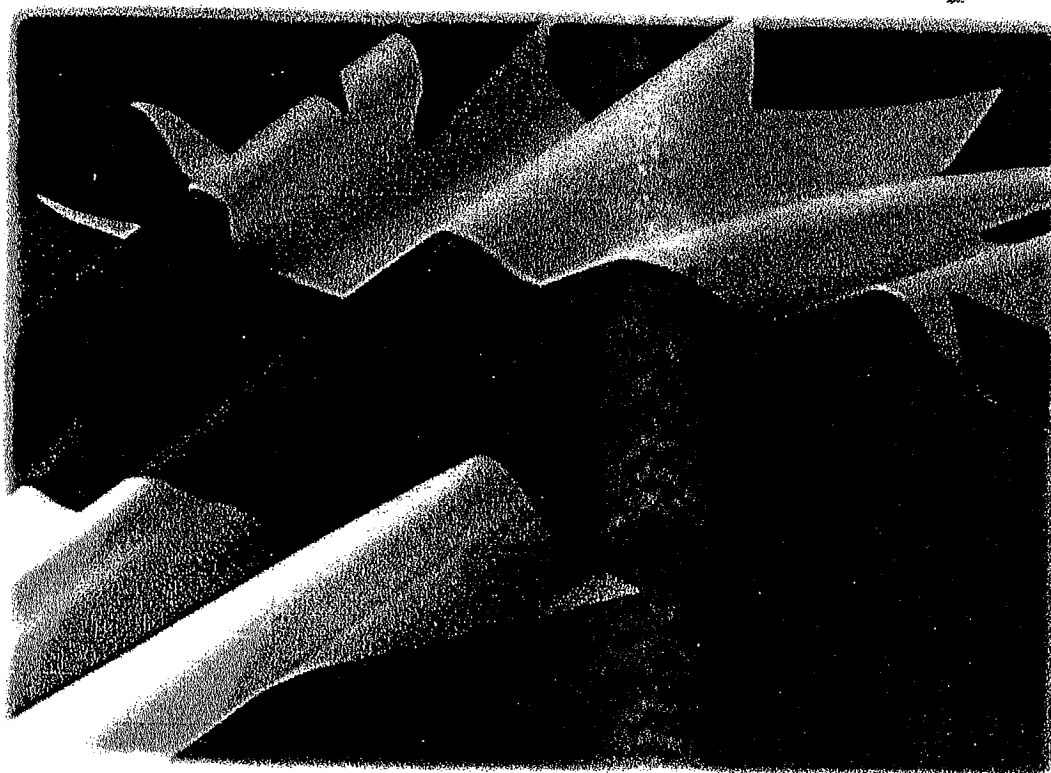
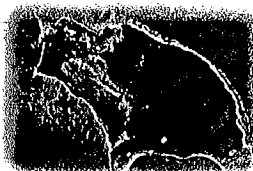


41st Annual Report  
of the  
Public Service Commission  
of Antigua and Barbuda 2010



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## OUR VISION

Our vision is to be a service oriented Commission to effectively convey the Decisions of the Commission in accordance with the Civil Service Regulations in an orderly, timely, effective and efficient manner.

## OUR MISSION

To ensure that the Commission receives all relevant documentation to enable it to make the necessary decisions for the benefit of the officers and the Service as a whole.

**ANNUAL REPORT  
OF THE  
PUBLIC SERVICE COMMISSION  
OF  
ANTIGUA AND BARBUDA  
  
JANUARY – DECEMBER 2010**

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1. *Period of Report*

This is the Forty-first (41<sup>st</sup>) report of the Public Service Commission as an Executive Body and, covers the period January 01 - December 31, 2010.

2. *Constitution of the Public Service Commission*

The Commission exercised its functions in accordance with:-

- \* Section 99 of the Constitution of Antigua and Barbuda:
- \* Public Service Commission Regulations contained in the Statutory Rules and Orders Nos. 12 & 13 of 1967
- \* Antigua and Barbuda Civil Service Act, 1984
- \* Civil Service Regulations, 1993
- \* Pensions Act Cap. 311 of the Revised Laws of Antigua and Barbuda

3. *Functions of the Commission*

The main function of the Commission is to ensure that Public Officers as far as possible, operate in an atmosphere divorced from political considerations and that a core of professional administrators is developed and maintained with an appreciation of a duty to assist the Government of the day to implement its policy to the best of their ability.

#### 4. Membership

The composition of the Commission during the year 2010 was as follows:

Chairman	-	Mrs. Victorine George-Alexander
Members	-	Mrs. Pauline Daniel
		Mr. Alfred James
		Miss Ineta Wallace, OM GCM
		Mr. Phillip George-John
		Mrs. Myrna Richardson-Smith
		Mr. Alex Tomlinson

#### 5. Appreciation

The Commission is grateful to Mrs. Cyd-Charisse Elabanjo, the Chief Establishment Officer who attended the Commission's Meetings and gave her advice and wealth of knowledge of service matters.

#### 6. Accommodation and Staff

The Office of the Commission is housed on the upper floor of the Paris Shoes Building and has a staff compliment of five (5) as listed below:

1	Secretary	-	Miss Valerie Barnes (Principal Assistant Secretary)
1	Executive Officer	-	Mrs. Delphea Roberts-Phillip
1	Senior Clerk	-	Mrs. Patlyn Joseph
1	Junior Clerk	-	Miss Shennette Whyte
1	Petty Officer Class III	-	Miss Ann-Mariea Barnes

#### 7. Meetings

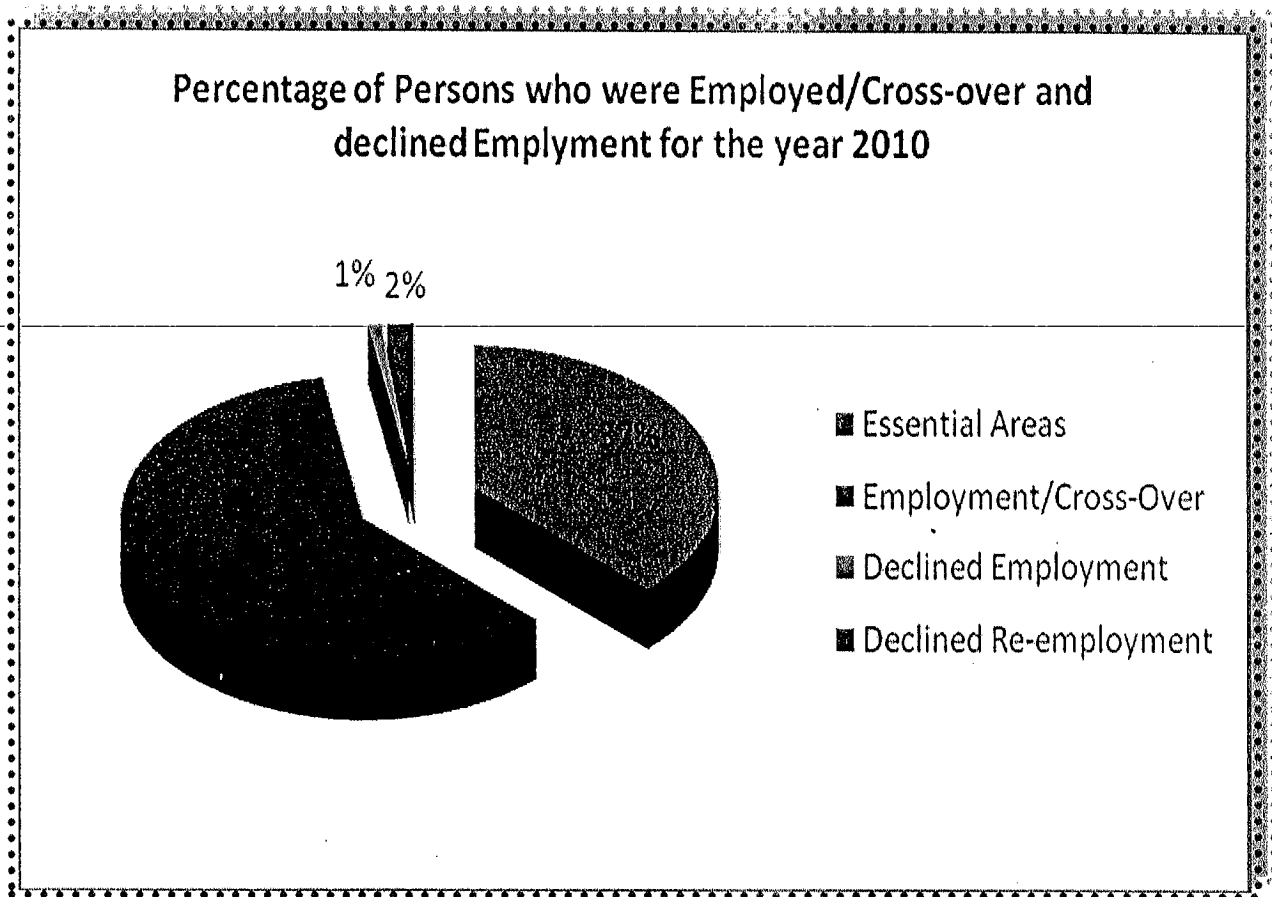
Throughout the period under review, forty-five (45) ordinary meetings and one extra-ordinary meeting were held.

## 8. Employment/Re-employment/Recruitment

The Commission approved one hundred and three (109) applications for employment in the Civil Service.

A total of forty-two (42) persons were employed in the essential areas which included Health (doctors/nurses) and those in the Teaching Profession. The remaining sixty-seven (67) persons were employed/crossed-over in the General Service. The Commission also declined the employment of one (1) person. Two (2) persons were declined re-employment.

**FIGURE 1.1**

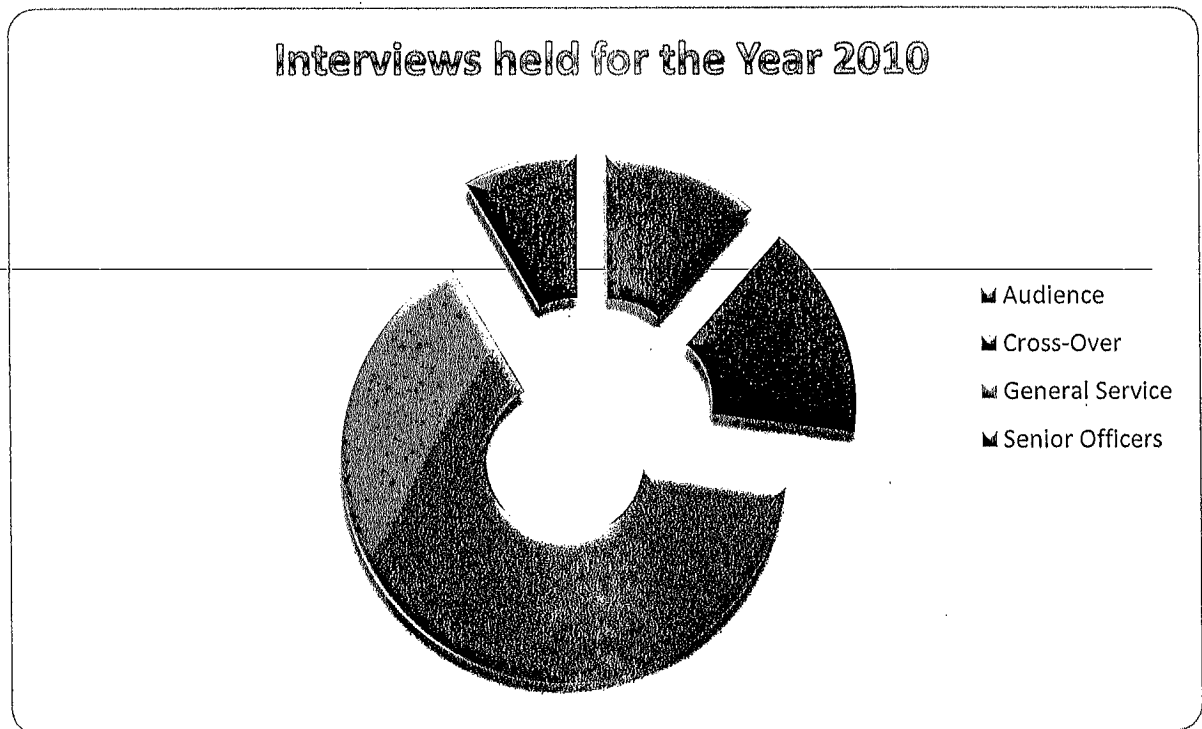


*Figure 1.1 shows the percentage of persons who were employed/crossed-over and declined employment/reemployment in the Civil Service in 2010*

9. *Interview with Officers and New Applicants*

In the exercise of its functions, the Commission conducted a total of ninety-six (96) interviews. Eight (8) interviews were held with Senior Officers in order to obtain a full report on certain matters regarding specific officers. Interviews were also conducted with seventy-three (73) officers in the Service seeking upward mobility related to vacant positions, persons seeking audiences with the Commission and officers from the General Service. The Commission also interviewed fifteen (15) Non-established persons seeking to cross-over to the Established Civil Service. These are outlined in Figure 1.2.

**FIGURE 1.2**

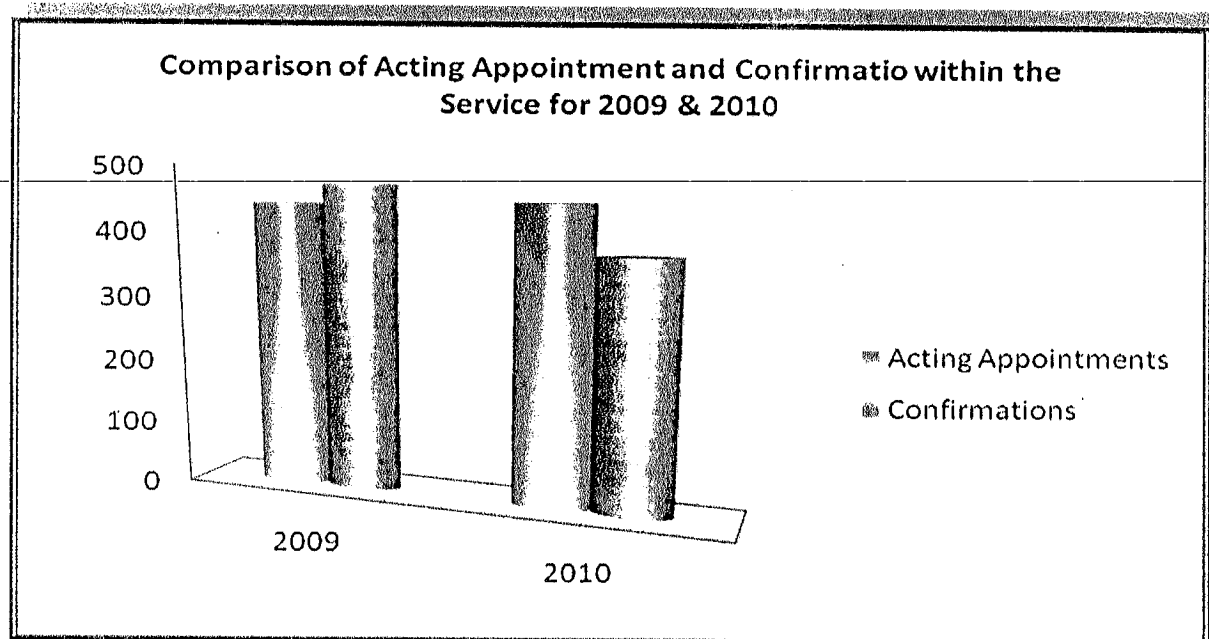


*Figure 1.2 shows the percentage of interviews held by the Commission for the year 2010*

## 10. Movements within the Service

During the period under review, the Commission dealt with eight hundred and nineteen (819) appointments/confirmations and acting appointments. The acting appointments which numbered four hundred and forty-six (446) occurred as a result of persons moving up in the Service to higher positions due to retirements, resignations, vacation leave, study/duty leave, terminations and dismissals from the Service. These acting appointments were necessary for the continuous and smooth operation of the Service. The confirmations numbered three hundred and seventy-three (373) and were effected when officers performed satisfactorily for a period of time and the position became vacant. The details are shown below:

**FIGURE 1.3**



*Figure 1.3 shows a comparison of Acting Appointments and Confirmations for the years 2009 and 2010*

## 11. Transfers/Requests for Transfer

During the period under review there were twenty-seven (27) transfers/requests for transfer from officers. Twenty-three (23) officers' requests were approved, two (2) are pending while two (2) requests were declined. The approvals were as follows:-

### ✚ Ministry of Health

Medical Division	3
Holberton Hospital	3
Fiennes Institute	1

### ✚ Ministry of Education

Education Division	2
Antigua State College	1

### ✚ Ministry of Finance

Headquarters	2
General Post Office	1
Treasury	3
Establishment	1

### ✚ Governor General's Office

2

### ✚ Ministry of Agriculture

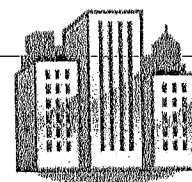
Agricultural Extension Division	1
---------------------------------	---

### ✚ Ministry of Tourism

Headquarters	1
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### ✚ National Security

Headquarters	1
Passport Division	1



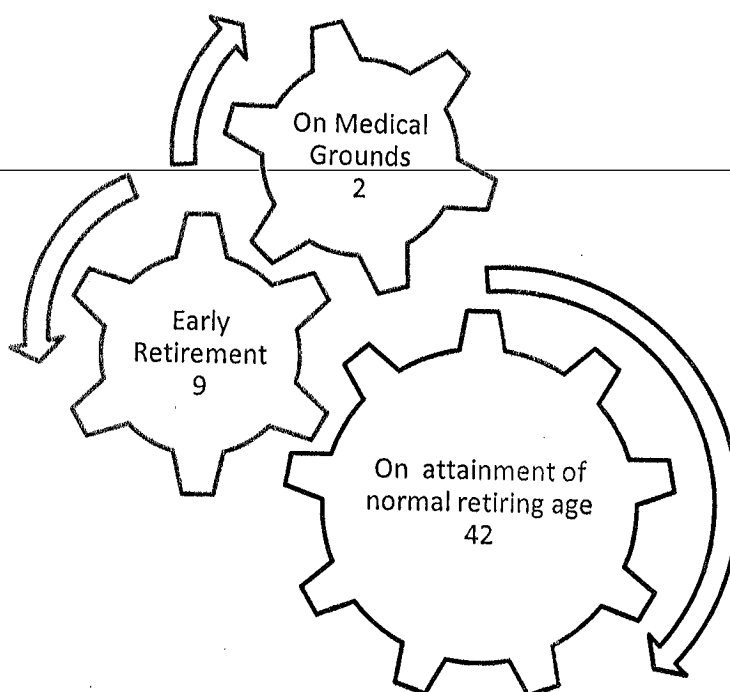
12. Employment/Re-employment on Contract

The Commission approved the employment on contract of seven (7) persons as follows:-

Medical Officer, Medical Division	3
Education Officer, Education Division	1
Head of Engineering Department, Antigua State College	1
Medical Referee, Ministry of Health	1

13. Retirement

Retirements throughout the period under review numbered fifty-three (53) and were as follows:-

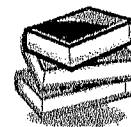


14. Retention of Services/Re-employment

The Commission agreed to the retention of the services of certain officers beyond the normal age of retirement for periods of one (1) year in the first instance. The positions in which the services were retained are listed in Appendix A.

### 15. Grant of Study and Duty Leave

In 2010, the Commission approved a total of one hundred and sixty-two (162) applications for study and duty leave. Study leave was granted to officers to attend short courses, seminars, conferences and to prepare for and write examinations leading to Degrees, Certificates and Diplomas offered by various educational institutions. Duty leave on the otherhand, was granted to officers to attend universities to pursue various undergraduate and post-graduate studies.



### 16. Extension of Study and Duty Leave

Eleven (11) officers requested and were granted extension of study and duty leave to enable them to complete their various study programmes.

### 17. Leave without Pay

The Commission granted six (6) officers leave without pay to complete courses of study that they were pursuing.

### 18. Submission of Degrees, Diplomas, Certificates, etc.

During the period under review, the Commission noted the submission of Degrees, Diplomas, Certificates, etc. from seventy- two (72) officers as outlined in Figure 1.4.

**FIGURE 1.4**

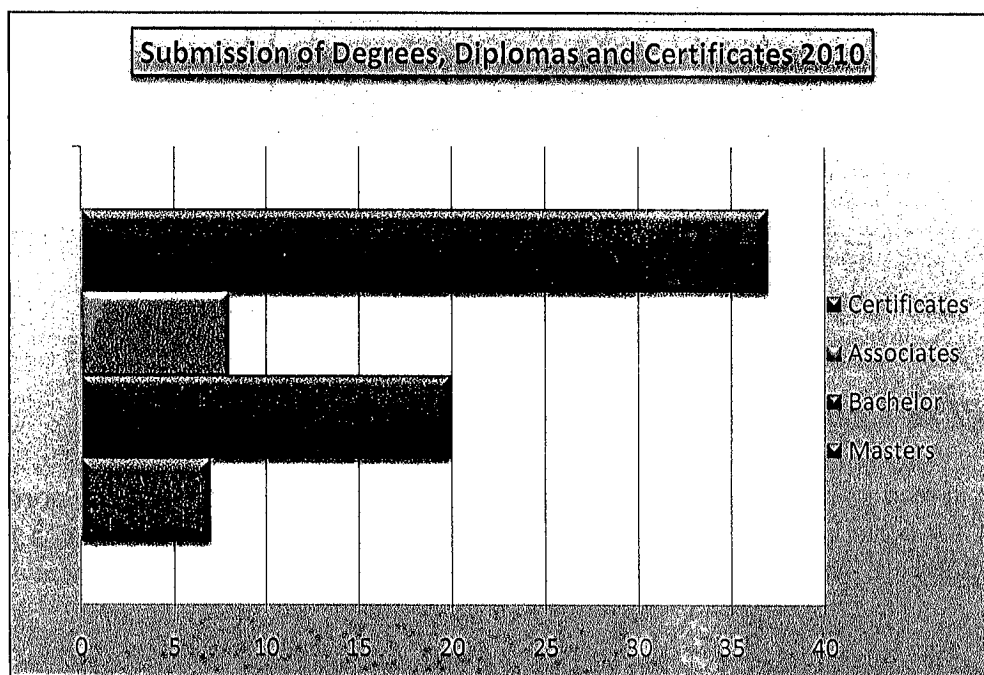


Figure 1.4 shows the number of Degrees, Diplomas and Certificates, submitted by officers for the year 2010

### 19. Secondment/Attachment

The Commission approved a total of forty-eight (48) secondments/attachments of officers to various areas in the Service and outside to other organizations.

In addition to the above, the Commission also approved the reversion of sundry workers from the Mount St. John's Medical Centre back to the Central Government to perform duties at respective Divisions in the Ministry of Health.

### 20. Upgrading/Redesignation of Positions

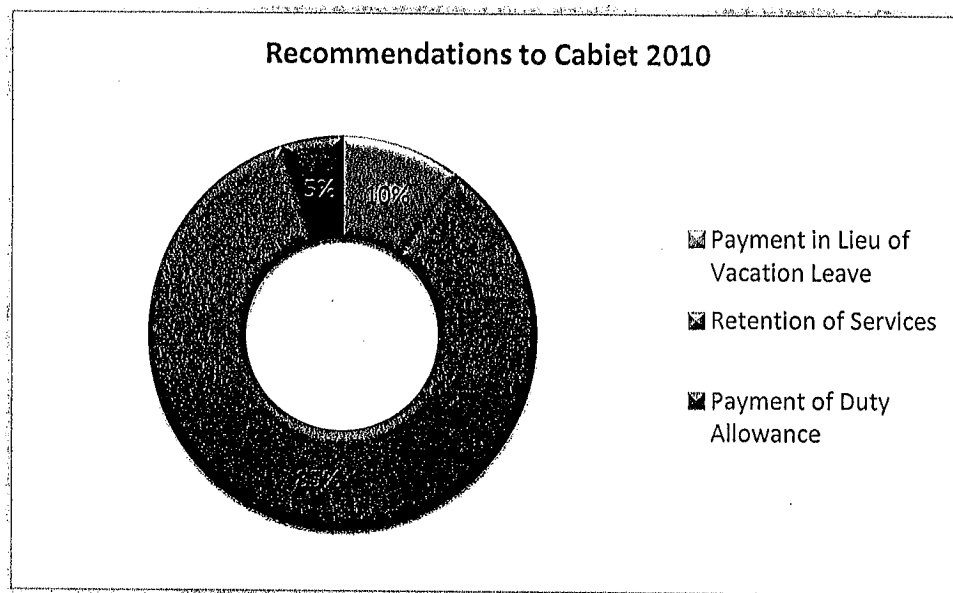
During the period under review, the Commission noted that the following positions were upgraded/redesignated:-

- ∞ Director of Audit, Audit Department
- ∞ Accountant General, Treasury Division
- ∞ Principal Assistant Secretary, Cabinet Secretariat to Assistant Secretary to Cabinet

### 21. Recommendations to Cabinet

The Commission gave directives to the Chief Establishment Officer to request Cabinet's consideration and approval of nineteen (19) matters as shown in Figure 1.5.

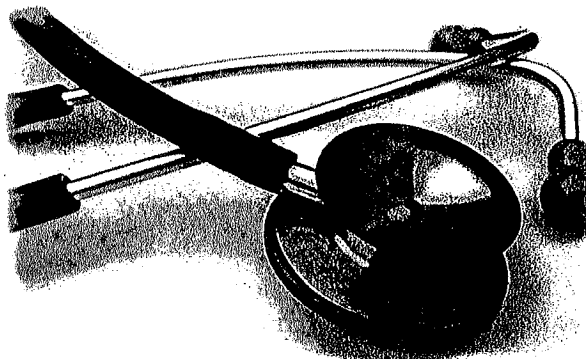
**FIGURE 1.5**



*Figure 1.5 shows the percentage matters that were referred to Cabinet in 2010*

## 22. Recommendations for Examination by the Medical Board

The Commission gave approval for five (5) officers to be examined by a Medical Board to determine their fitness for continued employment.



## 23. Advertisement of Vacant Posts

To obtain the most suitably qualified persons for appointment to the following posts, the Commission issued directives for the following vacancies to be advertised:-

- ✱ Field Auditor I, Inland revenue Department
- ✱ Field Auditor II, Inland Revenue Department
- ✱ Customs Officer, Customs Division
- ✱ Customs Guard, Customs Division
- ✱ Economic and Financial Analyst, Ministry of Finance
- ✱ Chief Lands Officer, Lands Division
- ✱ Deputy Director, Prices and Consumer Affairs
- ✱ Superintendent, Medical Benefits Scheme

## 24. Honoraria

The Commission noted that the following officers received honoraria for performing additional duties:-

- ✓ Principal Assistant Secretary, Ministry of Health, Social Transformation and Consumers Affairs
- ✓ District Nurse/Midwife I, Ministry of Health, Social Transformation and Consumers Affairs
- ✓ Staff of the Mental Hospital and Fiennes Institute

## 25. Obituaries

During the period under review, the Commission recorded with regret the deaths of seven (7) officers. The positions held by these persons were as follows:-



- Meteorological Officer II, Meteorological Division
- Instructor, Antigua State College
- Psychiatric Nurse, Medical Division
- Petty Officer Class III, Registrar's Division
- Uncertificated Teacher, Education division
- Automotive Data Processor Technician, Inland Revenue Department
- Graduate Assistant I, Education Division

## 26. Resignations and Terminations

The Commission terminated the appointments of twenty (20) officers while sixteen (16) officers tendered their resignations. Reasons for terminations and resignations include:-

- ✦ Abandonment of job
- ✦ Insufficient notice of resignation
- ✦ Pursuance of studies in higher learning

Appendix B gives a detailed breakdown of resignations and terminations which occurred in 2010.

## 27. Matters Pending with the Legal Department

Three (3) matters are pending with the Legal Department for charges to be preferred against the following officers so that Disciplinary Hearings can be held.

∞ 2009

Senior Assistant Secretary - Formerly Ministry of Health, Project Officer  
OECS Global Fund Project

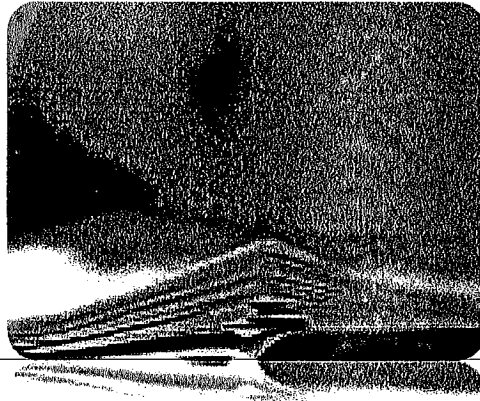
Customs Officer - Customs Division

∞ 2010

Sundry Officers - Dunbars Agricultural Station

28. *Other Matters dealt with by the Commission*

The Commission dealt with a number of other matters supplementary to those mentioned above. Some of these are listed in Appendix C.



# APPENDIX A

## Retention/Re-employment of Officers

---

Acting Education Officer, Mathematics	1
Graduate Assistant I, Education Division	2
Secretary to Cabinet	1
Assistant Investigations Officer, Office of the Ombudsman	1
Chief Protocol Officer	1
Permanent Secretary, Ministry of Foreign Affairs	1
Clerk to Parliament	1
District Nurse/Midwife I, Medical Division	1
Superintendent, Medical Benefits Scheme	1
Graduate Assistant II, Education Division	1
Postal Officer, General Post Office	1
Permanent Secretary, Passport Division	1
Acting Assistant	
Teacher, Education Division	1
Assistant Secretary, Ministry of National Security	1
Community Psychiatric Nurse, Medical Division	1

## APPENDIX B (i)

### Resignations

---

Medical Officer, Medical Division	1
Graduate Assistant, Ministry of Finance (Industry and Commerce)	1
Graduate Assistant II, Education Division	1
Store Keeper I, Equipment, Maintenance and Funding Scheme, Ministry of Works	1
Acting Junior Clerk, Police Division	1
Acting Uncertificated Teacher, Education Division	4
Registered Nurse, Holberton Hospital	1
Assistant Surveyor II, Surveys Division	1
Substitute Junior Clerk, Department of Legislature	1
Acting Graduate Assistant II, Education Division	2
Acting Assistant Teacher I, Education Division	1
Community Nutrition Officer	1

# APPENDIX C

## Other Matters dealt with by the Commission

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- ✿ Suspension of Officers
  - ✿ Granting of Time-off from Regular Duties
  - ✿ Termination of Secondment
  - ✿ Approval of Continued Secondment
  - ✿ Submission of Academic Transcripts/Successful Completion of Studies
- 
- ✿ Deferral of Study/Duty Leave
  - ✿ Approval of Continued Employment
  - ✿ Granting of Permission to Resume Duties
  - ✿ Continued Acting Appointments of Officers