statutory Authority (Declaration) Order made under Section 3 (2) of the Statutory Authorities Act, Chapter 24:01.

Subsequently, by Cabinet Minute No. 587 (2<sup>nd</sup> Session) of November 26<sup>th</sup>, 2020, Cabinet agreed:

- i. to the removal of the St. Michael's School for Boys from the Statutory Authority (Declaration) Order made under Section 3 (2) of the Statutory Authorities Act, Chapter 24:01, with immediate effect, to allow for the removal of the School from the ambit of the SASC; and
- ii. that the Attorney General and the Minister of Legal Affairs cause to be prepared the necessary Order to give effect to i. above.

However, since the Declaration Order has not yet been finalized, the Commission continues to deal with matters for this Agency as they arise including noting of separations, representations etc.



## 4. THE STATUTORY AUTHORITIES SERVICE COMMISSION DEPARTMENT

### 4.1 THE SECRETARIAT

#### 4.1.1 Role of the Executive Officer



Mrs. Joy Seepersad-Boodhoo  
Executive Officer (Ag.)

The link between the SASC and the SASCD is made in Section 7(1) of the Statutory Authorities Service Commission Regulations, Chapter 24:01 which states that:

*“The Executive Officer shall ensure that Minutes of all meetings of the Commission and of all decisions arrived at under regulation 6, shall be duly recorded and kept and that the same be presented for confirmation by the Commission as soon as practicable at a subsequent meeting or by individual members on circulation thereof”.*

The Executive Officer (EO) referenced above heads the SASCD which was established to provide Secretariat and supporting services to enable the SASC to discharge its mandate and responsibilities.

As the main Advisor to the Commission, the EO is expected to ensure that the SASCD is adequately resourced and possesses the capacity and capability to support the Commission in the successful attainment of its goals and objectives and thereby ensuring the:

- a. recruitment and selection of the most suitable candidates for appointment to the Agencies under its remit;
- b. efficient and effective accomplishment of its mandate pertaining to appointments, promotions, transfers and discipline;
- c. provision of relevant data and information required to facilitate informed decision-making;
- d. receipt and processing of complaints and representations sent to the Commission in a timely manner;
- e. timely resolution of matters pertaining to misconduct and indiscipline to maintain the positive reputation of the Service and safeguard public interest, where possible;
- f. adequate representation in the Courts and at the Statutory Authorities Service Appeal Board in relation to all matters referred to said Bodies; and
- g. monitoring and satisfaction (where applicable) of the legitimate career goals and expectations of officers within the Service.



#### 4.1.2 Secretariat to the Commission

The Secretariat provides secretarial support to the Commission and the Executive Officer and is responsible for, 'inter alia', the:

- preparation of the Agendas, Minutes, Notes and Decisions for/of all Commission meetings;
- dissemination of information to the various Authorities under the Statutory Authorities Service Commission's purview; and
- provision of support to the Commission Members when necessary.



*Staff Members of the Secretariat*  
*From left to right : Ms. Jennylyn Tom and Ms. Ta*  
*Simmons*

#### 4.1.3 The Legal and Disciplinary Section

The Legal and Disciplinary Section provides, 'inter alia', advice and representation to the Statutory Authorities Service Commission on legal and disciplinary matters. The Unit is responsible for the timely delivery of legal advice to the Executive Officer and the Commission that is sound, practical, and capable of withstanding scrutiny. This includes the provision of advice on the interpretation of legislative instruments, and legal opinion and representation in legal and policy matters relating to the work of the Department and in particular, in areas under the remit of the Commission. The Section also ensures the timely submission of matters pertaining to misconduct and indiscipline for the Commission's consideration and processing of Freedom of Information requests.



*Staff Members of the Legal and*  
*Disciplinary Section*  
*From left to right: Mr. Kashmir*  
*Abdul, Mrs. Vahini Jainarine, Mrs.*  
*Omatee Bridgelal-Jagessar and Mrs.*  
*Nafesha Ali-Mohammed*

#### 4.1.4 Sections I and II (Recruitment and HR Planning)

Sections I and II are responsible, inter alia, for the processing of the following matters for all entities under the purview of the SASC:

- recruitment of persons for the Clerical, Secretarial and Manipulative Classes;
- provision of Leave Relief Officers;
- filling of vacancies;
- transfers;
- temporary and permanent appointments;
- acting appointments;
- confirmation of appointments;
- noting of separations (retirements, resignations, demise etc.);
- noting of name changes;
- requests for re-employment;
- requests for secondment;
- monitoring of the Delegated Function; and
- promotions.



*Staff members of Section I*  
*From left to right: Mrs. Nicolle*  
*Rocke-Emille, Mr. Adrian Joseph,*  
*Mr. Rondell Sieunarine, Miss*  
*Alexandrea Ramkhalawan and Mrs.*  
*Seema Rajkumar-Kong*



*Staff members of Section II*  
*From left to right: Mr. Rondell*  
*Sieunarine, Mr. R'Shad Charles, Miss*  
*Darcelle Beekley, Mr. Justin Sookdeo,*  
*Mrs. Nafesha Ali-Mohammed and Miss*  
*Antonia Alvarez.*

#### 4.1.5 Human Resources Section

The Human Resources (HR) Section of the SASCD is responsible for the provision of advice and support to the Executive Officer and Heads of Sections on all human resource matters and the effective management of all the human resource needs of staff that fall under the Department. This Section also provides quality human resource services to staff members.

The Section is responsible for the various functional areas of HR including Planning, Employee and Industrial Relations, Performance Management, Training & Development and Health and Safety. The Unit is an integral part of the organization as it deals with the overall management of the Department's most valuable assets, that is, its employees.



*Staff members of the HR Section*

*From left to right: Mrs. Patrice Bernard-Charleau and Miss Tenika Orr.*

During the period under review, the Section successfully planned and implemented two (2) customized training courses for staff members in the areas of Supervisory Management and Time Management in September 2022. The Ministry of Public Administration allowed use of its facilities at the Old Fire Station Building to host the Training Workshop on Supervisory Management whilst the Time Management workshop was hosted virtually.



*Members of staff participating in the Training Workshop in Supervisory Management which was facilitated by Nexus Consulting.*



#### **4.1.6 Information and Communications Technology Section**

The Information and Communications Technology (ICT) Section maintains the internal network to support effective communication and collaboration by all staff. They also facilitate the provision of ICT tools to collect, store, manage, secure and distribute data.

During the period October 2021 to December 2022, the ICT Section continued to maintain and support the ICT Infrastructure as well as provide technical support services to members of staff and the Commission. Meetings of the Commission continues to be hosted virtually in the most part under the guidance and with the support of the ICT team. The following are upgrades and initiatives conducted by the ICT Section during this reporting period:

**Server and network infrastructure-** continuous maintenance of the server and network infrastructure to ensure that the network and its resources remain available and operational to serve the needs of the department providing file access, print access, internet, email and telephone services.

**Website-** the department's website was maintained ensuring that the general public is able to receive the latest updates and provide feedback wherever necessary.

**Access Control System-** a new Access Control system was procured and implemented within the building. This new Access Control system provides ease of access and ensures that all staff members have a safe work environment while at the same time protecting all assets owned by the department.

**Laptops and phones-** these items were acquired in order to support staff members in the execution of their duties, providing remote work capabilities and enhanced communications.



*Staff Members of the I.C.T. Section*  
*From left to right: Mr. Timothy*  
*Nagessar and Mr. Krishan Dabideen.*

#### **4.1.7 Records Management / Registry Section**

The Records Management/ Registry Unit is often referenced as the heartbeat of the SASCD. This Unit oversees and provides reliable evidence of, and information about the 'who, what, when and why' of any particular occurrence while ensuring that these important documents and files are secured from unauthorized access or tampering.

The day-to-day functions of the Registry Unit include the creation of records and files, maintenance and record of file inventory and movement, file storage & disposal and the management of all incoming and outgoing correspondence.



*Staff members of the Registry Section*  
*From left to right: Miss J'sanna Kelly,*  
*Mr. Josiah Sullivan, Miss Sarafina Solomon,*  
*Miss Sherise Jones and Miss Kidesha Thomas*

#### **4.1.8 Procurement/ Office Management Section**

The Procurement/Office Management Section ensures the sustained productive and efficient execution of the department's day-to-day operations by procuring materials and supplies (water, stationery, office equipment, furniture etc.) to meet and maintain the needs of the office and staff. In this regard, during the period under review, expenditure was incurred for the following:

1. New furniture and appliances for the department
2. Shelving for the registry files at the storage facility
3. Maintenance of the Office Vehicle
4. Procuring of Stationery and other supplies
5. Catering for the Municipal Police Interviews and Commission and other Meetings
6. Team building activities



*Staff Members of the Procurement/Office Management Section*

*From left to right: Mrs Nelsia Reid-Paul, Mr. Shemuel Legall, Mrs. Sasha Sanichar, Mrs. Roslyn Browne-Carr, Ms. Petra Smith, Mr. Rajesh Singh and Mr. Moses Jones (in front).*

#### **4.1.9 Accounting Section**

The Accounting Section allows for the effective management of the Department's financial and accounting operations by adhering to all financial management practices and procedures within the financial regulations. The Accounting Section is responsible for processing the Department's payroll and payments for expenditure incurred after ensuring the proper authorization in accordance with the Exchequer and Audit Ordinance. The Section also provides support to the Accounting Officer to ensure the effective discharge of accounting functions and responsibilities by providing relevant information and accounting statements.

*Staff Members of the Accounting Unit*

*From left to right: Mr. Shonell Yorke, Ms. Britney Nelson and Ms. Josanne Bengochea*



A copy of the Department's Organizational Structure can be seen at **Appendix I**.

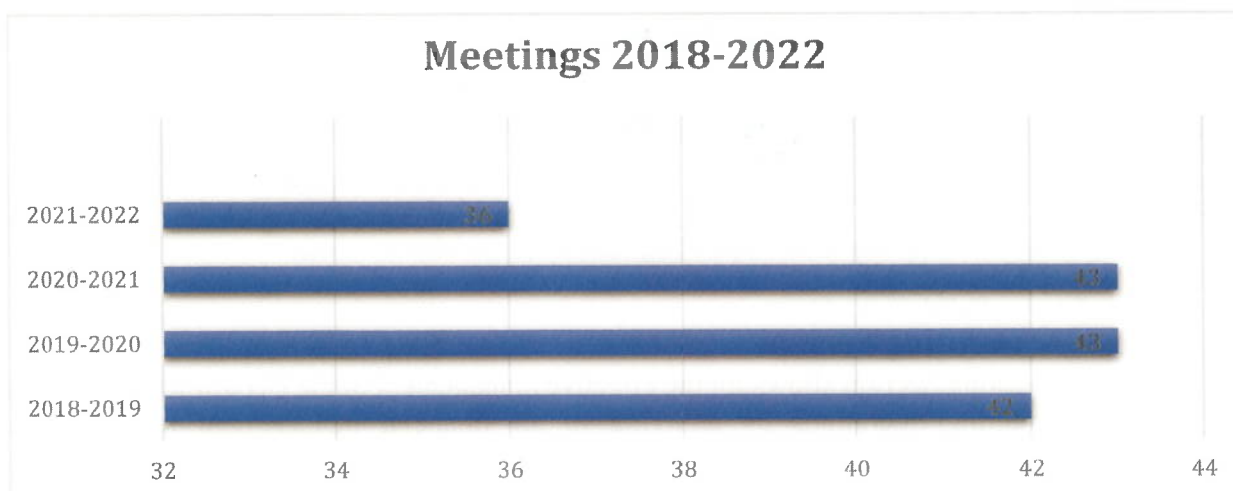


## 5. SASC'S OPERATIONAL OVERVIEW

### 5.1 Meetings of the Statutory Authorities Service Commission.

The Commission held thirty-six (36) Statutory Meetings during the period October 2021 to December 2022. There was a decrease in the number of Meetings since as mentioned earlier in the Report, there was no Commission in place between May and September 2022.

The Table below shows a comparison of the number of Meetings convened by the Commission over the period 2018 to 2022.



*Figure 2 – SASC Meetings held during the period 2018-2022*

### 5.2 Other Meetings/ Stakeholder Consultations

The Department maintained a collaborative approach through discussions/meetings with all the Agencies under its purview and other key stakeholders (Ministries, Departments and Associations) in the quest to resolve issues and build cohesive relationships to fulfil the Commission's mandate.

On March 29, 2022, the Commission together with some of the senior administrative staff of the SASCD met with the newly appointed Minister of Rural Development and Local Government and the Executive of the Trinidad and Tobago Municipal Police Service (TTMPS) to discuss matters pertaining to the TTMPS. The discussions were cordial and covered areas including the recruitment of Municipal Police Constables (MPC), promotions within the TTMPS and discipline of Municipal Police Officers.

Meetings were also convened in August 2022 (with the relevant stakeholders) on matters pertaining to the delisting of the St. Dominic's Children's Home (SDCH) from the Statutory Authorities Service. These Meetings were attended by the relevant senior

administrative staff of the SASCD, the Permanent Secretary, Office of the Prime Minister (Gender & Child Affairs) and senior administrative staff of the Office of the Prime Minister, Board Members of the SDCH, Manager of the SDCH and representatives of the Personnel Department.

Subsequently, with the appointment of the new Commission, a Meeting was arranged on November 11, 2022 between the Commission and representatives of the Executive of the Trinidad and Tobago Municipal Police Service (TTMPS) to discuss several matters including promotions and discipline within the TTMPS.

Further, a Meeting was also organized to discuss the outstanding matters pertaining to the delisting of the SDCH from the Statutory Authorities Service. This meeting was held on November 30, 2022 and was attended by the Commission, the Executive Officer and staff of the SASCD, the Permanent Secretary, Office of the Prime Minister (Gender & Child Affairs) and senior administrative staff of the Office of the Prime Minister as well as representatives of the Personnel Department and the Public Services Association.

## 6. CORE BUSINESS FUNCTIONS

### 6.1 Filling Vacancies

During the period 2021/2022, due to budgetary cutbacks for the filling of vacancies in the Annual Budget as well as the impact of the Covid-19 pandemic restrictions the Statutory Authorities Service Commission filled three (3) vacancies. These restrictions forced the Department to operate remotely and as such, recruitment and selection processes were deferred as face-to-face Interviews and other similar procedures involved in Recruitment and Selection processes were discouraged as they were not considered safe under the circumstances. Although the restrictions were eased in March 2022, there was no Commission in place from May to September 2022 which resulted in further delays in this area.

### 6.2 Existing Vacancies

The undermentioned Table outlines the number of vacancies existing at the various Agencies under the purview of the SASC.

Agency	No. of Positions on the Establishment	No. of Vacancies 2020	No. of Vacancies 2021	No. of Vacancies 2022
Port of Spain Corporation	514	121	121	135
San Fernando City Corporation	258	41	47	59
Arima Borough Corporation	221	28	37	48
Point Fortin Borough Corporation	179	13	17	23
National Lotteries Control Board	36	5	6	9
Zoological Society of Trinidad & Tobago	41	28	29	30
Agricultural Society of Trinidad & Tobago	4	1	1	3
St. Dominic's Children's Home	100	42	49	53
St. Mary's Children's Home	75	26	30	32
St. Michael's School for Boys	57	16	22	24
St. Jude's School for Girls	35	17	16	18
<b>Total</b>	<b>1,520</b>	<b>344</b>	<b>375</b>	<b>434</b>

*Table 3- Number of Positions/Vacancies on the Establishment of the Agencies under the SASC's purview.*

### 6.3 Temporary Appointments

A total of one hundred and eighty-five (185) temporary appointments were made by the SASC in the period 2021/2022.

### 6.4 Acting Appointments

A total of four hundred and eight (408) acting appointments were made in the period 2021/2022 by the SASC.

### 6.5 Secondments

Secondment, as defined in the SASC Regulations, is the temporary movement of an officer holding an office in the Statutory Authorities Service to an office or position outside the Statutory Authorities Service and includes the temporary movement of a person from an office or position outside the Statutory Authorities Service to an office within this Service.

In 2021/2022, a total of 6 officers were appointed on secondment. Table 6 provides information on the offices/Ministry/Agency where officers were appointed on secondment in the Statutory Authorities Service or released on secondment to other Services in 2021/2022.

<b>Offices outside the Statutory Authorities to which officers were released on secondment</b>	<b>Offices in the Statutory Authorities to which officers were seconded</b>
Chief Executive Officer, Ministry of Rural Development and Local Government	Works Foreman, Point Fortin Borough Corporation
Technical Vocational Teacher I, Ministry of Education	Director, National Lotteries Control Board
Public Health Inspector I, Ministry of Health	

*Table 4 - Offices to which Secondments were made in 2021/2022.*

## 6.6 Transfers

Transfers are intended to facilitate the lateral movement of officers between Agencies within the Statutory Authorities Service and are usually considered through written requests made either by officers or as directed by the Head of an Agency. The Commission approved twenty-four (24) transfer requests from officers in 2021/2022.

## 6.7 Confirmation of Appointments

Confirmations give permanence to appointments after holders of offices satisfy all requirements of such appointments. During the period 2021/2022, forty (40) confirmations of appointments were effected.

## 6.8 Separations

Regulations 48 to 51, 54 and 58 of the SASC Regulations provide for officers within the Statutory Authorities Service to be separated or removed from offices in the Service by resignation, retirement and termination of appointment. In 2021/2022, there were ninety-four (94) separations in the service as outlined in the Table below:

Type of Separation	Total	Percentage
Resignations	13	13.8
Compulsory Retirements	66	70
Voluntary Retirements	5	5.5
Permission to Retire	0	0
Deaths	8	8.5
Declared to have resigned	2	2.2
Medical Boards	0	0
Dismissals	0	0
Total	94	100

*Table 5 - Separations from the Statutory Authorities Service in 2021/2022.*

## 6.9 Recruitment and Selection Exercises

The Statutory Authorities Service Commission initiated the Recruitment and Selection process for the Office of Municipal Police Constable (Male) (Range 21/24C) in 2020 to fill the remaining vacancies that existed in the four (4) Corporations that fell under the remit of the Commission, namely, the Port of Spain Corporation, San Fernando City Corporation, Arima Borough Corporation and Point Fortin Borough Corporation. There were approximately thirty (30) vacant offices.

In treating with the recruitment of Municipal Police Constables, the Statutory Authorities Service Commission Department was guided by the Municipal Police Service Regulations, 2014 as well as existing recruitment policies of the Trinidad and Tobago Police Service (TTPS) the Office of Law Enforcement Policy (OLEP) and the Ministry of Rural Development and Local Government.

The Recruitment and Selection process for Municipal Police Constables consisted of several successive stages which included Screening, a Written Examination, Interviews, Background Investigation, Medical, Drug and Psychological Testing, Agility Test, Polygraph Test and Induction Training. Initially, the Office of Municipal Police Constable (Male) (Range 21/24C) was advertised on the Statutory Authorities Service Commission's website ([www.sasc.gov.tt](http://www.sasc.gov.tt)) and also via a daily newspaper advertisement on 2<sup>nd</sup> June, 2020.

Screening of the applicants was then held from 10<sup>th</sup> June, 2020 to 13<sup>th</sup> June, 2020, followed by the Written Examination which was the next stage of the process. It was held at the former Marabella South Secondary School on 27<sup>th</sup> June, 2020. The process was conducted by teams comprising staff of the Trinidad and Tobago Municipal Police Service (TTMPS) and staff of the Statutory Authorities Service Commission Department.

After the candidates successfully completed all the previous phases of the recruitment process, the next phase of the process was the Interview. Due to the significant impact of the Covid 19 pandemic and its restrictions, the Interview process was delayed until 25<sup>th</sup> April 2022 to 29<sup>th</sup> April, 2022 and 3<sup>rd</sup> May, 2022 since the TTMPS Executive indicated a preference for face-to-face interviews. The interviews were held at the Prisons Training College, Badoo Avenue, Tumpuna, Arima.

A total of one hundred and seventy-seven (177) candidates were eligible to be interviewed. Of those candidates, one hundred and twenty-three (123) accepted the offer and attended the interview, thirty-two (32) declined the offer and twenty-two (22) candidates did not attend their scheduled interviews.

Members to serve on the Main and Sub-Interview panels for the Municipal Police Constable Recruitment Exercise were appointed by the Commission. These panels consisted of one (1) Main Panel and three (3) Sub-Panels; which comprised representatives of the SASCD, TTMPS and the TTPS.



A total of Ninety-Three (93) candidates were successful at the Interview stage of the process and placed on a Merit List which was forwarded to the Assistant Commissioner, Municipal Police for the next stages in the process.

**Images from the Municipal Police Interviews:**

Members of the Main and Sub Interview Panels:



Members of Staff of the SASCD providing administrative support at the Municipal Police Constable Interviews:



## **7. DISCIPLINARY, LEGAL AND FREEDOM OF INFORMATION MATTERS.**

### **7.1 Disciplinary Matters**

Pursuant to Section 5(1) of the Statutory Authorities Services Act, one of the powers vested in the Commission is the power to *exercise disciplinary control over persons so appointed*. Furthermore, Part VIII of the Statutory Authorities Service Regulations provides the process the Department utilizes in exercising disciplinary control over persons.

There were three (3) disciplinary matters that came before the SASC for its consideration during the period 2021/2022.

### **7.2 Disciplinary Tribunals**

The SASC has an appointed Three- Member Tribunal that was established to hear and find facts on disciplinary matters referred. During the period 2021/2022, there was one (1) matter referred to the Tribunal which is anticipated to be concluded by the end of the first Quarter of 2023.

### **7.3 Statutory Authorities Service Appeal Board Matters**

Section 9. (1) of the Statutory Authorities Act, Chapter 24:01 states as follows:

***“There shall be a Statutory Authorities Appeal Board (hereinafter referred to as the “Appeal Board”) to which appeals shall lie from such decisions against any officer as are specified in section 9B”.***

Further Section 9B. (1) states that:

***“An appeal shall lie to the Appeal Board from any decision of the Commission as a result of disciplinary proceedings brought against an officer and notwithstanding the provisions of any other written law, the Appeal Board shall have jurisdiction to hear and determine all such appeals filed on or after the 1<sup>st</sup> day of August 1976”.***

During the period under review there was one (1) matter before the Statutory Authorities Service Appeal Board. The Litigant was successful in his appeal against the SASC. The matter has been concluded and currently there are no matters before the Statutory Authorities Service Appeal Board.

## 7.4 Representations

### 7.4.1 Representations/ Interventions made by/ on behalf of Officers

Representations from Officers usually come directly from the officers or via representations made on behalf of officers. In the case of the latter, representations are usually made on behalf of officers by the Public Services Association, Attorneys-at-Law and the Office of the Ombudsman.

The Table below summarizes the numbers of the various types of representations received during the period 2021/2022.

Type of Representations	No. of matters received
Representations from Officers	3
Representations from the Public Services Association	0
Representations from Attorneys-at-Law	2
Representations from the Office of the Ombudsman	1
<b>Total Representations Received</b>	<b>6</b>

*Table 6 – Representations received by the Statutory Authorities Service Commission in 2021/2022.*

With regard to the matters received from the Attorneys- at- Law, the Commission was able to effectively respond to same and the issues were settled between the parties.

### 7.4.2 High Court Action/ Court of Appeal/ Privy Council Matters

The SASC was involved in three (3) matters before the High Court for the period of October 2021 to December 2022.

In relation to the first (1<sup>st</sup>) matter, the Department was successful and the Court ruled in favour of the SASC. The Litigant filed a Notice of Application and Summary Judgement Application. The SASC was successful in defending its position and as a result the Court ruled in favour of the SASC

With regard to the second (2<sup>nd</sup>) matter, the Litigant filed a Fixed Date Claim Form and Affidavit in Support. The matter was concluded and the Court ruled in favour of the Litigant.

As it pertains to the (3<sup>rd</sup>) matter, a Fixed Date Claim Form and Affidavit was filed by the Litigant. The matter was concluded and the Court ruled in Favour of the Litigant.

## 7.5 Freedom of Information (FOI) Matters

During the period under review, the following requests for information were submitted to the Statutory Authorities Service Commission under the Freedom of Information Act, No. 26 of 1999:

Nature of Freedom of Information Act Requests	No. of Requests Received
Requests for copies of Documents	9
Request For Information	11
TOTAL Requests	20

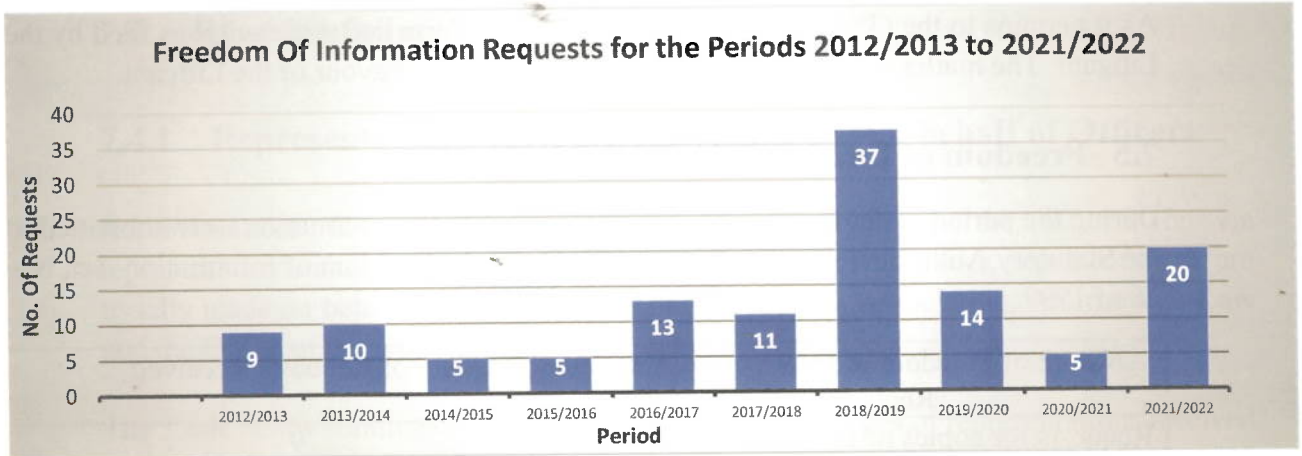
*Table 7 – Summary of FOI Requests received for the period 2021/2022.*

A total of twenty (20) FOIA requests were received for the period October 2021 to December 2022. Requests normally come from individuals (public officers or members of the public) themselves and or through their Attorneys. Of the aforementioned requests, two (2) were granted in full to the applicants. Eight (8) requests were partially granted whereby information requested were considered exempt documents and/or deemed to be individual's personal information. Ten (10) requests could not have been granted as the information requested did not exist/reside within the records of the Statutory Authorities Service Commissions Department.

A summary of the number of requests received for the periods of 2012/2013 to 2021/2022 are as follows:

Year	No. of Requests
2012/2013	9
2013/2014	10
2014/2015	5
2015/2016	5
2016/2017	13
2017/2018	11
2018/2019	37
2019/2020	14
2020/2021	5
2021/2022	20

*Table 8 – Total FOI Requests received over the period 2012 to 2022.*



*Figure 3 – FOI Requests for the Periods 2012/2013 to 2021/2022*

## 8. DELEGATION OF AUTHORITY

Section 5 (2) of the Statutory Authorities Service Commission Act, Chapter 24:01 of the Laws of Trinidad and Tobago provides that the Commission has the authority to delegate its function upon the approval of the Prime Minister. The act outlines as follows: -

*“5 (2) the powers conferred on the Commission may with the approval of the Prime Minister be delegated by directions in writing to any other person or authority.”*

Legal Notices Nos. 161 and 162 dated August 20<sup>th</sup>, 2019 define and outline the delegated powers of the Commission to entities under the purview of the Statutory Authorities Service Commission and failure to adhere to the requirements is regarded as non-compliant. Copies of Legal Notices 161 and 162 are attached at **Appendix II**.

The period 2021/2022 saw online and in-person training of the staff of the Department and the Authorities under the remit of the SASC, in the Exercise of Delegated Functions. As part of the training, staff were provided with sample documents along with the proper guidelines and procedures to carry out the Delegation of Powers.

Scheduled in-person visits to the Authorities continued to be deferred due to Covid-19 restrictions; even in the instance of staff returning to working in full. However, the officers continued to monitor and support the Authorities through the use of telephone, correspondence, email and virtual meetings, where necessary.

During the period, the Monitoring Staff received and audited returns of Further Temporary Appointments, Acting Appointments and Confirmation of Appointments with respect to all Statutory Authorities for the following periods:

- Fourth (4<sup>th</sup>) Quarter of 2021 (1<sup>st</sup> October, 2021 to 31<sup>st</sup> December, 2021)
- First (1<sup>st</sup>) Quarter of 2022 (1<sup>st</sup> January, 2022 to 31<sup>st</sup> March, 2022)
- Second (2<sup>nd</sup>) Quarter of 2022 (1<sup>st</sup> April, 2022 to 30<sup>th</sup> June, 2022)
- Third (3<sup>rd</sup>) Quarter of 2022 (1<sup>st</sup> July, 2022 to 30<sup>th</sup> September, 2022)
- Fourth (4<sup>th</sup>) Quarter of 2022 (1<sup>st</sup> October, 2022 to 31<sup>st</sup> December, 2022)

The undermentioned Tables summarize the submissions received by the Department on the Exercise of the Delegation of Authority for all Authorities for the aforementioned periods:



**FOURTH QUARTER OF 2021 (1<sup>st</sup> October, 2021 to 31<sup>st</sup> December, 2021)**

**ALL AUTHORITIES**

<b>Name of Authority</b>	<b>Number of Further Temporary Appointments</b>	<b>Number of Compliant Matters</b>	<b>Number of Non-Compliant Matters</b>
St. Jude's School for Girls	1	Nil	1
National Lotteries Control Board	8	2	6
Arima Borough Corporation	34	31	3
Pt. Fortin Borough Corporation	21	6	15
Port of Spain Corporation	61	49	12
San Fernando City Corporation	45	8	37
<b>Total</b>	<b>170</b>	<b>96</b>	<b>74</b>

*Table 9-Temporary Appointments-4<sup>th</sup> Quarter of 2021*

<b>Name of Authority</b>	<b>Number of Acting Appointments</b>	<b>Number of Compliant Matters</b>	<b>Number of Non-Compliant Matters</b>
St. Jude's School for Girls	6	Nil	6
National Lotteries Control Board	23	10	13
Arima Borough Corporation	82	49	33
Pt. Fortin Borough Corporation	47	7	40
Port of Spain Corporation	178	65	113
San Fernando City Corporation	106	12	94
<b>Total</b>	<b>442</b>	<b>143</b>	<b>299</b>

*Table 10-Acting Appointments-4<sup>th</sup> Quarter of 2021*

**FIRST QUARTER OF 2022 (1<sup>st</sup> January, 2022 to 31<sup>st</sup> March, 2022)**

**ALL AUTHORITIES**

<b>Name of Authority</b>	<b>Number of Further Temporary Appointments</b>	<b>Number of Compliant Matters</b>	<b>Number of Non-Compliant Matters</b>
St. Jude's School for Girls	Nil	Nil	Nil
National Lotteries Control Board	8	Nil	8
Arima Borough Corporation	41	5	36
Pt. Fortin Borough Corporation	26	6	20
Port of Spain Corporation	61	49	12
San Fernando City Corporation	42	Nil	42
<b>Total</b>	<b>178</b>	<b>60</b>	<b>118</b>

*Table 11-Temporary Appointments-1<sup>st</sup> Quarter of 2022*

Name of Authority	Number of Acting Appointments	Number of Compliant Matters	Number of Non-Compliant Matters
St. Jude's School for Girls	10	Nil	10
National Lotteries Control Board	16	Nil	16
Arima Borough Corporation	89	48	41
Pt. Fortin Borough Corporation	75	19	56
Port of Spain Corporation	174	51	123
San Fernando City Corporation	87	6	81
<b>Total</b>	<b>451</b>	<b>124</b>	<b>327</b>

*Table 12-Acting Appointments-1<sup>st</sup> Quarter of 2022*

**SECOND QUARTER OF 2022 (1<sup>st</sup> April, 2022 to 30<sup>th</sup> June, 2022)**

**ALL AUTHORITIES**

Name of Authority	Number of Further Temporary Appointments	Number of Compliant Matters	Number of Non-Compliant Matters
St. Jude's School for Girls	2	Nil	2
National Lotteries Control Board	8	1	7
Arima Borough Corporation	39	27	12
Pt. Fortin Borough Corporation	25	4	21
Port of Spain Corporation	61	49	12
San Fernando City Corporation	40	1	39
<b>Total</b>	<b>175</b>	<b>82</b>	<b>93</b>

*Table 13-Temporary Appointments-2<sup>nd</sup> Quarter of 2022*

Name of Authority	Number of Acting Appointments	Number of Compliant Matters	Number of Non-Compliant Matters
St. Jude's School for Girls	11	1	10
National Lotteries Control Board	17	Nil	17
Arima Borough Corporation	95	55	40
Pt. Fortin Borough Corporation	63	12	51
Port of Spain Corporation	174	51	123
San Fernando City Corporation	92	7	85
<b>Total</b>	<b>452</b>	<b>126</b>	<b>326</b>

*Table 14 -Acting Appointments-2<sup>nd</sup> Quarter of 2022*

**THIRD QUARTER OF 2022 (1<sup>st</sup> July, 2022 to 30<sup>th</sup> September, 2022)**

**ALL AUTHORITIES**

Name of Authority	Number of Further Temporary Appointments	Number of Compliant Matters	Number of Non-Compliant Matters
St. Jude's School for Girls	2	Nil	2
National Lotteries Control Board	7	5	2
Arima Borough Corporation	41	26	15
Pt. Fortin Borough Corporation	19	4	15
Port of Spain Corporation	72	27	45
San Fernando City Corporation	44	Nil	44
<b>Total</b>	<b>185</b>	<b>62</b>	<b>123</b>

*Table 15–Temporary Appointments-3<sup>rd</sup> Quarter of 2022*

Name of Authority	Number of Acting Appointments	Number of Compliant Matters	Number of Non-Compliant Matters
St. Jude's School for Girls	11	1	10
National Lotteries Control Board	18	12	6
Arima Borough Corporation	100	37	63
Pt. Fortin Borough Corporation	-	-	-
Port of Spain Corporation	164	43	121
San Fernando City Corporation	103	12	91
<b>Total</b>	<b>396</b>	<b>105</b>	<b>291</b>

*Table 16 –Acting Appointments-3<sup>rd</sup> Quarter of 2022*

**FOURTH QUARTER OF 2022 (1<sup>st</sup> October, 2022 to 31<sup>st</sup> December, 2022)**

**ALL AUTHORITIES**

Name of Authority	Number of Further Temporary Appointments	Number of Compliant Matters	Number of Non-Compliant Matters
St. Jude's School for Girls	Nil	Nil	Nil
National Lotteries Control Board	7	6	1
Arima Borough Corporation	47	31	16
Pt. Fortin Borough Corporation	23	1	22
Port of Spain Corporation	50	Nil	50
San Fernando City Corporation	49	Nil	49
<b>Total</b>	<b>176</b>	<b>38</b>	<b>138</b>

*Table 17–Temporary Appointments-4<sup>th</sup> Quarter of 2022*



Name of Authority	Number of Acting Appointments	Number of Compliant Matters	Number of Non-Compliant Matters
St. Jude's School for Girls	Nil	Nil	Nil
National Lotteries Control Board	17	9	8
Arima Borough Corporation	91	48	43
Pt. Fortin Borough Corporation	58	6	52
Port of Spain Corporation	150	30	120
San Fernando City Corporation	95	Nil	95
<b>Total</b>	<b>411</b>	<b>93</b>	<b>318</b>

*Table 18—Acting Appointments-4<sup>th</sup> Quarter of 2022*

The Monitoring staff audited a total of Eight Hundred and Eighty-Four (884) Further Temporary Appointments and Two Thousand, One Hundred and Fifty-Two (2,152) Acting Appointments. It was noted that the Authorities submitted Nil (0) Confirmation of Appointments for the period 2021/2022. A total of Nine Hundred and Twenty-Nine (929) matters were compliant and Two Thousand, One Hundred and Seven (2,107) were non-compliant.

Due to the high non-compliance rates, the SASC proposed to embark on training/retraining exercises in 2023 for the Heads and the staff of the Agencies in the Exercise of the Delegated Authority.

## 9. EMPLOYEE ENGAGEMENT/ TEAM BUILDING ACTIVITIES

Staff functions and team building activities were severely affected during the period March 2020 to March 2022 due to the restrictions associated with the COVID 19 pandemic. With the ease of restrictions and the return of public sector employees to the workforce in full in March 2022, plans could be considered to host such events again.

On 30<sup>th</sup> August, 2022 the Department implemented an Employee Engagement Activity that sought to commemorate Trinidad and Tobago's Diamond Jubilee (60<sup>th</sup> Anniversary) of Independence as well as to engage staff in Team Building Activities. Members of staff participated in several team building exercises aimed at improving communication, working in teams, collaborating and building comradery and morale. The Commission also hosted a Christmas Luncheon for staff of the Department which also incorporated some team building exercises through games and other activities. These projects were successful in fostering a greater team spirit within the Department which by extension would redound to improved support to the Commission.





## **10. CHALLENGES**

There were numerous challenges that impacted on the work and functions of the SASC during the period under review. However, the two (2) major challenges were accommodation and financial constraints. Accommodation continues to be a major problem for the Commission. The existing office space is not just insufficient but is plagued with issues and challenges that have and continue to negatively affect the performance and productivity levels of the Department.

During the period under review, the Department had recurrent disruptions which required adhoc repairs and maintenance that negatively impacted the work of the Commission. As such, renewed efforts were initiated and is being continuously pursued with the Property and Real Estate Services Division (PRES D) of the Ministry of Public Administration with the hope and objective of acquiring a new home for the Commission and the Department.

The second major challenge was financial constraints experienced due to limited budgetary allocations to the Commission. Insufficient funding directly affected the work of the Commission as it hindered the execution of plans and projects envisaged by the Commission for the period under review.

## **11. PROJECTION FOR 2023**

With the appointment of a new Commission in September 2022, the SASC immediately embarked on a project to clear the backlog of matters that had accumulated in the absence of a Commission for almost five (5) months.

Additionally, with the ease of the COVID 19 restrictions, staff members from the Monitoring Unit are expected to visit Agencies regularly to monitor and ensure compliance with the Commission's Delegated Authority which was granted in 2020. This more direct and rigorous monitoring is intended to improve the level of compliance to a more acceptable range.

The Commission has also decided to engage in an exercise to fill existing vacancies through recruitment and selection processes and via promotions exercises in the upcoming year. The Commission plans to advertise several vacant offices in 2023 and to utilize competency-based interviews to assess and recruit the most suitable candidates for these offices.

The Commission also hopes that, (as a result of its efforts to reach out to all Agencies involved) a new home/accommodation for the Department will be identified in 2023 which will alleviate many of the challenges faced by the Department in 2021/2022 and before.

The Commission also intends to continue with ICT upgrades in 2023, through the replacement of obsolete devices and the procurement of additional hardware and software, that will help propel the Organization to operate in a more digitalized manner.

## **12. ACKNOWLEDGEMENTS**

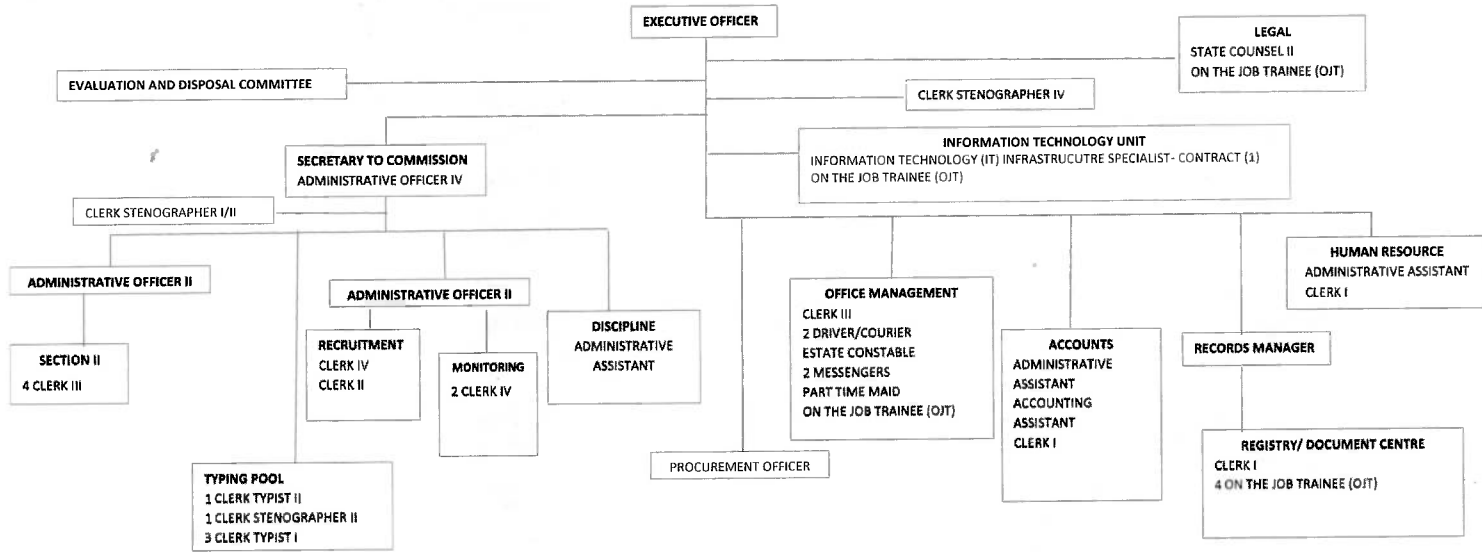
The Commission's accomplishments for the period 2021 - 2022 could not have been achieved without the collaboration and support of key stakeholders, a number of individuals and Agencies. The Statutory Authorities Service Commission takes the opportunity to acknowledge and recognize the contribution of the undermentioned individuals, organizations and entities for working in unison with the Department to provide an efficient and effective service.

- The Heads of the Statutory Authorities and their Staff
- The Honourable Colm Imbert, Minister of Finance
- Permanent Secretary and the Staff of the Ministry of Finance
- Permanent Secretary and the Staff of the Office of the Prime Minister
- Permanent Secretary and Staff of the Ministry of Public Administration
- Permanent Secretary and Staff of the Ministry of National Security
- Commissioner of Prisons and Staff of the Trinidad and Tobago Prisons Service
- Commissioner of Police and Staff of the Trinidad and Tobago Police Service
- Permanent Secretary and Staff of the Ministry of Rural Development and Local Government
- Chairman and Members of the Public Service Commission
- Chief Executive Officer and staff of the Port of Spain Corporation
- The Director of Personnel Administration and Staff of the Service Commissions Department
- The Chief Personnel Officer and Staff of the Personnel Department
- Permanent Secretary and Staff of the Ministry of Labour and Small Enterprise Development
- The Assistant Commissioner, Municipal Police and Staff of the Municipal Police Service
- The Public Services Association
- Zoological Society of Trinidad and Tobago
- Curator and Staff of the Emperor Valley Zoo
- Director and Staff of the Horticultural Society of Trinidad and Tobago
- Nexus Consulting
- Staff of the Statutory Authorities Service Commission Department

# **13. APPENDICES**

SASC'S ORGANIZATIONAL CHART

STATUTORY AUTHORITIES SERVICE COMMISSION  
ORGANISATIONAL CHART



## LEGAL NOTICES 161 AND 162 OF 2019

*Legal Supplement Part B—Vol. 58, No. 119—3rd September, 2019*

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LEGAL NOTICE No. 161

REPUBLIC OF TRINIDAD AND TOBAGO

THE STATUTORY AUTHORITIES ACT, CHAP. 24:01

DELEGATION OF POWERS BY THE STATUTORY  
AUTHORITIES SERVICE COMMISSION*[Under section 5(2) of the Statutory Authorities Act, Chap. 24:01]*

TO: THE CHIEF EXECUTIVE OFFICER AND DEPUTY CHIEF EXECUTIVE OFFICER OF THE PORT-OF-SPAIN CORPORATION, THE SAN FERNANDO CITY CORPORATION, THE ARIMA BOROUGH CORPORATION AND THE POINT FORTIN BOROUGH CORPORATION

UNDER and by virtue of the provisions of section 5(2) of the Statutory Authorities Act, Chap. 24:01, the Statutory Authorities Service Commission (hereinafter referred to as "the Commission"), with the approval of the Prime Minister, hereby delegates to the Chief Executive Officer of the Port-of-Spain Corporation, the San Fernando City Corporation, the Arima Borough Corporation and the Point Fortin Borough Corporation (hereinafter referred to as "the Chief Executive Officer") and the Deputy Chief Executive Officer of the Port-of-Spain Corporation, the San Fernando City Corporation, the Arima Borough Corporation and the Point Fortin Borough Corporation (hereinafter referred to as "the Deputy Chief Executive Officer"), the following powers of the Commission:

**Chief Executive Officer**

## 1. To—

- (a) appoint officers to act in offices within the Corporation, in Salary Ranges up to and including Salary Range 54 for periods not exceeding three (3) months;
- (b) appoint persons, on a temporary basis, to offices within the Corporation, in Salary Ranges up to and including Salary Range 54 for periods not exceeding three (3) months; on the expiration of such persons' first (1st) appointment on a temporary basis, to the respective office, by the Commission; and
- (c) confirm the appointment of officers to offices within the Corporation, after consideration of medical reports on the Officers, where applicable and all performance appraisal reports during the probationary period, if satisfied that the service of the officers on probation has been satisfactory.



2. The powers delegated above are in respect of officers under the supervision of the Chief Executive Officer within the respective Corporations, who hold offices in Salary Ranges up to and including Salary Range 54; except that the power to confirm appointments of officers will apply to all offices within the respective Corporation.

3. In the exercise of the powers delegated above, the Chief Executive Officer shall be guided by the Regulations set out in Parts III and V of the Regulations, in so far as they are applicable.

4. Each Chief Executive Officer shall submit to the Commission once in every quarter a report of the exercise of powers delegated to him.

#### **Deputy Chief Executive Officer**

1. To—

(a) appoint officers to act in offices within the Corporation, in Salary Ranges up to and including Salary Range 35 for periods not exceeding three (3) months;

(b) appoint persons on a temporary basis, to offices within the Corporation, in Salary Ranges up to and including Range 35 for periods not exceeding three (3) months; on the expiration of such persons first (1st) appointment on a temporary basis, to the respective office, by the Commission; and

(c) confirm the appointment of officers to offices within the Corporation, in Salary Ranges up to and including Range 35, after consideration of medical reports on the Officers, where applicable and all performance appraisal reports during the probationary period, if satisfied that the service of the officers on probation has been satisfactory.

2. The powers delegated above are in respect of officers under the supervision of the Deputy Chief Executive Officer within the respective Corporations, who hold offices in Salary Ranges up to and including Salary Range 35.

3. In the exercise of the powers delegated above, the Deputy Chief Executive Officer shall be guided by the Regulations set out in Parts III and V of the Regulations, in so far as they are applicable.

4. Each Deputy Chief Executive Officer shall submit to the Commission once in every quarter, a report of the exercise of powers delegated to him.

Dated this 20th day of August, 2019.

By Order of the Statutory Authorities Service Commission.

C. THOMAS  
*Chairman, Statutory Authorities  
Service Commission*

LEGAL NOTICE NO. 162

REPUBLIC OF TRINIDAD AND TOBAGO

THE STATUTORY AUTHORITIES ACT, CHAP. 24:01

DELEGATION OF POWERS BY THE STATUTORY  
AUTHORITIES SERVICE COMMISSION

*[Under section 5(2) of the Statutory Authorities Act, Chap. 24:01]*

TO: THE DIRECTOR, NATIONAL LOTTERIES CONTROL BOARD; THE SECRETARY, AGRICULTURAL SOCIETY OF TRINIDAD AND TOBAGO; THE CURATOR, ZOOLOGICAL SOCIETY OF TRINIDAD AND TOBAGO; THE MANAGER OF ST. DOMINIC'S CHILDREN'S HOME, ST. JUDE'S SCHOOL FOR GIRLS AND ST. MARY'S CHILDREN'S HOME AND THE SECRETARY/EXECUTIVE OFFICER, SUGAR INDUSTRY LABOUR WELFARE COMMITTEE

UNDER and by virtue of the provisions of section 5(2) of the Statutory Authorities Act, Chap. 24:01, the Statutory Authorities Service Commission (hereinafter referred to as "the Commission"), with the approval of the Prime Minister, hereby delegates to the Director, National Lotteries Control Board, the Secretary, Agricultural Society of Trinidad and Tobago, the Curator, Zoological Society of Trinidad and Tobago, the Manager of St. Dominic's Children's Home, St. Jude's School for Girls and St. Mary's Children's Home and the Secretary/Executive Officer, Sugar Industry Labour Welfare Committee the following powers of the Commission:

**The Director, National Lotteries Control Board**

1. To—

- (a) appoint officers to act in offices within the National Lotteries Control Board, in Salary Ranges up to and including Salary Range 46 for periods not exceeding three (3) months;
- (b) appoint persons on a temporary basis, to offices within the National Lotteries Control Board, in Salary Ranges up to and including Salary Range 46 for periods not exceeding three (3) months; on the expiration of such persons first (1st) appointment, on a temporary basis, to the respective office, by the Commission; and

(c) confirm the appointment of officers to offices within the National Lotteries Control Board, in Salary Ranges up to and including Salary Range 46, after consideration of medical reports on the Officers, where applicable and all performance appraisal reports during the probationary period, if satisfied that the service of the officers on probation has been satisfactory.

2. The powers delegated above are in respect of officers under the supervision of the Director, National Lotteries Control Board, who hold offices in Salary Ranges up to and including Salary Range 46.

3. In the exercise of the powers delegated above, the Director, National Lotteries Control Board shall be guided by the Regulations set out in Parts III and V of the Regulations, in so far as they are applicable.

4. The Director, National Lotteries Control Board shall submit to the Commission once in every quarter, a report of the exercise of powers delegated to him.

**The Secretary, Agricultural Society of Trinidad and Tobago**

1. To—

(a) appoint officers to act in offices within the Agricultural Society of Trinidad and Tobago, in Salary Ranges up to and including Salary Range 28 for periods not exceeding three (3) months;

(b) appoint persons on a temporary basis to offices within the Agricultural Society of Trinidad and Tobago, in Salary Ranges up to and including Salary Range 28 for periods not exceeding three (3) months; on the expiration of such persons first (1st) appointment on a temporary basis, to the respective office, by the Commission; and

(c) confirm the appointment of officers to offices within the Agricultural Society of Trinidad and Tobago, in Salary Ranges up to and including Salary Range 28, after consideration of medical reports on the Officers, where applicable and all performance appraisal reports during the probationary period, if satisfied that the service of the officers on probation has been satisfactory.

2. The powers delegated above are in respect of officers under the supervision of the Secretary, Agricultural Society of Trinidad and Tobago, who hold offices in Salary Ranges up to and including Salary Range 28.

3. In the exercise of the powers delegated above, the Secretary, Agricultural Society of Trinidad and Tobago shall be guided by the Regulations set out in Parts III and V of the Regulations, in so far as they are applicable.

4. The Secretary, Agricultural Society of Trinidad and Tobago shall submit to the Commission once in every quarter, a report of the exercise of powers delegated to him.

**The Curator, Zoological Society of Trinidad and Tobago**

1. To—

(a) appoint officers to act in offices within the Zoological Society of Trinidad and Tobago, in Salary Ranges up to and including Salary Range 36 for periods not exceeding three (3) months; and

(b) appoint persons, on a temporary basis, to offices within the Zoological Society of Trinidad and Tobago, in Salary Ranges up to and including Salary Range 36 for periods not exceeding three (3) months; on the expiration of such persons first (1st) appointment on a temporary basis, to the respective office, by the Commission;

(c) confirm the appointment of officers to offices within the Zoological Society of Trinidad and Tobago, in Salary Ranges up to and including Salary Range 36, after consideration of medical reports on the Officers, where applicable and all performance appraisal reports during the probationary period, if satisfied that the service of the officers on probation has been satisfactory.

2. The powers delegated above are in respect of officers under the supervision of the Curator, Zoological Society of Trinidad and Tobago, who hold offices in Salary Ranges up to and including Salary Range 36.

3. In the exercise of the powers delegated above, the Curator, Zoological Society of Trinidad and Tobago shall be guided by the Regulations set out in Parts III and V of the Regulations, in so far as they are applicable.



4. The Curator, Zoological Society of Trinidad and Tobago shall submit to the Commission once in every quarter, a report of the exercise of powers delegated to him.

**The Manager of St. Dominic's Children's Home, St. Jude's School for Girls and St. Mary's Children's Home**

1. To—

- (a) appoint officers to act in offices within the respective Homes/School, in Salary ranges up to and including Salary Range 38 for periods not exceeding three (3) months;
- (b) appoint persons on a temporary basis, to offices within the respective Homes/School, in Salary Ranges up to and including Salary Range 38 for periods not exceeding three (3) months; on the expiration of such persons first (1st) appointment on a temporary basis, to the respective office, by the Commission;
- (c) confirm the appointment of officers to offices within the respective Homes/School, in Salary Ranges up to and including Salary Range 38, after consideration of medical reports on the Officers, where applicable and all performance appraisal reports during the probationary period, if satisfied that the service of the officers on probation has been satisfactory.

2. The powers delegated above are in respect of officers under the supervision of the Managers, within the respective Homes/School who hold offices in Salary Ranges up to and including Salary Range 38.

3. In the exercise of the powers delegated above, the Managers shall be guided by the regulations set out in Parts III and V of the Regulations, in so far as they are applicable.

4. Each Manager shall submit to the Commission once in every quarter, a report of the exercise of powers delegated to him.

**The Secretary/Executive Officer Sugar Industry Labour Welfare Committee**

1. To—

- (a) appoint officers to act in offices within the Sugar Industry Labour Welfare Committee, in Salary Ranges up to and including Salary Range 54 for periods not exceeding three (3) months;

- (b) appoint persons, on a temporary basis, to offices within the Sugar Industry Labour Welfare Committee, in Salary Ranges up to and including Salary Range 54 for periods not exceeding three (3) months; on the expiration of such persons first (1st) appointment on a temporary basis, to the respective office, by the commission;
  - (c) confirm the appointment of officers to offices within the Sugar Industry Labour Welfare Committee, in Salary Ranges up to and including Salary Range 54, after consideration of medical reports on the Officers, where applicable and all performance appraisal reports during the probationary period, if satisfied that the service of the officers on probation has been satisfactory.
2. The powers delegated above are in respect of officers under the supervision of the Secretary/Executive Officer within the Sugar Industry Labour Welfare Committee, who hold offices in Salary Ranges up to and including Salary Range 54.
3. In the exercise of the powers delegated above, the Secretary/Executive Officer, shall be guided by the Regulations set out in Parts III and V of the Regulations, in so far as they are applicable.
4. The Secretary/Executive Officer, Sugar Industry Labour Welfare Committee shall submit to the Commission once in every quarter, a report of the exercise of powers delegated to him.

Dated this 20th day of August, 2019.

By Order of the Statutory Authorities Service Commission.

C. THOMAS  
*Chairman, Statutory Authorities  
Service Commission*