

NOT PAID

EIGHTY- FOURTH REPORT

OF THE

SALARIES REVIEW COMMISSION

OF THE

REPUBLIC OF TRINIDAD AND TOBAGO

December 3 , 2007

EIGHTY-FOURTH REPORT THE SALARIES REVIEW COMMISSION

Review of the terms and conditions of service of the office of Registrar, Integrity Commission

By letter dated July 13, 2006, the President of the Republic of Trinidad and Tobago, conveyed his approval for the Salaries Review Commission (SRC) to review the salary and other conditions of service of the office of Registrar, Integrity Commission.

2. The terms and conditions of the office of Registrar, Integrity Commission were last reviewed in 2006 during the general review of salaries and other conditions of service of all office-holders within our purview.

3. We have been informed that since that general review, the organisation has been undergoing a restructuring process and as a result, is now divided into four functional areas. As a consequence, we examined the impact of those changes on the office of Registrar, Integrity Commission which is the administrative head of the organisation.

4. The Integrity Commission was established by the Integrity in Public Life Act, No. 8 of 1987 and at that time, the major function of the Commission was to receive, examine and retain all declarations filed with it under the Act and to verify or determine the accuracy of such declarations. There were approximately one hundred and fifty (150) persons in public life then, consisting of the following office-holders:-

- (1) Members of the House of Representatives
- (2) Ministers of Government
- (3) Parliamentary Secretaries
- (4) Members of the Tobago House of Assembly
- (5) Permanent Secretaries and Chief Technical Officers.

5. Subsequently, the 1987 Act was reviewed and the Integrity in Public Life Act, No. 83 of 2000 was enacted, empowering the Commission to exercise greater control and oversight with respect to the conduct of persons in public life. The Act gave the Commission the additional power of regulating the conduct of persons exercising public functions. The 1987 Act was amended by Act 88 of 2000 to further strengthen the powers of the Commission as well as to widen the scope of the Commission. In this regard, we are advised that the declarant population expanded considerably, from approximately six hundred (600) persons to approximately eighteen hundred (1800) persons today: the group of persons in public life being expanded to include:-

- (1) Members of the Municipalities
- (2) Members of Local Government Authorities
- (3) Senators
- (4) Judges and Magistrates appointed by the Judicial and Legal Service Commission
- (5) Members of the Boards of all Statutory Bodies and State Enterprises, including those bodies in which the State has a controlling interest.

We are advised that, in addition, all declarants under the revised Act are required to include particulars of the income, assets and liabilities of their spouses and dependent children – a requirement which did not exist in the 1987 Act.

6. In addition to functions which were previously set out in the 1987 Act, the Commission is now required to:-

- (a) compile and maintain a Register of Interests;
- (b) receive and investigate complaints regarding any alleged breaches of the Act or the commission or any suspected offence under the Prevention of Corruption Act;
- (c) investigate the conduct of any person falling under the purview of the Commission which, in the opinion of the Commission, may be considered dishonest or conducive to corruption;
- (d) examine the practices and procedures of public bodies, in order to facilitate the discovery of corrupt practices;
- (e) instruct, advise and assist the heads of public bodies of changes in practices or procedures which may be necessary to reduce the occurrence of corrupt practices; and
- (f) carry out programs of public education intended to foster an understanding of standards of integrity.

7. We are advised that in seeking to transform the Commission to adequately deal with the requirements of the revised Act, the Commission in its strategic plan for the period 2005 -2008, set three strategic objectives as follows:-

- (a) to promote an institutional/organisational culture of openness, transparency, accountability and appropriate personal privacy;

- (b) to act against corruption; and
- (c) to induce and exemplify integrity in public life and throughout public organisations.

8. We note that, in keeping with its strategic direction, the Commission has been restructured along functional lines, with the creation of four Divisions, each headed by a Director. We understand that the Commission is close to completing its recruitment of employees for its new Divisions, the core functional areas of which are:-

- (i) Review and Compliance;
- (ii) Enforcement and Investigation;
- (iii) Public Education and Communications; and
- (iv) Corporate Administration.

Role and Function of the Registrar, Integrity Commission

9. We are advised that the office of Registrar, Integrity Commission is the most senior public service position in the Department which provides administrative support to the Integrity Commission to enable it to perform its statutory functions. We note that the Registrar who has the responsibility of managing the day-to-day operations of the Commission continues to function as its Secretary as well as the Accounting Officer of the Department. The office-holder reports to the Integrity Commission in relation to its work on a daily basis and is accountable to Permanent Secretary to the Prime Minister.

10. We are aware that, with the strengthening of the Department, the office holder currently supervises twenty-five (25) persons which include professional and technical staff. Previously, the staff consisted of five (5) persons comprising administrative, secretarial and manipulative categories. We are advised that on completion of the recruitment process in the organisation, the office-holder is expected to supervise approximately forty-seven (47) members of staff.

11. We are mindful that as a consequence of the restructuring of the Department and the increased scope of the Commission, the managerial and supervisory responsibilities of the Registrar will continue to expand since he/she would be required to directly supervise the Directors attached to the newly established Divisions as well as an Attorney-at-Law, and will manage a larger organisation than previously.

12. In addition, with the establishment of the Code of Conduct under the Integrity in Public Life Act, 2000 and the power of the Integrity Commission to report any breach thereof to the appropriate Service Commission, Board or other Authority and to the Director of Public Prosecutions, the Registrar may be called upon to give evidence in any proceedings undertaken by those bodies or the Director of Public Prosecutions.

13. In the restructured environment, the office-holder would also be required to:-

- (i) develop the strategic plan, conduct periodic reviews and submit recommendations for changes and modifications thereof, in keeping with the mission of the Commission;
- (ii) Provide advice on the formulation of policies and ensure the effective implementation of the decisions of the Commission;
- (iii) Receive, process and retain financial declarations and statements of Registrable Interests from "persons in public life" as stated under the Act;
- (iv) Compile a Register of Interests by extracting information from the statements of Registrable Interests for inspection by the public;
- (v) Liaise with persons in public life in processing of declarations and discuss queries, if required;
- (vi) attend court to give evidence on matters, as required;
- (vii) ensure the development of an effective organisational structure and the conduct of appropriate human resource management policy and practices; and
- (viii) represent the Commission at local and international fora, as required.

Educational Qualifications, Experience and Training

14. When we reviewed the office of Registrar, Integrity Commission in 2002, revised educational qualifications, experience and training required for that office had not been decided upon since the organisation was in the process of determining its needs. The requirements at that time for the office were the possession of extensive experience in Public Administration, including some experience in accounting work and training as evidenced by having passed the prescribed entry into the Administrative Class: or any equivalent combination of experience and training. These requirements have since been changed and the office-holder is now required to have extensive experience at the managerial level and training as evidenced by possession of a recognised university degree supplemented by relevant post-graduate training, or by possession of other recognised professional qualifications, or any equivalent combination of experience and training.

Recommendations

15. In our deliberations on an appropriate compensation package for the office of Registrar, Integrity Commission, we took cognisance of the impact the increased scope and functions of the Integrity Commission as a consequence of its wider powers, has had on the duties and responsibilities of the Registrar. Also, we took account of the significant increase in the workload of the Commission as a result of the expansion by approximately 200% in the declarant population, the restructuring of the Commission, and the planned increase and change in the staff composition.

16. We note that the office-holder continues to have responsibility for financial management and control as the Accounting Officer of the Commission and bore in mind the extremely sensitive nature of the work of the Registrar as well as the high degree of confidentiality that is required of the office-holder, especially in light of the expanded scope of the Commission.

17. In light of the change in scope of the job, we recommend that the office of Registrar, Integrity Commission be placed in Group 2B of the Top Managers in the Public Service Grouping with the following remuneration arrangements:-

Salary

\$24,400 per month

Transport Facilities

- (i) A maximum loan of \$175,000 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 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 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 \$20,000 at a rate of interest of 6% per annum to effect repairs to a motor vehicle.
- (iv) A Transportation Allowance of \$2,750 per month.

Service Allowance

\$3,500 per month.

Subsistence Allowance

- (i) \$100 per day when travelling on official business beyond a radius of sixteen (16) kilometres from official headquarters.
- (ii) When on 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 \$100 per day.
- (iii) For travel abroad on official business, US\$70 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

\$5,750 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.

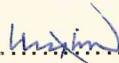
Pension/Gratuity

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

Effective Date


18. We recommend that the revised remuneration arrangements take effect from August 1, 2006.

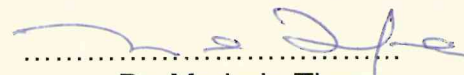
Dated this 3rd day of December, 2007.


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Edward Collier
(Chairman)


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Ashton Breton


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Varun Maharaj


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Haseena Ali


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Dr. Marjorie Thorpe