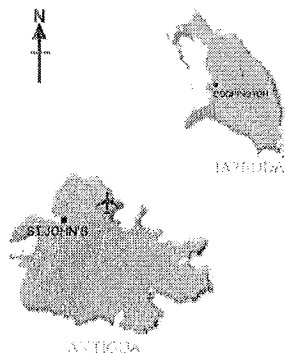
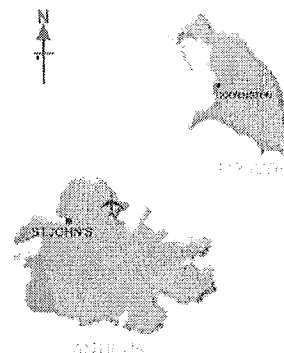


42nd Annual Report



of the



Public Service Commission

of Antigua and Barbuda 2012

Antigua and Barbuda 2012

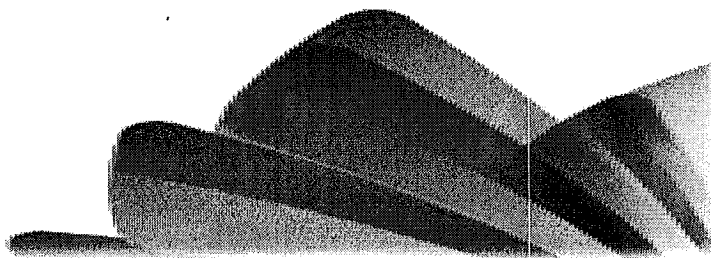
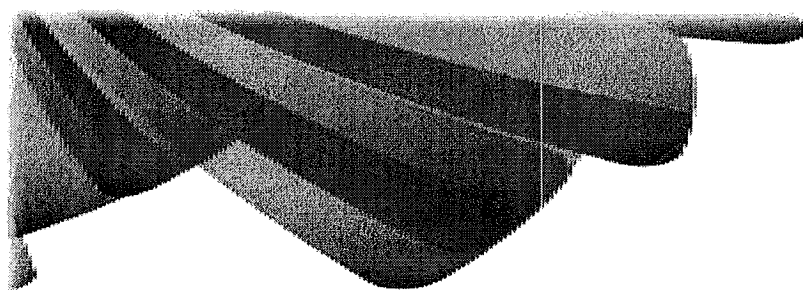


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OUR VISION

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 2012

1. *Period of Report*

This is the Forty-third (43rd) Report of the Public Service Commission as an Executive Body, which covers the period January 01 - December 31, 2012.

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 2012 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.

6. Accommodation and Staff

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

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

7. Meetings

Throughout the period under review, forty-five (45) ordinary meetings were held by the Commission. Meetings are held on Wednesdays.

8. Employment/Re-employment/Recruitment

The Commission approved one hundred and twelve (112) applications for employment in the Civil Service.

A total of forty-six (46) persons were employed in the essential areas which included Health (doctors/nurses) and those in the Teaching Profession. The remaining sixty-four (64) persons were employed/crossed-over in the General Service. The Commission also declined the employment of three (3) persons.

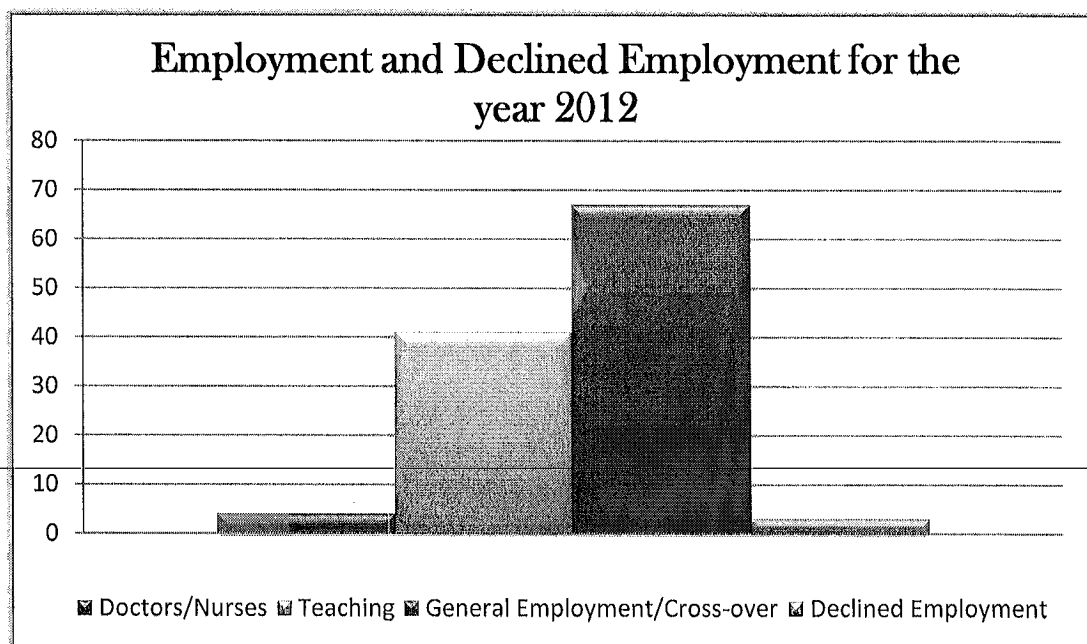


FIGURE 1.1

Figure 1.1 shows the comparison of persons who were employed/crossed-over and declined employment in the Civil Service for 2012.

9. Interviews with Serving Officers and New Applicants/Audience

The Commission conducted a total of seventy (70) interviews during the year. Forty (40) persons were interviewed for new employment or officers already in the Service who applied for vacant positions. Thirty (30) Non-Established officers were interviewed and approved for cross-over to the Established Service.

In addition, there were twelve (12) occasions where audiences were held. One (1) audience occurred with senior officials within the Ministry of Legal Affairs. On five (5) occasions, officers requested an audience with the Commission to bring to light grievances they were experiencing. The Commission held three (3) due to inappropriate behaviour of junior officers and three (3) were held with officers acting in senior positions.

FIGURE 1.2

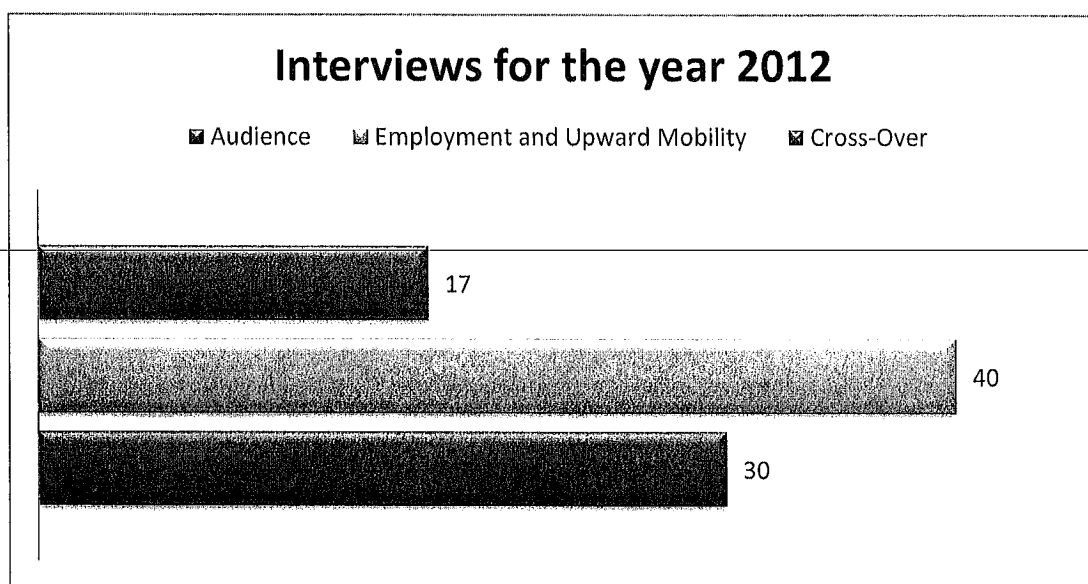


Figure 1.2 shows the number of interviews held by the Commission for the year 2012

10. Movements within the Service

The Commission approved a total of four hundred and ninety-six (496) acting appointments which occurred as a result of movement in the Service due to retirements, resignations, vacation leave, study/duty leave, terminations and dismissals. These acting appointments were necessary for the continuous and smooth operation of the Service.

During the period under review, the Commission approved two hundred and forty-nine (249) confirmations of officers within the Service. These confirmations are in administrative, technical and professional areas in the service and are as outlined below. Confirmations were effected when officers performed satisfactorily in vacant positions for a minimum period of at least three (3) months.

Ministry of Education, Gender, Sports and Youth Affairs	58
Ministry of Finance, the Economy and Public Administration	82
Ministry of Agriculture, Lands, Housing and the Environment	18
Ministry of Works and Transport	7
Ministry of Health, Social Transformation and Consumer Affairs	32
Ministry of Tourism, Civil Aviation and Culture	6
Ministry of National Security and Labour	12
Ministry of Legal Affairs	22
Ministry of Foreign Affairs	2
Office of the Ombudsman	2
Legislature	2
Police Service Commission	1
Public Service Commission	5

11. Transfers/Requests for Transfer

During the period under review, the Commission effected twenty-seven (27) transfers/requests for transfer. Three (3) requests were declined. The Ministries/Divisions from which the following officers were transferred are as follows:-

✓ Ministry of Health, Social Transformation and Consumer Affairs

Central Board of Health	1	Mount St. John's Medical Centre	2
Social Transformation	1	School of Nursing	1

✓ Ministry of Education, Gender, Sports and Youth Affairs

Headquarters (Education)	1
Sports	2

✓ Ministry of Finance, the Economy, Public Administration

Establishment Department (1 lateral transfer)	2	Treasury Division	1
Inland Revenue Department	1	General Post Office	1
Training Division	1	Co-operatives Department	1

✓ Ministry of Agriculture, Lands, Housing, and the Environment

Headquarters	3
--------------	---

✓ Ministry of Information, Broadcasting, Telecommunications, Science and Technology

Headquarters	2
--------------	---

✓ Ministry of Legal Affairs

Headquarters	1
Registry of Intellectual Property	1
Law Library	1

✓ Ministry of Tourism

V.C. Bird International Airport	1
---------------------------------	---

✓ Ministry of Works and Transport

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

✓ Cabinet Secretariat

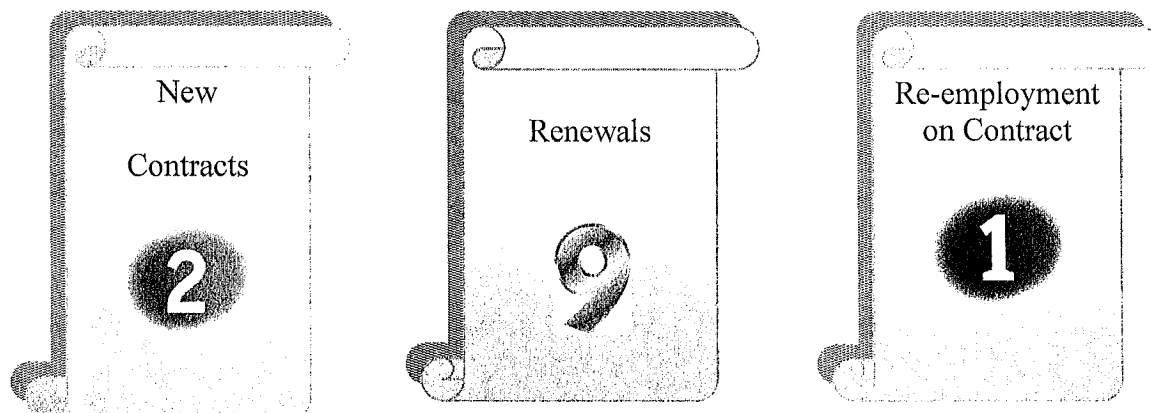
1

✓ Ministry of National Security and Labour

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

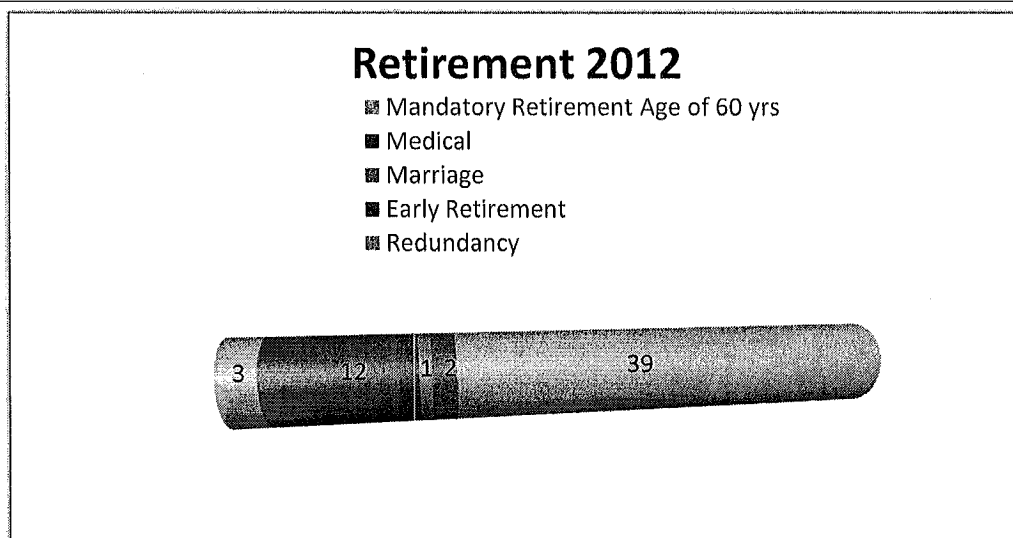
12. Employment/Re-employment on Contract

The Commission noted or approved a total of twelve (12) contractual appointments:-



13. Retirement

During the period under review a total of fifty-seven (57) officers retired from the Civil Service on grounds outlined below.



14. Retention of Services/Re-employment

The Commission was presented with one instance/recommendation for the retention of services of an officer (Principal I, Education Division) beyond the normal age of retirement. The recommendation was approved.

15. Grant of Study and Duty Leave

In 2012, the Commission approved a total of two hundred and twenty-one (221) applications for Study and Duty leave. Study Leave approvals totaled ninety-four (94) while Duty Leave approvals numbered one hundred and twenty-seven (127). 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. Extensions of Study and Duty Leave

Nine (9) officers requested and were granted extension of Study or Duty Leave respectively to enable them to complete their various study programmes.

17. Leave without Pay

The Commission made a total of thirteen (13) decisions regarding leave without pay. Six (6) officers were granted leave without pay to complete courses of study that they were pursuing. The Commission also imposed leave without pay to two (2) persons due to disciplinary action, and extended leave without pay to five (5) 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 one hundred and twelve (112) officers as outlined in Figure 1.4.

FIGURE 1.4

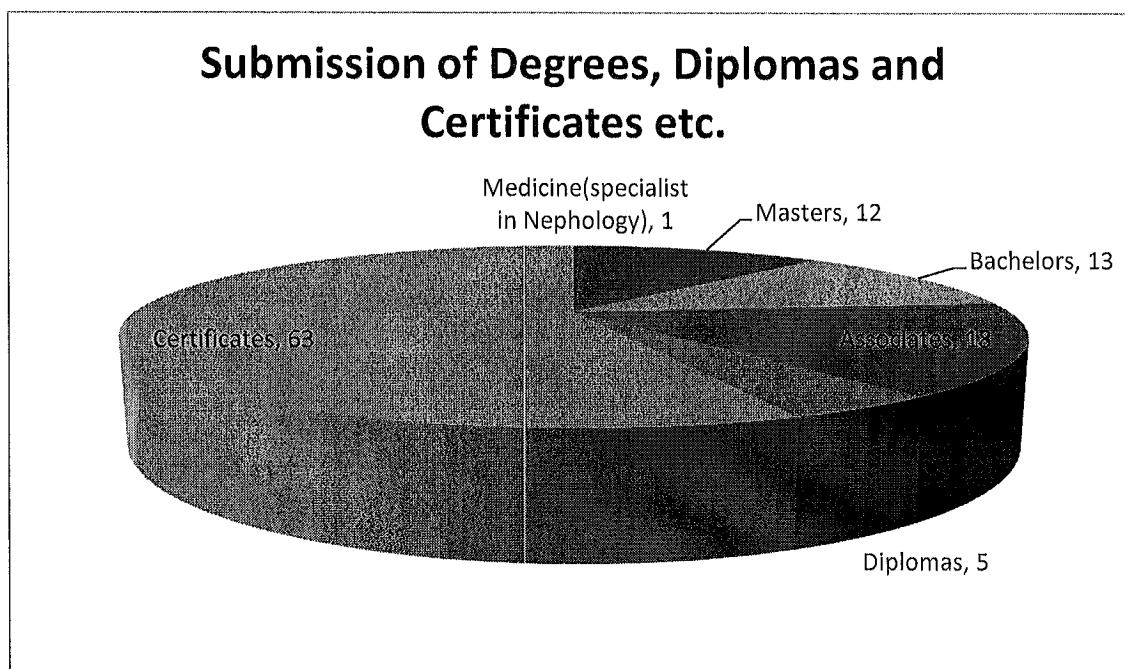


Figure 1.4 shows the percentage of Degrees, Diplomas and Certificates, submitted by officers for the year 2012.

19. Secondment/Attachment and Termination of Secondment

The Commission approved a total of thirteen (13) secondments/attachments and two (2) continued secondments of officers to various areas within the Service and to other regional/international organizations.

In addition to the above, the Commission also terminated the secondment of officers or reverted them to their substantive posts in nine (9) instances as outlined below:-

Two (2) Registered Nurse, Mount St. John's Medical Centre reverted to Central Government

One (1) Senior Clerk, Registrar's Division reverted to Ministry of Works and Transport

Two (2) House Officers, Mount St. John's Medical Centre reverted to Central Government and deployed as District Medical Officers, Medical Division

One (1) Junior Clerk, Public Sector Transformation Unit reverted to Inland Revenue Department

One (1) Senior Foreign Service Officer I, Foreign Affairs secondment to perform duties at Industry and Commerce terminated

Senior Training Officer, Training Division secondment to perform duties as Senior Assistant Secretary, Ministry of Finance terminated

Laundry Aide, Mount St. John's Medical Centre reverted to Central Government

20. Creation, Upgrading /Redesignation of Positions

During the period under review, a total of one hundred and forty-seven (147) positions were created/upgraded or redesignated/reclassified by the Cabinet of Antigua and Barbuda which were noted by the Commission. Creation, upgrading and redesignation took place in various ministries as shown below.

Ministry of National Security and Labour

<i>Creation</i>	
<i>Police Division - 1</i>	
<i>Military - 1</i>	
<i>Immigration - 4</i>	

Ministry of Education, Sports and Youth Affairs

<i>Upgrade</i>	
<i>Sports - 1</i>	

<i>Creation</i>	
<i>Education Division - 57</i>	

Ministry of Foreign Affairs

<i>Creation</i>	
<i>Passport Division - 6</i>	

Ministry of Finance, the Economy and Public Administration

- Economic Policy Planning Unit (EPPU) redesignated as Development Planning Unit
- Integrated Financial Management Systems (IFMS) Help Desk created under the Ministry of Finance Headquarters

<i>Upgrade</i>		<i>Creation</i>	
<i>Inland Revenue Department - 7</i>		<i>Inland Revenue Department - 5</i>	
<i>Development and Planning Unit - 2</i>		<i>Finance Headquarters - 3</i>	
<i>Establishment Department - 4</i>		<i>Establishment Department - 1</i>	

Ministry of Tourism, Civil Aviation and Culture

	<i>Redesignation</i>	
	<i>Meteorological Division - 1</i>	

Ministry of Health, Social Transformation and Consumers Affairs

	<i>Upgrade</i>			<i>Creation</i>	
	<i>Medical Division - 26</i>			<i>Social Transformation Division - 4</i>	
				<i>Health Headquarters - 1</i>	
				<i>Medical Division - 11</i>	

	<i>Redesignation</i>	
	<i>Social Transformation Division -1</i>	
	<i>Medical Division - 11</i>	

21. Recommendations to Cabinet

The Commission gave directives to the Chief Establishment Officer to request Cabinet's consideration of nine (9) matters as shown in Figure 1.5.

FIGURE 1.5

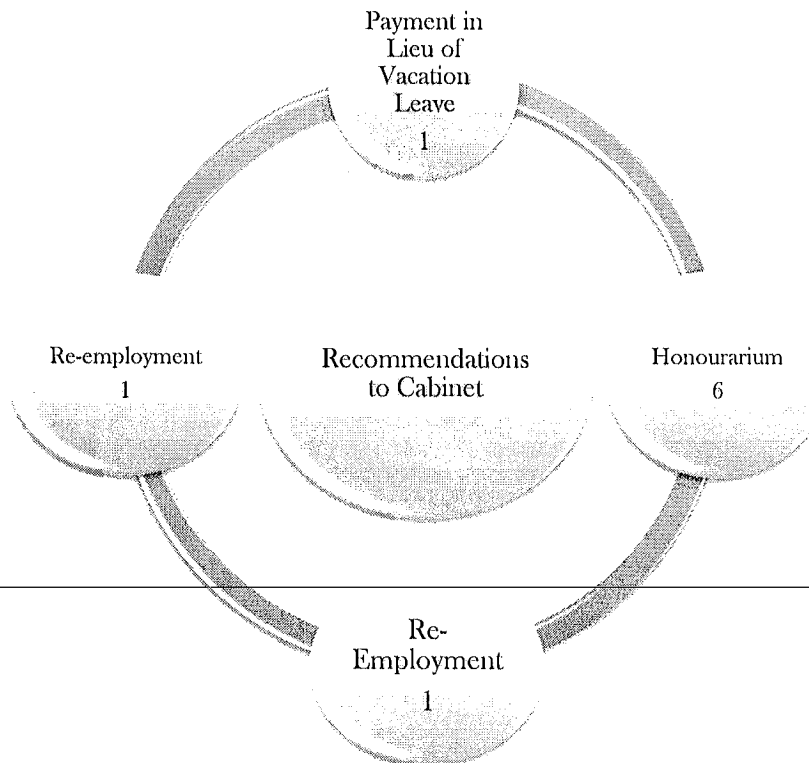


Figure 1.5 shows the various matters that were referred to Cabinet in 2012

22. Recommendations for Examination by a Medical Board



The Commission gave the directive for six (6) officers to be examined by a Medical Board to determine their suitability for continued employment in the Civil Service.

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:-

Statistics Division

Statistician

Inland Revenue Department

Commissioner of Inland Revenue

Ministry of Works and Transport

Head of Roads,
Head of Buildings,

Department of Social Policy, Research and Planning, Ministry of Health, Social Transformation and Consumer Affairs.

Social Analyst
Systems Analyst
Social Protection Officer
Projection Development Officer

24. Honoraria

The Commission noted nine (9) Cabinet decisions, where honorarium was paid to officers for performing duties in the following positions:-



- ≈ Principal Inspector of Customs, Customs Division
- ≈ Secretary to the Cabinet, Cabinet Secretariat
- ≈ Chief Lands Officer, Lands Division
- ≈ Deputy Principal (Secondary School), Education Division
- ≈ Executive Officer, Cabinet Secretariat
- ≈ Director, Community Development, Community Development Division

25. Obituaries



The Commission records, with a sense of deep loss, the passing of one of its members, Mr. Alfred James on 22nd December, 2012. Commissioner James' contribution to the Commission was invaluable.

The Commission also recorded the passing of three Civil Servants during 2012:-

- (i) *Lorette Smith, Assistant Teacher II, Education Division*
- (ii) *Melissa Bright, Domestic Aide, Fiennes Institute*
- (iii) *Raul Samuel, Uncertificated Teacher, Education Division*

26. Resignations, Terminations and Dismissals

The Commission accepted the resignation of fifteen (15) officers during 2012, due to varied reasons.

A total of twenty-three (23) officers were terminated and four (4) were dismissed. Reasons for termination or dismissal include:-

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

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:-

2009

- | | |
|-----------------------------------|---|
| Customs Officer, Customs Division | - (Submitted to the Ministry of Legal Affairs for framing of charges) |
| Customs Officer, Customs Division | - Matter in the hands of the Police |

2011

- | | |
|---|--------------------------------------|
| Senior Executive Officer, Military Division | - Matter in the hands of the Police) |
| Supervisor of Stores, MSJMC | - Currently in the Courts |

2012

- | | |
|---|--------------------------------|
| Junior Clerk, Property Valuation Division | - Currently being investigated |
| Customs Officer, Customs Division | - Currently being investigated |

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 A.

APPENDIX B (i)

Resignations

Uncertificated Teacher Education Division	1
Acting Uncertificated Teacher	2
Assistant Teacher II, Education Division	1
Acting Graduate Assistant II, Education Division	1
Temporary Staff Nurse II, Holberton Hospital	1
Assistant Field Auditor II, Inland Revenue Department	2
Foreign Service Officer, Ministry of Foreign Affairs	1
Graduate Assistant II, Education Division	2
Acting Assistant Teacher III	1
Graduate Assistant I, Education Division	1
Acting Systems Analyst, Treasury Department	1

APPENDIX B (ii)

Termination

Uncertificated Teacher, Education Division	2
Acting Uncertificated Teacher, Education Division	3
Junior Trademark Officer, Intellectual Property and Commerce Division	1
Acting Junior Clerk, Ministry of <u>Education</u> , Gender, Sports and Youth Affairs	1
Acting Graduate Assistant II, Education Division	2
Acting Graduate Assistant I, Education Division	1
Acting Junior Clerk, Training Division	1
Acting Foreign Service Officer, Ministry of Foreign Affairs	1
Acting Junior Clerk, Registrar's Division	1
Acting Veterinary Officer, Livestock Division	1
Temporary Acting Graduate Assistant I, Education Division	1
Court Reporter, Registrar's Division	1
Principal Customs Officer, Customs and Excise Division	1
Registered Nurse, Medical Division	1
Assistant Teacher III, Education Division	1
House Officer, Mount St, John's Medical Centre	1
Acting Assistant Teacher I	1
House Officer, Mental Hospital	1
Pharmacist III, Holberton Hospital	1

APPENDIX B (iii)

Dismissals

Junior Clerk, Treasury Division	1
Graduate Assistant II, Education Division	1
Assistant Teacher I, Education Division	1
Acting Uncertificated Teacher, Education Division	1

APPENDIX A

Other Matters dealt with by the Commission

- ❖ Suspension/Interdiction of Officers
- ❖ Granting of Time-off from Regular Duties
- ❖ Submission of Academic Transcripts/Successful Completion of Studies
- ❖ Deferral of Study/Duty Leave
- ❖ Granting of Permission to Resume Duties
- ❖ Waiver of Qualifications/Requirements
- ❖ Disciplinary matters requiring “lesser punishment” than dismissal