

SEVENTY-SIXTH REPORT

OF THE

SALARIES REVIEW COMMISSION

OF THE

REPUBLIC OF TRINIDAD AND TOBAGO

March 18, 2005

SEVENTY-SIXTH REPORT OF THE SALARIES REVIEW COMMISSION

Review of the salary and other conditions of service of the office of Executive Director, National Library and Information System Authority

The President of the Republic of Trinidad and Tobago, by letter dated August 5, 2004, conveyed his approval for the Salaries Review Commission (SRC) to review the salary and other conditions of service of the office of Executive Director, National Library and Information System Authority (NALIS).

2. The Commission last reviewed the remuneration arrangements of this office during the general review of the terms and conditions of employment of all office holders within our purview in our Sixty-seventh Report of 2002. At the time of the review, the office of Executive Director, NALIS and the office of Permanent Secretary were provided with the same salary and other conditions of service. In that review, we re-examined the duties and responsibilities of all offices as well as the relativities existing among a number of offices and recommended certain changes. As a consequence, offices in the Top Managers groupings in the Public Service and in Statutory Bodies were realigned in relation to the office of Permanent Secretary which was placed at the apex of offices in the Public Service.

3. Our recommendation for the office of Permanent Secretary took account of the role and functions assigned to that position under the provisions of the Constitution, the Exchequer and Audit Act, as well as the Public Service Commission Regulations.

4. Additionally, in placing the offices in the Top Managers grouping in the revised structure, significant weight was placed on the varying degrees of responsibilities of the office holders for formulation and implementation of policy at the national level, which would impact on the public sector as well as the private sector. The office holder's authority to enforce adherence to any policy established for these sectors was also considered.

5. In our assessment of the office of Executive Director, NALIS at that time, we were cognisant of the role of the office holder in policy formulation and implementation for library and information services at the national level. We noted also that a similar level of responsibility rested on each of the Executive Directors of the other Statutory Bodies under our purview such as the Water and Sewerage Authority and the Public Transport Service Corporation which are placed in the Top Managers in Statutory Bodies grouping along with the office of Executive Director, NALIS.

6. Also, we considered other aspects of the work of the office of Executive Director, NALIS such as overseeing the human resource management function in the organisation, tendering for and procurement of goods and services and

preparing and managing recurrent and capital budgets. We were satisfied that those functions were not unique to the office of Executive Director, NALIS. Indeed, all office holders in the Top Managers in the Public Service and Statutory Bodies groupings are responsible for performing such functions directly or indirectly.

7. Further, we were advised that the Permanent Secretary, Ministry of Public Administration and Information, as Accounting Officer of the Ministry under which NALIS falls, is ultimately responsible for ensuring that all funds allocated to the Ministry, including those entrusted to the Executive Director's care, are utilised only for the purpose intended by Parliament.

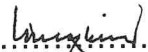
8. We were satisfied, therefore, that based on the scope and level of duties and responsibilities that Permanent Secretaries and Heads of Department are called upon to discharge, only those offices should occupy the highest position on the compensation scale for the Public Service (including Statutory Bodies).

9. In our reassessment of the office of Executive Director, NALIS, we noted that no change had occurred in the environment since our last general review of 2002 to warrant a realignment of that office. Therefore, we are of the view that the difference in the relationship established between the office of Executive Director, NALIS and that of Permanent Secretary is still valid.

10. We have been advised also that concern has been expressed that in accepting the recommendations in our Sixty-seventh Report on the realignment of the office of Permanent Secretary, the terms and conditions of service of the then incumbent of the office of Executive Director, NALIS had been altered to her disadvantage. However, in making our recommendations, we are always cognisant of the need to ensure that office holders do not suffer any loss of remuneration. Indeed, we are confident that as a result of the realignment of the office of Permanent Secretary, no office holder in the Top Managers groupings suffered any loss of emoluments. In fact, the compensation packages of all office holders in those groupings were increased as a result of our recommendations. While relationships which existed among certain offices prior to our Sixty-seventh Report were altered, this cannot be considered to have changed an office holder's terms and conditions of service to his/her disadvantage. In reviewing compensation arrangements, the realignment of relationships, from time to time, is an accepted principle.

11. In conclusion, we recommend that the salary and other conditions of service applicable to the office of Executive Director, NALIS as contained in our Sixty-seventh Report and accepted by Cabinet should continue in effect. These terms and conditions of service are outlined in the Appendix hereto.

Dated this18th..... day of March, 2005.

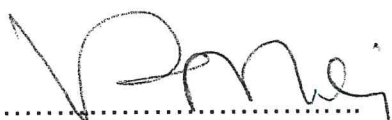


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Edward Collier
(Chairman)


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Keith Ortiz



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Joyce Marshall


.....
Ashton Brereton


.....
Varun Maharaj


**Remuneration arrangements of the office of Executive Director,
National Library and Information System Authority**

Salary

\$19,500 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 NALIS.

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

- (i) Pending the establishment of a pension scheme for employees of NALIS, the office holder to be eligible for pension benefits under the provisions of the Pensions Extension Act, Chap. 23:53.
- (ii) Where an office holder joins NALIS from outside the Public Service, serves for fixed terms of five (5) years or less and does not qualify for terminal benefits under the Pensions Extension Act, to be provided with a gratuity equivalent to 20% of gross salary earned over the term of office.