

42nd Annual Report



of the



Public Service Commission

of Antigua and Barbuda 2011

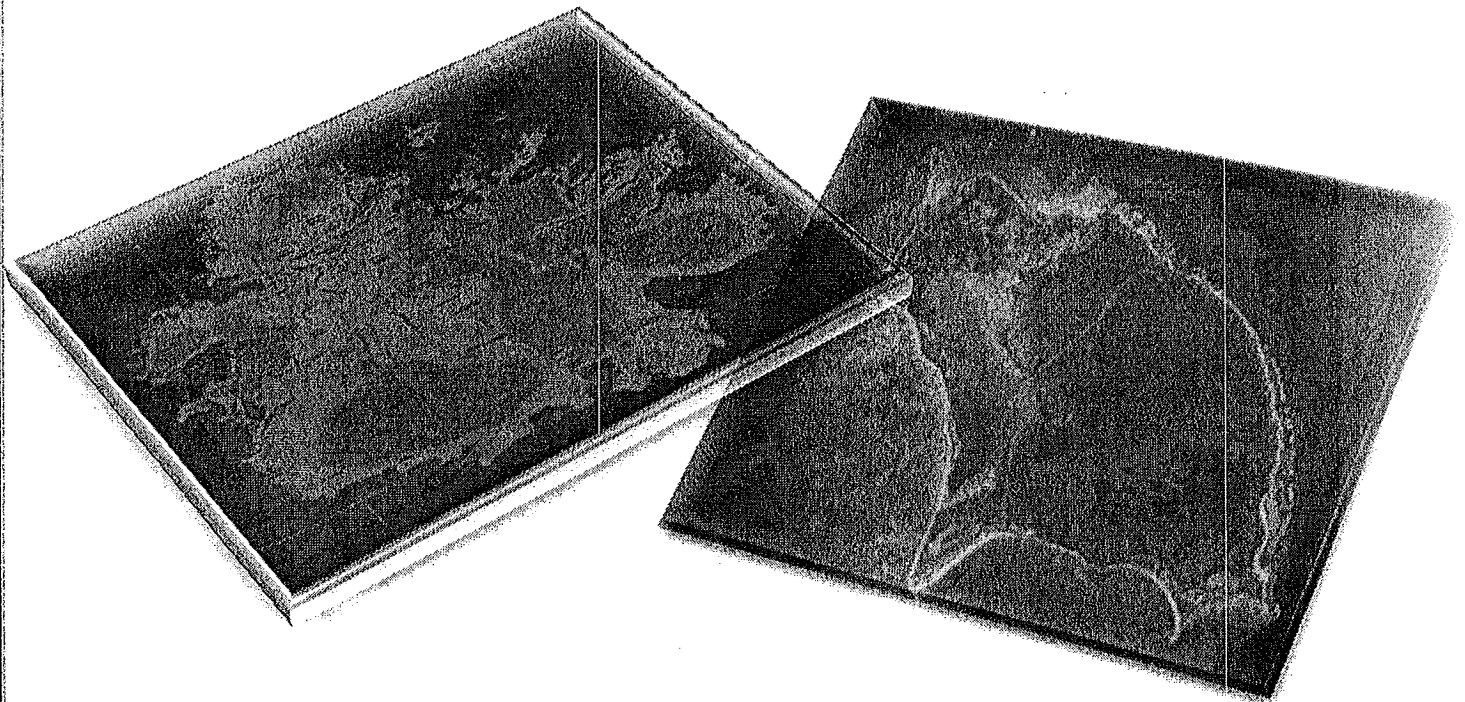


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OUR VISION

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 2011

1. Period of Report

This is the Forty-second (42nd) Report of the Public Service Commission as an Executive Body, which covers the period January 01 - December 31, 2011.

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
- * Antigua and Barbuda 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 Civil Servants 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 its 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 and Miss Francia Sheppard, Deputy Chief Establishment Officer, who attended the Commission's Meetings and gave their advice and wealth of knowledge on Civil Service matters.

Appreciation is also given to Miss Valerie Barnes, the substantive holder of the post of Principal Assistant Secretary (Secretary) for the duties she performed during the year.

6. Accommodation and Staff

The office of the Commission is housed on the upper floor of the Paris Shoes Building. The staff compliment, at the time of publication of this report, consists of five (5) persons as listed below:

- | | | | |
|---|--|---|------------------------|
| 1 | Acting Secretary (Principal Assistant Secretary) | - | Miss Annetta Harris |
| 1 | Acting Executive Officer | - | Mrs. Patlyn Joseph |
| 1 | Acting Senior Clerk | - | Miss Shennette Whyte |
| 1 | Acting Clerical Assistant | - | Miss Ann-Mariea Barnes |
| 1 | Acting Petty Officer Class III | - | Miss Dorrell Merrick |

7. Meetings

Throughout the period under review, forty-six (46) ordinary meetings were held by the Commission. The Commission also met in relation to two (2) disciplinary hearings which were before them.

8. Employment/Re-employment/Recruitment

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

A total of seventy-three (73) persons were employed in the essential areas which included Health (doctors/nurses) and those in the Teaching Profession. The remaining thirty-six (36) persons were employed/crossed-over in the General Service. The Commission also declined the employment of two (2) persons. Two (2) requests for re-employment were also declined.

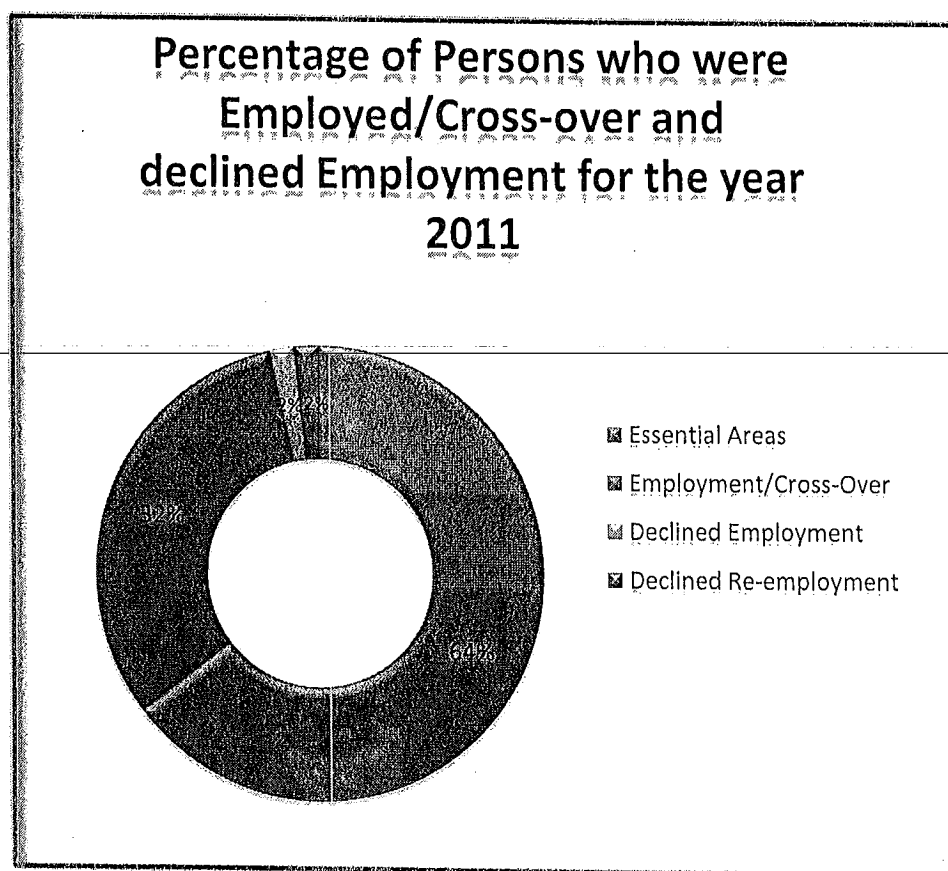


FIGURE 1.1

Figure 1.1 shows the percentage of persons who were employed/crossed-over and declined employment/reemployment in the Civil Service in 2011.

9. Interview with Officers and New Applicants

In the exercise of its functions, the Commission conducted a total of one hundred and six (106) interviews. One (1) interview was held with a Senior Officer in order to obtain an overview of stewardship of his present position. Interviews were also conducted with eighty-nine (89) persons who include officers seeking upward mobility related to vacant positions, persons seeking audiences with the Commission and persons seeking employment within the Civil Service. The Commission also interviewed twenty-four (24) Non-established persons seeking to cross-over to the Established Civil Service. These are outlined in Figure 1.2.

FIGURE 1.2

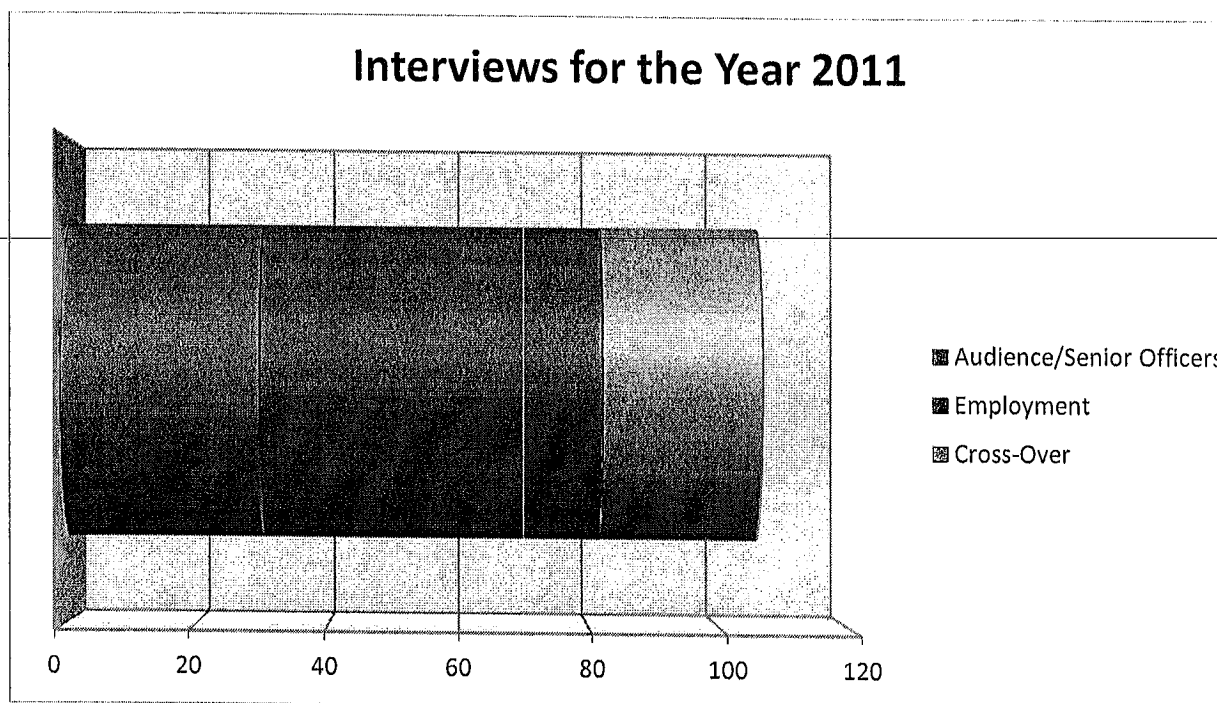


Figure 1.2 shows the number of interviews held by the Commission for the year 2011

10. Movements within the Service

During the period under review, the Commission made seven hundred and ninety-eight (798) decisions in relation to confirmations and acting appointments. The acting appointments, which numbered four hundred and thirty-nine (439), 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 fifty-nine (359) 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

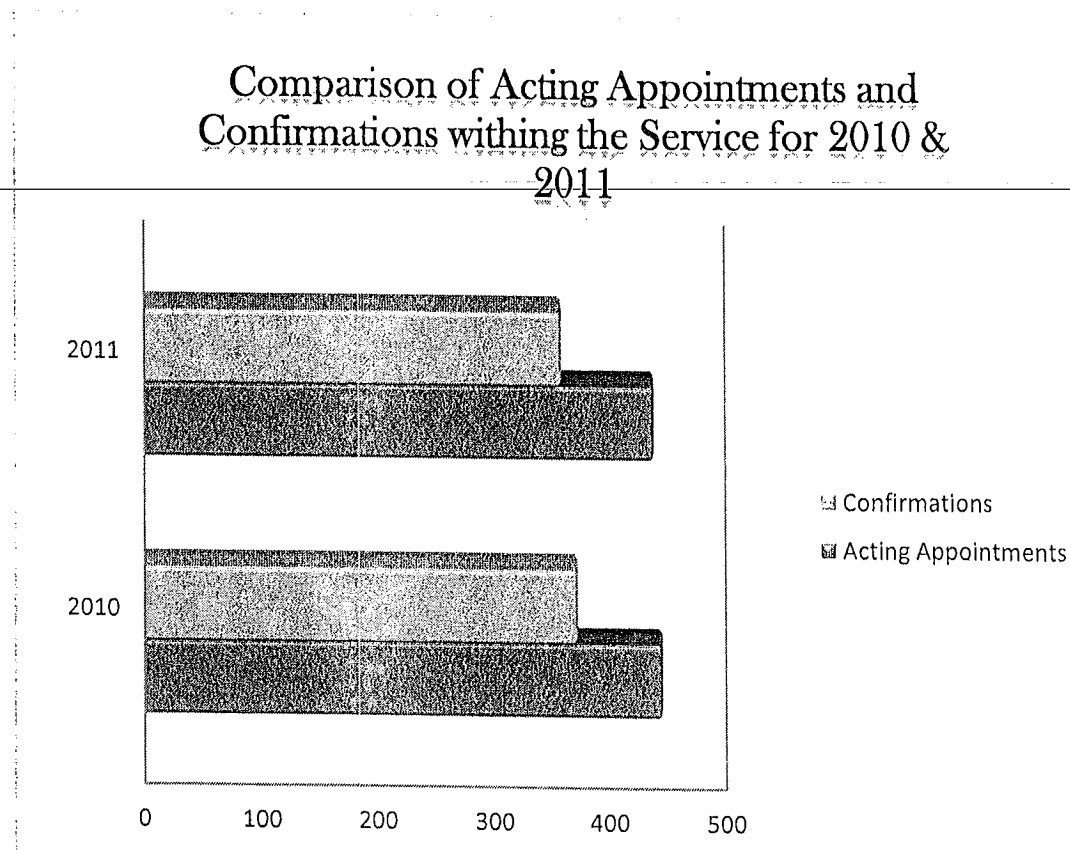


Figure 1.3 shows a comparison of Acting Appointments and Confirmations for the years 2010 and 2011

11. Transfers/Requests for Transfer

During the period under review there were thirty-seven (37) transfers/requests for transfer from officers. Thirty-four (34) officers' requests were approved, while three (3) requests were denied. The approvals were as follows:-

☒ Ministry of Health, Social Transformation and Consumer Affairs

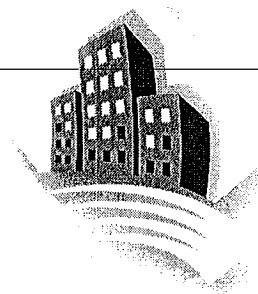
Central Board of Health	1
Holberton Hospital	4
Mount St. John's Medical Centre	9
Clarevue Psychiatric Hospital	1
Headquarters (Social Transformation)	1

☒ Ministry of Education

Boys Training School	1
Antigua State College	1

☒ Ministry of Finance

Statistics	3
Inland Revenue Department	1
Treasury	1
Establishment	4
Property Valuation Division	1



☒ Ministry of Agriculture

Headquarters	2
Fisheries Division	1

☒ Ministry of Tourism

Headquarters	1
--------------	---

☒ National Security

Police Division	1
-----------------	---

☒ Police Service Commission

1

12. Employment/Re-employment on Contract

The Commission noted or approved the following contractual appointments:-

Extension:-

- }
- Permanent Secretary, Ministry of Foreign Affairs
- }
- Education Officer, Education Division

Renewal:-

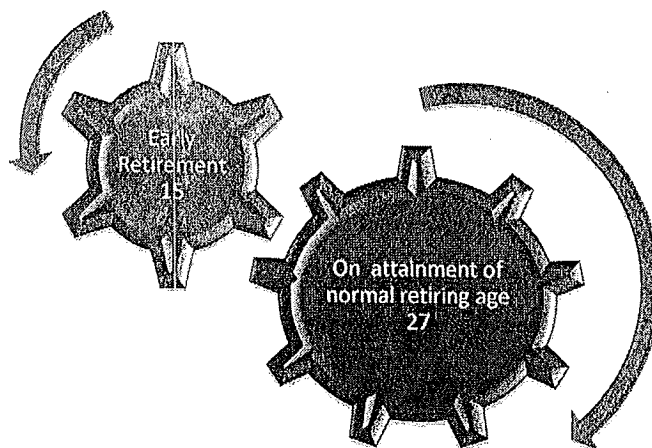
- }
- Superintendent, Her Majesty's Prison
- }
- Accountant General, Treasury Division
- }
- District Medical Officer, Medical Division

Employment (extended on contract):-

- }
- Chief Protocol Officer, Ministry of Foreign Affairs

13. Retirement

Retirements throughout the period under review numbered forty-two (42) and were as follows:-

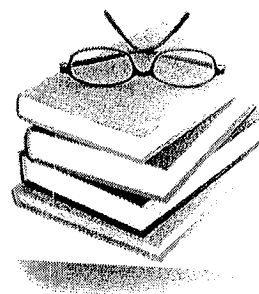


14. Retention of Services/Re-employment

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 2011, the Commission approved a total of one hundred and ninety-three (193) applications for Study and Duty leave. Study Leave approvals totaled fifty-eight (58) while Duty Leave approvals numbered one hundred and thirty-five (135). 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 other hand, was granted to officers to attend universities to pursue various undergraduate and post-graduate studies.



16. Extension of Study and Duty Leave

Seven (7) officers requested and were granted extension of Study or Duty Leave to enable them to complete their various study programmes.

17. Leave without Pay

The Commission made a total of twenty-six (26) decisions regarding leave without pay. Seventeen (17) officers were granted leave without pay to complete courses of study that they were pursuing. The Commission also granted leave without pay to six (6) persons due to disciplinary action, and extended leave without pay to three (3) due to domestic situations.

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

During the period under review, the Commission noted the submission of Degrees, Diplomas, Certificates, etc. from forty-five (45) officers as outlined in Figure 1.4.

FIGURE 1.4

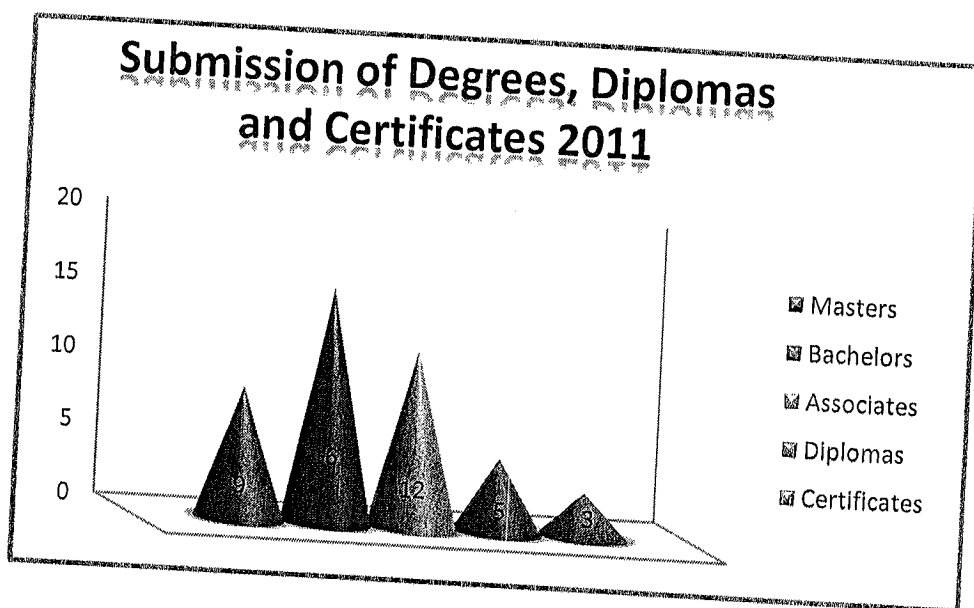


Figure 1.4 shows the number of Degrees, Diplomas and Certificates, submitted by officers for the year 2011.

19. Secondment/Attachment and Termination of Secondment

The Commission approved a total of nine (9) secondments/attachments and four (4) continued secondments of officers to various areas within the Service and to other regional/international organizations.

In addition to the above, the Commission also approved four instances where officers were reverted to their substantive posts:-

- > Petty Officer Class I, Mount St. John's Medical Centre to Petty Officer Class I, Central Government
- > Shift Supervisor, Mount St. John's Medical Centre to Community Nutrition Officer, Medical Division
- > Acting Storekeeper I, Ministry of Works and Transport to Petty Officer Class I, Ministry of Health
- > Financial Services Regulatory Commission to Ministry of Finance

20. Creation, Upgrading /Redesignation of Positions

During the period under review, a total of one hundred and thirty-one (131) positions were created/upgraded by the Cabinet of Antigua and Barbuda which were noted by the Commission. The positions are as outlined below:-

Created:-

- ‡ Two (2) Research Officers, Economic Policy and Planning Unit
- ‡ One (1) Principal Assistant Secretary, Ministry of Agriculture, Lands, Housing and the Environment
- ‡ One (1) Geographic Information System (GIS)/Information Technology (IT) Database Specialist, National Office of Disaster Services
- ‡ One (1) Petty Officer Class III, Antigua and Barbuda Defence Force, (Military Division)
- ‡ Two (2) Principal, Secondary School, Education Division
- ‡ Five (5) Senior Graduate Assistant, Education Division
- ‡ One (1) Head Of Roads, Ministry of Works and Transport
- ‡ One (1) Head of Buildings, Ministry of Works and Transport
- ‡ One (1) Graduate Engineer (Engineer III), Ministry of Works and Transport
- ‡ One (1) Graduate Architect, Ministry of Works and Transport

Upgraded/Redesignated:-

- } One (1) Dental Hygienist to Senior Dental Hygienist, Medical Division
- } One (1) Deputy Director of Audit, Audit Department
- } Five (5) Principal II to Principal I, Education Division
- } Sixty-three (63) Uncertificated Teacher to Assistant Teacher II, Education Division
- } Twenty (20) Assistant Teacher I to Graduate Assistant II, Education Division
- } Twenty (20) Assistant Teacher II to Graduate Assistant I, Education Division
- } One (1) Chief Architect, Ministry of Works and Transport
- } One (1) Engineer I, Ministry of Works and Transport
- } One (1) Engineer II, Ministry of Works and Transport
- } One (1) Architect, Ministry of Works and Transport
- } One (1) Blaster, Ministry of Works and Transport

There was one (1) dissolution of post, i.e.; the post of Deputy Director of Public Works, Ministry of Works and Transport.

21. Recommendations to Cabinet

The Commission gave directives to the Chief Establishment Officer to request Cabinet's consideration of eight (8) matters as shown in Figure 1.5.

FIGURE 1.5

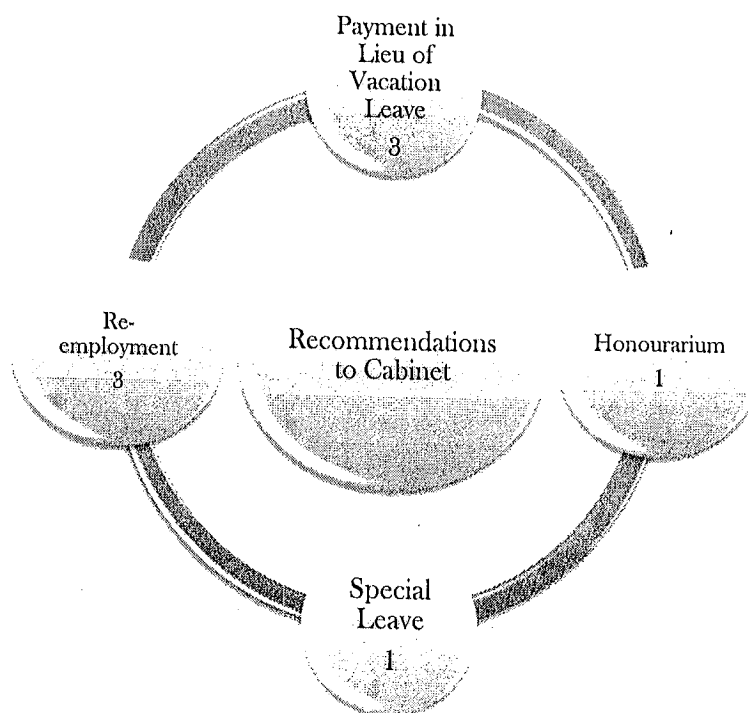


Figure 1.5 shows the various matters that were referred to Cabinet in 2011

22. Recommendations for Examination by a Medical Board



The Commission gave approval for three (3) officers to be examined by a Medical Board to determine their suitability for continued employment.

23. Advertisement of Vacant Posts

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

- ❖ Chief Magistrate, Magistrates Division
- ❖ Deputy Director, Antigua and Barbuda Social Security Scheme (twice)
- ❖ Senior Protocol Officer, Ministry of Foreign Affairs
- ❖ Director of National Library Services, Public Library
- ❖ Chief Lands Officer, Lands Division
- ❖ Superintendent, Her Majesty's Prison

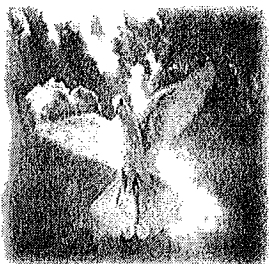
24. Honoraria

The Commission noted the following:-

- Three (3) officers received an honorarium for performing additional duties as Principal, Secondary School, Education Division
- Two (2) officers received an honorarium for performing additional duties as Principal I, Primary School, Education Division-

25. Obituaries

During the period under review, the Commission recorded with regret the deaths of two (2) officers. The positions held by these persons were as follows:-



- Graduate Assistant II, Education Division

- Senior Executive Officer, Statistics Division

26. Resignations, Terminations and Dismissals

The Commission terminated the appointments of seventeen (17) officers while six (6) officers tendered their resignations and eight (8) were dismissed from the Civil Service. Reasons for terminations, resignations and dismissals include:-

- ✓ Abandonment of job
- ✓ Insufficient notice of resignation
- ✓ Pursuance of studies in higher learning
- ✓ Bringing the Service into disrepute

Appendix B (i) – (iii) gives a detailed breakdown of resignations, terminations and dismissals which occurred in 2011.

27. Matters Requiring Legal Attention

A total of seven (7) matters have been brought to the Commission's attention due to breach of the Laws. The following outlines the present status of each case:-

α 2009

Senior Assistant Secretary - Formerly Ministry of Health, Project Officer
OECS Global Fund Project – (Disciplinary
Hearing in process)

Customs Officer - Customs Division – (Submitted to the Ministry of
Legal Affairs for framing charges)

α 2010

Sundry Officers - Dunbars Agricultural Station
(Under investigations by the Director of Public
Prosecutions)

Junior Clerk - Treasury Division – (under investigation by the
Commissioner of Police)

2011

Senior Executive Officer	-	Antigua and Barbuda Defence Force (Matter in the hands of the Police)
Supervisor of Stores	-	Mount St. John's Medical Centre (Currently in the Courts)
Uncertificated Teacher	-	Education Division (Currently in the Courts)
Senior Executive Officer	-	Ministry of Sports (Currently being investigated at Ministry Level)

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, Education Division	1
Graduate Assistant I, Education Division	2
Secretary to the Cabinet, Cabinet Secretariat	1
Assistant Investigations Officer, Office of the Ombudsman	1
Permanent Secretary, Ministry of Foreign Affairs	1
Clerk to Parliament, Legislature	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
District Medical Officer, Medical Division	1
Uncertificated Teacher, Education Division	1

APPENDIX B (i)

Resignations

Senior Clerk, Ministry of National Security and Labour	1
Assistant Teacher II, Education Division	1
Acting Field Auditor I, Inland Revenue Department	1
Acting Veterinary Officer, Veterinary and Livestock Division	1
Meteorological Officer III, Meteorological Division	1
Acting Junior Clerk, Ministry of Tourism	1

APPENDIX B (ii)

Termination

Senior Lecturer I, Antigua State College	1
Substitute Clerical Assistant, Police Division	1
Meteorological Officer I, Meteorological Division	1
Statistical Officer III, Statistics Division	1
Temporary Staff Nurse, Holberton Hospital	1
Senior Clerk, Legal Aide and Advice Centre	1
Temporary Staff Nurse II, Fiennes Institute	1
Staff Nurse II, Holberton Hospital	1
Acting Uncertificated Teacher, Education Division	2
Uncertificated Teacher, Education Division	3
Graduate Assistant II, Education Division	2
Graduate Assistant, Chemistry and Food Technology Division	1
Acting Statistician, Statistics Division	1

APPENDIX B (iii)

Dismissals

Assistant Teacher II, Education Division	1
Acting Field Auditor, Inland Revenue Department	1
Uncertificated Teacher, Education Division	1
Assistant Teacher II, Education Division	1
Graduate Assistant I, Education Division	1
Graduate Assistant II, Education Division	2
Acting Senior Lecturer, Antigua State College	1