

ACCOUNTABILITY AGREEMENT

AGREEMENT made this 18th day of October 2007 between the PUBLIC SERVICE COMMISSION and the CHIEF EXECUTIVE OFFICER, Forestry Department in relation to the Delegation of Functions (Public Service) Order, 2007, Forestry Department effective the 1st September, 2007:

1. MANDATE

This accountability Agreement is pursuant to the Delegation of Functions (Public Service) Order, 2007.

2. POWERS

Under this Agreement and on the conditions set out below, the Chief Executive Officer is delegated the following powers under the Public Service Regulations, 1961:

2.1 Appointments

All appointments activities, including:

- recruitment
- first appointment
- promotion
- acting appointment
- transfer

2.2 Separation

Removal of persons from office, including:

- for cause (misconduct, criminal offence, etc.)
- in the public interest
- discontinuation of function
(lack of work, reorganization, elimination of position, etc.)
- incapacity
(inability to perform for medical, physical and/or psychological reasons)
- voluntary departure (resignations)
- retirement (mandatory and/or elected)
- other

2.3 Discipline

The exercise of disciplinary measures for any and all infractions, including those which could lead to removal from public office.

2.4. Training

The selection of persons for training, including the grant of study leave.

3. ACCOUNTABILITY

The Chief Executive Officer is accountable to the Governor-General through the Public Service Commission, based on the following:

3.1 Key Values

The Human Resource Policies and Procedures of the Agency shall, as a minimum, reflect the key values of:

- Integrity
- Merit
- Fairness
- Transparency
- Equity
- Respect
- Accountability

3.2 Expectations

The Chief Executive Officer shall, with respect to:

3.2.1 Appointments

- Ensure that appointment decisions flow from sound human resource strategy, including comprehensive succession planning;
- Make appointment decisions based on merit, through processes that are fair, equitable and transparent;
- Ensure that the widest possible access and opportunity are provided in selection processes, including, but not limited to advertising;

Appointments cont'd

- Avoid giving unfair advantage to any potential candidate;
- Ensure that selection criteria fairly reflect the duties to be performed and the needs of the Agency;
- Use a mix of selection tools to enhance the balance and fairness of selection processes;
- Provide information and opportunity for feedback to explain appointment processes and decisions;
- Provide mechanisms for fair and impartial recourse and redress.

3.2.2 Discipline

Ensure that in removing from office or exercising disciplinary measures over any person the provisions of Section 127(4) of the Constitution of Jamaica are respected.

3.2.3 Training

Ensure that the principles of transparency, equity and fairness govern the selection of persons for training and that training is in keeping with the Training and Development Plan of the Agency.

4. PERFORMANCE INDICATORS

The exercise of the delegated powers shall be assessed by the Public Service Commission against the following performance indicators:

- Number of appeals filed and upheld as a percentage of total number of appointments made;
- Number of persons in acting assignments, subsequently confirmed as permanent appointees, as a percentage of all permanent appointments made;
- Number of appeals against disciplinary decisions upheld, as a percentage of all disciplinary decisions made;

Performance Indicators cont'd

- Collective grievances settled and speed at which they are settled without time loss and loss of goodwill;
- Employee feed-back about the exercise of the delegated authorities;
- Others, as may be agreed by the Agency and the Public Service Commission from time to time.

5. REPORTING REQUIREMENT

The Chief Executive Officer undertakes to submit to the Public Service Commission, an Annual Report for each fiscal year, based upon the agreed performance indicators, by no later than the end of the first quarter of the succeeding fiscal year.

6. RECOURSE AND REDRESS

6.1 Appointment

- Any unsuccessful candidate in a selection process who has reason to believe he/she was assessed unfairly may appeal to the Public Service Commission within five (5) working days of being informed of the results;
- Appeals made to the Public Service Commission will be heard within twenty (20) working days of filing;
- An appellant has the right of representation by person/persons of his/her choice;
- The appeal process will reassess only matters in respect of the appellant in the selection process;
- If there is an appeal, no appointment will be made until the appeal has been heard and a decision rendered;
- An upheld appeal does not result in the automatic appointment of the appellant;
- If an appeal is upheld, a completely new selection process may be necessary.

6.2 Removal/Discipline

- Procedures relating to removal and/or discipline must follow due process;
- The provisions of Section 127(4) of the Constitution of Jamaica continue to apply.

7. MONITORING

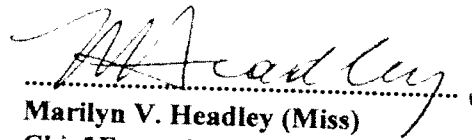
The Public Service Commission has the responsibility for monitoring the performance of the Chief Executive Officer in respect of these delegated powers, including the conduct of periodic audits and/or opinion surveys among employees, as may be warranted.

8. PERFORMANCE ASSESSMENT

Failure to comply with the provisions of this Accountability Agreement may result in appropriate sanctions by the Public Service Commission up to and including revocation of the delegated powers either from a manager to whom the power is sub-delegated or, ultimately from the Chief Executive Officer. The Assessment of the Commission will form part of the overall Accountability of the Chief Executive Officer.



.....
Honourable Daisy Coke, O.J., C.D.
Chairman
Public Service Commission



.....
Marilyn V. Headley (Miss)
Chief Executive Officer
Forestry Department

