



SERVICE COMMISSIONS DEPARTMENT

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3rd July 2017

Mrs. Jacqui Sampson-Meiguel
Clerk of the House
Parliament
Republic of Trinidad and Tobago
Levels G-8, Tower D
Port of Spain International Waterfront Centre
1A Wrightson Road
Port of Spain

Dear Mrs. Sampson- Meiguel

**The Third Report of the Public Administration and Appropriations Committee, Second Session,
Eleventh Parliament, on an Examination of the System of Inventory Control within the Public Service**

I refer to your letter Parl.:5/7/22 dated 26, May 2017 on the subject at caption.

Attached is a copy of the written response on behalf of the Service Commissions Department.

Yours respectfully,

Director of Personnel Administration

The Third Report of the Public Administration and Appropriations Committee, Second Session, Eleventh Parliament, on an Examination of the System of Inventory Control within the Public Service

Head 06 – Service Commissions Department

The Status Report on the sourcing of staff and the training of staff in the Office Management Unit

□ **The Department was in the process of acquiring training in Stores and Inventory Management from the Ministry of Public Administration and Communications for all members of staff in the Office Management Unit.**

The Department sought to access training from the Public Service Academy (PSA) Ministry of Public Administration and Communications. PSA via email dated 20th June, 2017 gave notice of its June to September, 2017 Learning Activities brochure which informed that the Inventory Management course is scheduled to be held from 17th to 19th July, 2017. The Service Commissions Department (SCD) proposes to submit nominees for attendance at the Inventory Management course .

In addition, the SCD attempted to source facilitators to provide training for staff in Inventory Management; however the Department was unable to identify funds to pay for the training. In the Draft Estimates of Expenditure for the fiscal year 2016/2017 the Department requested one million, five hundred and seventy eight thousand dollars **(\$1,578,000.00)** for Training but was only allocated forty thousand dollars **(\$40,000.00)**. The Department was therefore unable to secure a facilitator to conduct training in the area or to send staff to attend any training programmes.

The Department has requested funding for training in Inventory/Stores Management in its Draft Estimates of Expenditure for fiscal year 2017/2018. In the interim, it is proposed that the Internal Auditor continue to conduct in house training for persons in the Department.

□ The Department did not have sufficient staff to adequately maintain and monitor its inventory. Additionally, Cabinet approved the transfer of a Stores Keeper from a Ministry to the SCD in 2015, however, up until the time of the examination, the Ministry refused to release the officer.

Cabinet by Minute No. 106 of 15th January, 2015 agreed to the transfer of the under-mentioned offices from the Ministry of National Security to the Staff Establishment of the Service Commissions Department (SCD):

- One (1) Storekeeper I (Salary Range 24E); and
- One (1) Stores Attendant (Salary Range 8)

At the time of the Public Administration and Appropriations Committee, meeting only the Storekeeper I assumed duty with effect from 1st June, 2016. The SCD Office Management Unit comprised: one (1) Clerk IV and one (1) Storekeeper I (Ag).

The Stores Attendant was never released from the Ministry of National Security to assume duty in the SCD. The Permanent Secretary Ministry of National Security by memorandum dated 29th November, 2016 informed that because of the sensitive nature of the Police Service Stores and to allow for the smooth functioning of the Unit, the officer could not be released. In addition, the Permanent Secretary Ministry of National Security also informed that the Ministry identified a vacancy on its Staff Establishment of that Ministry and the Stores Attendant was transferred from the SCD to the Ministry of National Security.

The SCD therefore had to appoint an officer from within the Department to act as Stores Attendant.

The Unit now comprises one (1) Clerk IV, one (1) Storekeeper I (Ag) and one (1) Stores Attendant (Ag).

□ The Department faced difficulty in filling Inventory Control vacancies due to the constant movement of Public Service officials whereby positions were filled temporarily and thereafter reverted to being vacant.

The main issues with respect to the difficulty faced in filling Inventory Control vacancies include:

- i. The training requirements for the offices of Stores Clerk I/ II and Storekeeper I/ II are five (5) GCE O' Level passes including English Language and Mathematics. Persons are normally selected from the Clerical pool. There is a constant movement of staff due to the limited opportunities for acting appointments in higher offices and as a result, persons are not interested in appointment to offices in the Storekeeper Stream.

- ii. Public officers look for opportunities in more lucrative offices

The salary ranges for the offices are as follows:

- Storekeeper II (Range 28E)----\$8072.00
- Storekeeper I (Range 24E)-----\$7082.00
- Stores Clerk II (Range 20C)---\$6097.00
- Stores Clerk I (Range 14) -----\$5045.00

- iii The Department is currently updating the Staff Establishment of Ministries/Departments. To date Information has been obtained from Tobago House of Assembly and Ministry of Agriculture, Land and Fisheries. Other Ministries have reported difficulties in providing the information which include the incomplete re-alignment of Ministries exercise.