

SEVENTY-FOURTH REPORT

OF THE

SALARIES REVIEW COMMISSION

OF THE

REPUBLIC OF TRINIDAD AND TOBAGO

January 11 , 2005

Seventy-fourth Report of the Salaries Review Commission

Revision of the salary and allowances applicable to the office of Secretary, National Security Council Secretariat

By letter dated March 6, 2003, His Excellency, the President of the Republic of Trinidad and Tobago conveyed his approval for the revision by the Salaries Review Commission of the salary and allowances applicable to the office of Secretary, National Security Council Secretariat (NSCS).

2. The Commission has now been provided with all the information necessary to undertake the review of the remuneration arrangements applicable to the office of Secretary, NSCS.

3. In our deliberations on this matter, we held discussions with the former holder of the office of Secretary, NSCS who advised us of the role of the Secretariat in the overall plan of the Government of the Republic of Trinidad and Tobago to maintain national security and to address threats thereto.

4. We are aware that the Secretariat, which is headed by the Secretary, NSCS, has a vital role in supporting the work of the National Security Council (NSC), which is chaired by the Prime Minister of Trinidad and Tobago.

5. The Secretary reports to the Prime Minister and is an important operational link between the various agencies responsible for specialised areas of national security. In this regard, the office holder participates in the formulation and subsequent evaluation of appropriate policies and initiatives. The Secretary is also required to manage, plan and direct the work of the Secretariat and is responsible for the administrative functions of the Secretariat viz: -

- (i) preparing budgetary proposals for the Secretariat;
- (ii) supervising and co-ordinating financial and accounting matters;
- (iii) recruiting staff of the Secretariat; and
- (iv) representing Government on national, regional and international Committees and Boards.

In all, the Secretary is involved in highly specialised work at the highest level of national security and functions in a psychologically difficult environment. The office holder also performs with a significant degree of autonomy.

6. We are advised that the office holder is required to have academic qualifications as evidenced by a Bachelor's Degree from a recognised University

in addition to training in accordance with international guidelines, in the field of internal security and methods of counteracting crime. The incumbent is also required to possess considerable knowledge of statutory financial provisions and regulations for the control and management of public finances. We were informed further that given the nature and functions of the NSC and the duties and responsibilities of the Secretary, NSCS, the office holder is required to be a person of stature and integrity with the ability to interact with officials at the highest levels and with the authority to require heads of the relevant agencies/departments to act in accordance with policies established by the NSC.

7. When the office of Secretary, NSCS was created in 1994, the Commission recommended a remuneration package for the office that was the same as that applicable to the office of Permanent Secretary. That recommendation was accepted. In the general review of 2002, we re-examined the duties and responsibilities of all offices in the Top Managers in the Public Service grouping and found it necessary to realign those offices in relation to the office of Permanent Secretary, having regard to the scope, function, level of responsibility and reporting relationships of the respective offices. The Commission considered that the office of Permanent Secretary stood at the "apex of offices in the Public Service". In that review, the office of Secretary, NSCS, among others, was placed in Group 2B of the Top Managers of the Public Service grouping.

8. The existing terms and conditions of the office of Secretary, NSCS are as follows: -

Salary

\$18,500 per month.

Transport Facilities

- (i) A maximum loan of \$140,000 at a rate of interest of 6% per annum repayable over a period of six (6) years to facilitate the purchase of either:-
 - (a) a new motor vehicle with exemption from Motor Vehicle Tax limited to the amount payable on a vehicle with an engine capacity of 1999cc and exemption from Value Added Tax limited to a maximum of \$25,000; or
 - (b) a used motor vehicle with exemption from Special Motor Vehicles Tax limited to the maximum amount payable in respect of Motor Vehicle Tax on a vehicle at (a) above and exemption from Value Added Tax limited to a maximum of \$25,000.

- (ii) A loan to cover the cost of Motor Vehicle Insurance premium at a rate of interest of 6% per annum.
- (iii) A maximum loan of \$15,000 at a rate of interest of 6% per annum to effect repairs to a motor vehicle.
- (iv) A Transportation Allowance of \$2,300 per month.

Service Allowance

\$2,500 per month.

Subsistence Allowance

- (i) \$75 per day when travelling on official business beyond a radius of sixteen (16) kilometres from official headquarters, and where it is necessary to purchase a meal(s).
- (ii) When on official duty in Tobago, the office holder to be eligible for hotel accommodation and meals, as necessary. In the absence of the provision of any meal(s), to be paid \$75 per day.
- (iii) For travel abroad on official business, US\$50 per day, once not in receipt of other allowances for overseas travel, such as those payable under Minister of Finance Circular No. 3 dated March 15, 1999.

Housing Allowance

\$5,000 per month.

Entertainment

Actual expenses incurred for official entertainment to be met from an official Entertainment Vote under the control of the Ministry/Department to which the office holder is attached.

Vacation Leave

Thirty (30) calendar days per annum.

Telephone Facilities

An allowance of \$500 per month.

Medical Benefits

Membership in and entitlement to medical benefits as provided under the UNIMED Group Health Plan.

Pension/Gratuity

Entitlement to superannuation benefits in accordance with the provisions of the Pensions Act, Chap. 23:52.

9. In this review, we have re-examined the role of the Secretary, NSCS. We considered the portfolio of duties and responsibilities of the office, the difficult nature of the work of the Secretary, NSCS and the degree of confidentiality that is required of the office holder. We took account of the information given that the office holder reports directly to the Prime Minister of Trinidad and Tobago and of the role of the office holder in ensuring that the policies developed by the NSC are implemented. Consideration was also given to the calibre of person required for the office and the high degree of independence with which the office holder functions.

10. We consider it essential that the office should be placed at a level that would provide the office holder with the appropriate authority and status necessary to co-ordinate successfully the activities required of the heads of the relevant agencies. Taking all factors into consideration, we are of the view that the office would be placed properly in Group 1 of the 'Top Managers in the Public Service' grouping, in a new sub-group, Group 1D.

11. In light of the above, we recommend the following remuneration arrangements for the office: -

SECRETARY, NATIONAL SECURITY COUNCIL SECRETARIAT

Salary

\$19,750 per month.

Special Duty Allowance

\$2,250 per month

Transport Facilities

- (i) A maximum loan of \$160,000 at a rate of interest of 6% per annum repayable over a period of six (6) years to facilitate the purchase of either:-

- (a) a new motor vehicle with exemption from Motor Vehicle Tax limited to the amount payable on a vehicle with an engine capacity of 2200cc and exemption from Value Added Tax limited to a maximum of \$30,000; or
 - (b) a used motor vehicle with exemption from Special Motor Vehicles Tax limited to the maximum amount payable in respect of Motor Vehicle Tax on a vehicle at (a) above and exemption from Value Added Tax limited to a maximum of \$30,000.
- (ii) A loan to cover the cost of Motor Vehicle Insurance premium at a rate of interest of 6% per annum.
 - (iii) A maximum loan of \$15,000 at a rate of interest of 6% per annum to effect repairs to a motor vehicle.
 - (iv) A Transportation Allowance of \$2,500 per month.

Service Allowance

\$2,500 per month.

Subsistence Allowance

- (i) \$75 per day when travelling on official business beyond a radius of sixteen (16) kilometres from official headquarters, and where it is necessary to purchase a meal(s).
- (ii) When on official duty in Tobago, the office holder to be eligible for hotel accommodation and meals, as necessary. In the absence of the provision of any meal(s), to be paid \$75 per day.
- (iii) For travel abroad on official business, US\$50 per day, once not in receipt of other allowances for overseas travel, such as those payable under Minister of Finance Circular No. 3 dated March 15, 1999.

Housing Allowance

\$5,000 per month.

Entertainment

Actual expenses incurred for official entertainment to be met from an official Entertainment Vote under the control of the Ministry/Department to which the office holder is attached.

Vacation Leave

Thirty (30) calendar days per annum.

Telephone Facilities

An allowance of \$500 per month.

Medical Benefits

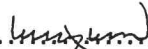
Membership in and entitlement to medical benefits as provided under the UNIMED Group Health Plan.

Pension/Gratuity

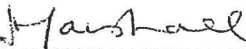
Entitlement to superannuation benefits in accordance with the provisions of the Pensions Act, Chap. 23:52.

12. We recommend that the effective date of implementation of the above should be the date on which the office is filled.

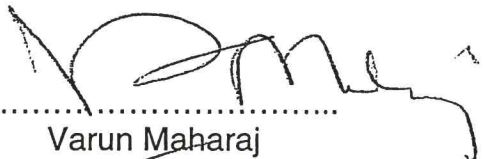
Dated this 11th day of January, 2005.


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Edward Collier
(Chairman)


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Keith Ortiz


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Joyce Marshall


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Ashton Brereton


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Varun Maharaj