



Personnel Department

# Strategic Insights Edition

*Fostering Partnerships for Enhanced Service Delivery*

## KEY PERFORMANCE INDICATORS (KPIs):

The Chief Personnel Officer (CPO) introduced **Key Performance Indicators (KPIs)** to the **Personnel Department** as a strategic initiative aimed at aligning the Department's activities with the broader organisational goals. By implementing KPIs, the CPO's objective was to establish clear metrics for evaluating the performance of both the staff and the Department as a whole.

Input from **Heads of Divisions/Units** was a crucial step in the process of implementing **KPIs** within the Department. **The Heads of Divisions/Units** possess valuable insights into the specific functions and priorities of their respective **Divisions/Units**, making their contribution essential for developing relevant and effective performance metrics. The initiative was launched in **August 2023**.

Thus far, **three (3)** meetings have been conducted with the **CPO** and reports have been generated by **Heads of Divisions/Units** for their respective Divisions/Units with recommendations being made by both the **CPO and Heads of Divisions/Units** for improvements in the process of collecting and presenting data on levels of achievement. Additionally, KPI initiatives such as work-process flow and a system for tracking matters and generating status reports have been introduced to enable effective monitoring of achievements.



Cmdr. Dr. Daryl Dindial



Mr. Emikule Greene

In the process of reviewing the Personnel Department's last strategic plan (for the period **2018-2020**), the Department facilitated a three-day all-staff strategic planning exercise which served as a valuable opportunity for the **Personnel Department** to harness the collective wisdom and creativity of its staff, to drive continuous improvement and ensure that the strategic plan remains relevant and responsive to the evolving needs and challenges of a changing environment and government's agenda.

During the planning session which was facilitated in-house by **Mr. Emikule Greene**, Assistant Change Facilitator a number of suggestions emerged, some of which will be incorporated into the new strategic plan.

## STRATEGIC PLAN:

## UPDATE ON STRATEGIC HUMAN RESOURCE MANAGEMENT COUNCIL (SHRM) MEETINGS:

**Cabinet Minute No. 1548 of August 16, 2000**, reestablished the **SHRM Council**. The **SHRM Council** comprises a combination of **Central Human Resource Management Agencies**: The **Ministry of Public Administration**, the **Personnel Department**, and the **Service Commissions Department**. The Committee is chaired by **Senator the Honourable Allyson West, Minister of Public Administration**.

In meetings over the last quarter, these matters were discussed:

- The role and responsibilities of the **Head of the Public Service**.
- **Performance Management System** for **Permanent Secretaries** and **Heads of Departments**.
- Administration of pension and leave in the Public Service.
- The **Service Commissions Department** proposed an induction policy for the Civil Service.
- Succession planning policy for the **Public Service**.
- Review of the structure of the **Human Resource Management Divisions in the Public Service**.

These items are integral components of the transformation initiatives within the Public Service aimed at enhancing efficiency.



## IHRIS TO FUSION CONVERSION:

**IHRIS - Cabinet Minute No. 1548 of August 16, 2000**, agreed, inter alia, to the implementation of an automated Human Resource Information System (ihRIS V.8.8).

**FUSION - Cabinet Minute No. 1701 dated 22 September 2022** assigned primary responsibility to the **Ministry of Public Administration** for this project. To facilitate the transition to the Oracle Fusion platform, the **Government of the Republic of Trinidad and Tobago (GoRTT)** must digitise the relevant HR information. This digitisation process involves converting existing paper-based records and documents into digital formats that can be easily accessed, managed, and integrated into the new digitalised processes associated with Oracle Fusion.

The project is ongoing and further updates will be provided as it progresses.



## MAJOR ACHIEVEMENTS OF THE SALARIES REVIEW COMMISSION (SRC)

### October 2022 – Completion of the 113<sup>th</sup> Report of the SRC

A general review of the salaries and other items and conditions of service of offices within the purview of the Salaries Review Commission.

Job Evaluation:

### May 2023 – 117<sup>th</sup> Report of the SRC

Review of the salaries and other terms and conditions of service of offices within the purview of the Salaries Review Commission. This was based on the results of the Job Evaluation Exercise and compensation survey which was conducted by the Personnel Department (PD).

**Number of Completed Reports to date – 118.**

## MAJOR ACHIEVEMENTS OF THE SECRETARIAT OF THE HUMAN RESOURCE ADVISORY COMMITTEE (HRAC)

### November 2023 - January 2024

Thirteen (13) notes for Sub-Committee of Cabinet for the period November to January.