

Government of the Republic of Trinidad and Tobago

UPDATED PUBLIC STATEMENT OF THE PERSONNEL DEPARTMENT **2023**

In compliance with

Sections 7, 8 and 9 of the Freedom of Information Act (FOIA) Chapter 22:02

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA) Chapter 22:02, the Personnel Department is required to publish annual statements setting out the particulars of the organisation and its functions indicating its decision making powers and other powers affecting members of the public that are involved in those functions, and statements which list the documents and information generally available to the public.

The Freedom of Information Act, Chapter 22:02, gives members of the public:

- a legal right to access information held by the Personnel Department, limited by exceptions and exemptions as specified in the Act;
- a legal right to have official information relating to himself/herself amended where it is incomplete, incorrect or misleading;
- a legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA;
- a legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

Section 7 Statements

Section 7(1) (a) (i): Particulars of Functions and Structure of the Personnel Department

The Personnel Department was established by the Civil Service Act, No. 29 of 1965, which came into effect on August 27, 1966. This Act, which is now Chapter 23:01 of the Laws of the Republic of Trinidad and Tobago, sets out, at Section 14(1), the duties and responsibilities of the Personnel Department. Section 14(1) states that:

“The Department shall carry out such duties as are imposed on it by this Act and the Regulations, and in addition shall have the following duties:

- (a) to maintain the classification of the Civil Service and to keep under review the remuneration payable to civil servants;
- (b) to administer the general regulations respecting the Civil Service;
- (c) to provide for and establish procedures for consultation and negotiation between the Personnel Department and an appropriate recognised association or associations in respect of:
 - (i) classification of offices;
 - (ii) any grievances;
 - (iii) remuneration; and
 - (iv) the terms and conditions of employment.”

The Head of the Personnel Department is the Chief Personnel Officer (CPO) who is supported by two (2) Deputy Chief Personnel Officers. The Department is comprised of seven (7) Divisions. They are:

- (i) Compensation Management;
- (ii) Benefits Management;
- (iii) Industrial and Labour Relations;
- (iv) Human Resource Policy Planning and Research;
- (v) Human Resource Management Services;
- (vi) Legal Services; and

(vii) Corporate Services.

The Personnel Department is also empowered to perform similar functions under provisions found in the following Acts:

- The Education Act, Chap. 39:01;
- The Police Service Act, Chap. 15:01;
- The Fire Service Act, Chap. 35:50; and
- The Prison Service Act, Chap. 13:02.

These Acts all provide for consultation and negotiation between the Personnel Department and appropriate recognised Associations representing the public officers in the respective Services with regard to the same matters as are specified at section 14(1) of the Civil Service Act. The Acts also provide for the procedures to be followed where negotiations result in agreement or disagreement between the parties. Where no agreement is reached after consultation and negotiation, the dispute is dealt with in accordance with the procedure relating to disputes as provided in the Industrial Relations Act (IRA), Chap. 88:01.

The CPO, by virtue of Section 2(4) (a) and Section 2(5) of the IRA, is deemed to be the Employer of any worker employed by the Government and of any worker employed by the Municipal Corporations respectively.

Under the Statutory Authorities Act, Chap. 24:01, the functions of the Personnel Department, as specified in the Services Acts mentioned above, are also applicable to the organisations which fall under the Act, so long as a personnel organisation has not been established by the President.

The stakeholders of the Personnel Department include Ministries and Departments; regulatory bodies; public officers; officers of Statutory Authorities under the Statutory Authorities Act; workers as defined by the IRA, who are in the employ of the Government or the

Municipal Corporations; Associations and Unions representing government employees; and citizens.

Since its establishment in 1965, the core functions of the Personnel Department have revolved around matters pertaining to the determination of pay and other terms and conditions of employment and the administration of the general regulations governing the Public Service.

The Department has a crucial role to play in the review and development of the legislative and regulatory framework for Human Resource Management (HRM). Consequently, it will continue to manage and administer, centrally, certain statutory functions such as collective bargaining, compensation management and benefits management, all aimed at maintaining a stable Industrial Relations climate. Its functions have, however, undergone some evolution in keeping with changes in Government policy. A major factor which prompted change was the initiative to establish a modern HRM system in the Public Service.

The Personnel Department, as a Central Human Resource Management Agency, is responsible for the following functions, in addition to those pertaining to its role in determining/advising on terms and conditions of employment:

- provision of Secretariat Services to the Salaries Review Commission (SRC) which includes administrative and technical support to the SRC. The SRC was established by section 140 (1) of the Constitution of the Republic of Trinidad and Tobago. The SRC is comprised of a Chairman and four members who are appointed by the President of the Republic of Trinidad and Tobago, after consultation with the Prime Minister and the Leader of the Opposition. The SRC, in accordance with Section 141(1) of the Constitution of the Republic of Trinidad and Tobago, is required to, from time to time, with the approval of the President, review the salaries and other conditions of service of the President, the holders of offices referred to in section 136 (12) to (15), Members of Parliament, including Ministers of Government and Parliamentary Secretaries and the holders of such offices as may be prescribed;

- provision of Secretariat and Technical Services to the Human Resource Advisory Committee (HRAC). The HRAC is a sub-Committee of Cabinet with responsibility for monitoring salary and wage negotiations and remuneration arrangements of employees in the public sector. The scope of the Committee also includes the monitoring of negotiations/revision of pay and other terms and conditions of employment of Statutory Authorities/Boards and Corporations as well as companies that are wholly or majority owned by the State;
- administration of two (2) Group Health Plans, one for daily-rated employees and the other for monthly-paid officers in the Civil and Teaching Services and certain office holders under the purview of the SRC;
- provision of advice on the pay and other terms and conditions of members of the Defence Force;
- formulation of policies in areas of Human Resource Management which are within its statutory mandate;
- formulation of specific public sector policies in areas such as Occupational Safety and Health and the Public Service Employee Assistance Programme, and the development of guidelines for the Public Service on the treatment of persons afflicted with HIV/AIDS and other life threatening diseases;
- provision of advice on and review of the legal and regulatory framework for aspects of Human Resource Management in the Public Service;
- provision of advisory and consultative services to line agencies in respect of those matters which are within its purview;
- facilitation of the implementation of specific strategic Human Resource Management initiatives in the Public Service;
- strengthening of the capacity of Human Resource Management Units to implement those public- service-wide programmes and policies within the Department's purview;
- monitoring and auditing of the implementation of those public-service-wide programmes and policies within the Department's purview; and

- determination of the terms and conditions of employment of persons employed, on contract, in Cabinet approved positions in the Public Service and in Statutory Authorities.

The Personnel Department's Vision and Mission Statements are as follows:

Vision

To be the employer of choice, excelling in the provision of Human Resource Management (HRM) and Industrial Relations (IR) solutions within the public sector.

Mission

As a strategic partner, we collaborate to develop and negotiate terms and conditions of employment, and to create and implement forward-looking HRM solutions in support of good governance and service excellence.

Strategic Plan

A Strategic Plan for the period 2018-2020 was developed to enable the Department to fulfil its legal and administrative responsibilities as well as to meet its challenges. Cabinet agreed to approve, in principle, the Strategic Plan 2018-2020 of the Personnel Department. In 2023, the Personnel Department held a consultation with all levels of staff to acquire feedback on the Department's newly proposed strategic objectives for the period 2024-2029. The feedback gathered would be utilised where applicable in the finalisation of a new Strategic Plan 2024-2029.

Section 7(1) (a) (ii): Categories of documents in the possession of the Personnel Department

1. Administrative records used in the daily operations of the Department;
2. Personnel records for former and current members of staff;
3. Accounting and financial management records;
4. Files dealing with official correspondence;
5. Cabinet Minutes and Notes;
6. Development Programme files;

7. Policies;
8. Strategic Plans of the Personnel Department;
9. Training/Human Resource Development Plans of the Personnel Department;
10. Legislation and legal instruments;
11. Legal opinions and related matters;
12. Agenda and Minutes of meetings;
13. Circular Memoranda, notices and bulletins;
14. Files dealing with official functions, conferences and events hosted or attended by the Personnel Department;
15. Personnel Department Newsletters;
16. Files relating to contract employment;
17. Vision & Mission statements;
18. Memoranda of Agreements;
19. Collective Agreements;
20. Class Specifications in respect of offices in the Civil Service and Statutory Authorities subject to the Statutory Authorities Act;
21. Job Specifications and Descriptions in respect of offices in the Teaching, Fire, Prison, Police, Judicial and Legal Services, and the Sugarcane Feeds Centre;
22. Standardised Job Descriptions in respect of persons engaged, on contract, in the more common positions in the following streams: Clerical/Secretarial; Manipulative; Human Resource Management; Communications; Legal; Information and Communications Technology (ICT); Legal (Central); Procurement; Facilities Management; Project Management; Monitoring and Evaluation; and Pension and Leave;
23. Legal documents that are filed in the High Court, Court of Appeal, Industrial Court and with the Special Tribunal;
24. Documents prepared to provide guidance to Ministries and Departments in implementing Human Resource Management (HRM) programmes; and
25. Reports of Consultants.

Section 7 (1) (a) (iii): Material prepared for publication or inspection by members of the public and the places at which persons may inspect or obtain that material.

Materials on Personnel Department:

Role, Responsibilities and Functions.

Material may be accessed at:

Personnel Department,
Office of the Chief Personnel Officer,
3 Alexandra Street,
St. Clair,
Newtown 190129,
Trinidad and Tobago.

OR

<https://www.cpo.gov.tt/document-centre>

Section 7 (1) (a) (iv): Literature available by way of subscription services

This section is not applicable.

Section 7 (1) (a) (v): Procedure to be followed when accessing a document from the Public Authority

It is the law to respond to requests made by way of prescribed form as set out in the Act. Therefore, to access information that is not readily available in the public domain, the applicant must complete the appropriate form entitled *'Request for access to Official Documents'*.

This form is available in the Schedule attached to the Freedom of Information Act 1999; at the Personnel Department, Office of the Chief Personnel Officer, #3 Alexandra Street, St. Clair,

Newtown 190129, Trinidad and Tobago; from any Public Authority or the Freedom of Information Unit's website: http://www.foia.gov.tt/sites/default/files/FOIA_Request_Form.pdf

Addressing Requests

To facilitate prompt handling of requests, such requests must be addressed to the Designated Officer of the Personnel Department.

Details to be included in the Request

Applicants are asked to provide details that would allow for ready identification and location of the records that are being requested. If insufficient information is provided, clarification will be sought from the applicant. If the applicant is uncertain as to the details to be included, the Designated Officer will assist.

Requests not handled under the FOIA

A request made under the FOIA will not be processed if the request for information (for example, material contained within Acts, Legal Notices and Gazettes) is currently available in the public domain, either from the Personnel Department or from another public authority. Pursuant to Section 15 of the FOI Act, the applicant would be notified of the Department's inability to process such requests.

Responding to requests

The Personnel Department is required to furnish copies of documents when:

- they are in the Department's possession;
- they can be retrieved from storage; and
- they are not exempt from disclosure.

Subject to *Section 8: Statements*, an applicant is entitled to only one (1) copy of a document held in the Department. If the Department is unable to make a legible copy of a document, it will furnish the best copy possible and note its quality when replying.

In treating with requests, the Personnel Department is not obligated to:

- (a) create new documents; nor
- (b) perform research for the applicant.

Time Limits

General

The Personnel Department will determine whether a request for access to information will be granted as soon as is practicable, but **no later than 30 days** after the request has been made, as required by Section 15 of the FOIA. If a decision is taken to grant access to the information requested, the person will be permitted to inspect the documents or be provided with copies, if the person so requests.

Fees and Refunds

This section is not applicable as the Regulations pertaining to Fees and Refunds did not receive the assent of the President of the Republic of Trinidad and Tobago.

Section 7 (1) (a) (vi)

Designated Officer : Mrs. Takiyah Joseph
Alternate Officer : Ms. Leah Crystal Anthony
Address : Personnel Department
Office of the Chief Personnel Officer
#3 Alexandra Street
St. Clair
Newtown 190129
Trinidad and Tobago
Telephone : (868) 612-4CPO (4276)

Section 7 (1) (a) (vii): Advisory Boards, Councils, Committees, and other Bodies

This section is not applicable.

Section 7 (1) (a) (viii): Library/Reading Room Facilities

Where a request for access to information has been granted, arrangements will be made, as appropriate, for such information to be accessed at the Personnel Department, #3 Alexandra Street, St. Clair, Newtown 190129, from Monday to Friday between the hours of 9:00 a.m. and 3:00 p.m.

Section 8: Statements

The documents listed below are used to guide officers within the Personnel Department in the execution of their duties. These documents are available to the public via an FOI request. The documents listed at numbers 1 and 2 are available for purchase at the Government Printery, while those listed at numbers 3-30 are available at the Personnel Department for inspection purposes only.

1. Public Service Acts and Regulations;
2. Laws of the Republic of Trinidad and Tobago;
3. Guidelines for contract employment in Government Ministries/Departments, Statutory Authorities and the Tobago House of Assembly;
4. Circular Memoranda to Permanent Secretaries/Heads of Department and certain Statutory Authorities and the Chief Administrator, Tobago House of Assembly;
5. Guidelines for the Administration of Devolved Functions;
6. Circulars to Permanent Secretaries/Heads of Department and certain Statutory Authorities and the Chief Administrator, Tobago House of Assembly in respect of Guidelines for the Administration of Devolved Functions;

7. Manual of Terms and Conditions of Employment;
8. Memoranda of Agreement with various Associations/Unions;
9. Collective Agreements applicable to workers in respect of whom the Chief Personnel Officer is deemed by the Industrial Relations Act to be the Employer;
10. Classification and Compensation Plans for the Trinidad and Tobago Teaching Service;
11. Classification and Compensation Plans for the Trinidad and Tobago Police Service;
12. Classification and Compensation Plans for the Trinidad and Tobago Fire Service;
13. Classification and Compensation Plans for the Trinidad and Tobago Prison Service;
14. Classification and Compensation Plans for the Civil Service and Statutory Authorities subject to the Statutory Authorities Act;
15. Remuneration Arrangements for holders of offices within the purview of the Salaries Review Commission;
16. Report of Cabinet-appointed Committees established to explore issues related to the implementation of Group Health Insurance coverage for the Public Service;
17. Report on the selection of an Administrator for the Group Health Plan for daily-rated employees by a Joint Committee comprising representatives from National Union of Government and Federated Workers (NUGFW), Contractors and General Workers Trade Union (C&GWTU), Amalgamated Workers Union (AWU), Comptroller of Accounts and Personnel Department November, 2016;
18. Report on the evaluation of prospective Plan Administrators of the Group Health Plan for monthly-paid officers in the Civil and Teaching Services, Statutory Authorities and the Tobago House of Assembly;
19. Reports of the Salaries Review Commission;
20. Personnel Department Circular Memoranda from 1969 to 2019;
21. Employee Assistance Programme (EAP) Policy for the Public Service of Trinidad and Tobago;
22. Guidelines for the Administration of the Employee Assistance Programme (EAP) for the Public Service of Trinidad and Tobago;
23. Branching Out – A Guide to Voluntary Termination of Employment Act (VTEP);

24. Documents on the Performance Management and Appraisal System:
 - a. Discussing Performance: A Programmed Learning Text;
 - b. Shaping Performance: A Manual for Performance Management in the Public Service; and
 - c. Regulatory Framework for the Management of Employee Performance.
25. Report of the Joint Working Party on Reclassification and Upgrading of all Jobs in the Bargaining Unit represented by the NUGFW;
26. Events Co-ordination, Protocol and Etiquette Guidelines for the Office of the Chief Personnel Officer;
27. Personnel Department Ministerial Performance Management Framework Report - 2008;
28. Personnel Department Ministerial Performance Management Framework Report - 2010;
29. Guidelines for Managing HIV/AIDS in the Public Service; and
30. Report of the Defence Force Pay Review Committee.

Section 9 Statements: Reports and Statements

Section 9 (1) (a)-(d)

These sections are not applicable.

Section 9 (1) (e)

“A report (including a report concerning the results of studies, surveys or tests) prepared for the public authority by a scientific or technical expert, whether employed within the public authority or not, including a report expressing the opinion of such an expert on scientific or technical matters.”

- Report on Indoor Air Quality Assessment and Health and Safety Audit at the Valpark Building, 76-78 St. Vincent Street, Port of Spain, July 2014.

- Report on the Indoor Air Quality Assessment at the Compensation Management Division, 59 Frederick Street, Port of Spain, July 2014.

Section 9 (1) (f)

“A report prepared for the public authority by a consultant who was paid for preparing the report.”

The following reports are for examination purposes only:

- Public Service Salary Survey (PricewaterhouseCoopers)
- Consultant’s Reports prepared by KPMG Consulting on the Job Evaluation Exercises in the following Services:
 - Teaching Service (September, 1999);
 - Prison Service (August, 1999);
 - Police Service (September, 1999); and
 - Fire Service (August, 1999);
- Consultant’s Report on the Job Evaluation Exercise in the Judicial and Legal Service (PricewaterhouseCoopers) June, 2003;
- Consultant’s Report on the Institutional Strengthening of the capacity of Ministries/Departments/Statutory Authorities to undertake Human Resource Planning in the Public Service (PricewaterhouseCoopers) July, 2007;
- Consultant’s Report on the review of the Approved EAP Policy for the Public Service and Guidelines for the Administration of the EAP [Behavioural Management Solutions Ltd (BMS)] May, 2007;
- Consultant’s Report on Stakeholder Consultations for the EAP (BMS) December, 2007;
- Consultant’s Report on Inventory and Assessment of the capability and capacity of EAP Service Providers and Clinical Auditors (BMS) January, 2008;
- Consultant’s Report on Options available for the Design of an EAP for the Public Service (BMS) May, 2008;

- Consultant's Report on the design of an Employee Assistance Programme for the Public Service (BMS) January, 2009;
- Consultant's Report on Implementation Plan for the EAP (BMS) December, 2009;
- Consultant's Report on the Diagnostic Exercise regarding the type of Job Evaluation System(s) to be implemented in the Civil Service, Statutory Authorities and the Tobago House of Assembly (IBM World Trade Corporation) September, 2010; and
- Consultant's Report on the Diagnostic Exercise for Existing Offices within the purview of the Salaries Review Commission (IBM World Trade Corporation) January, 2013.

Section 9 (1) (g)

"A report prepared within the public authority and containing the results of studies, surveys or tests carried out for the purpose of assessing, or making recommendations on the feasibility of establishing a new or proposed Government policy, programme or project."

Examination only:

- Consultant's report on Review of the Classification and Compensation System in the Civil Service and Statutory Authorities.

Section 9 (1) (h)

"A report on the performance or efficiency of the public authority, or of any office, division or branch of the public authority, whether the report is of a general nature or concerns a particular policy, programme or project administered by the public authority."

Examination only:

- Personnel Department Ministerial Performance Management Framework Report 2008.
- Personnel Department Ministerial Performance Management Framework Report 2010.

Section 9 (1) (i)

“A report containing final plans or proposals for the re-organisation of the functions of the public authority, the establishment of a new policy, programme or project to be administered by the public authority, or the alteration of an existing policy, programme or project administered by the public authority, whether or not the plans or proposals are subject to approval by an officer of the public authority, another public authority, the responsible Minister of the public authority or Cabinet.”

Examination only:

- Strategic Plan of the Personnel Department 2001-2004;
- Human Resource Development Plan of the Personnel Department 2004 – 2006; and
- Strategic Plan of the Personnel Department 2018- 2020.

Section 9 (1) (j)-(m):

These sections are not applicable.