



SERVICE COMMISSIONS DEPARTMENT
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In replying, the above number and date of this letter should be quoted.

27th February 2019

Mrs. Jacqui Sampson-Miguel
Clerk of the House
Office of the Parliament
Level G-9, Tower D
The Port-of-Spain International Waterfront Centre
1A Wrightson Road
Port-of-Spain

Dear Mrs. Sampson-Miguel,

The Nineteenth Report of the Public Accounts Committee on the Examination of the Audited Financial Statements of the Chaguanas Borough Corporation (CBC) for the financial years 2008-2011

Correspondence on the subject matter refers.

Please find below, the response in respect of recommendations outlined at page 20 of the Nineteenth Report of the Public Accounts Committee on the Examination of the Audited Financial Statements of the Chaguanas Borough Corporation for the financial years 2008 to 2011, as referenced in the subject at caption, with specific reference to external factors that affected the Corporation's ability to practice adequate succession planning.

One such external factor identified in the Report is *"that the Service Commissions Department was unable to provide technical staff such as Road Officers, Building Inspectors and Works Supervisors to replace officers who were promoted or retired."*

The following Table provides the status of the offices identified in the Report which fall under the Ministry of Rural Development and Local Government.

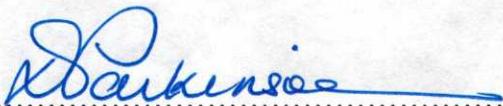
Office	No. of Offices	No. of vacant offices	Status
Works Supervisor III (Range 38G)	7	6	Office is generic. The office of Works Supervisor III is filled on the basis of seniority of officers holding the substantive office of Works Supervisor II in the Public Service. The office of Works Supervisor II however, does not exist on the establishment of the Ministry of Rural Development and Local Government. The filling of offices of Works Supervisor III at this time would deplete the complement of Works Supervisor II in the Ministry of Works and Transport and Tobago House of Assembly. The office also exists in three (3) other Ministries. It will be necessary to fill offices of Works Supervisor I in the Public Service before any steps can be taken to fill offices at the higher levels.
Works Supervisor I (Range 28)	7	6	Office is generic and has been advertised. The recruitment process is expected to be completed before the end of the first quarter of 2019.
Road Officer III (Range 38G)	7	5	Offices are generic.
Road Officer II (Range 34G)	12	2	Steps will be taken to fill the offices during second quarter of 2019.
Road Officer I (Range 30)	28	6	Office is generic. Steps will be taken to fill the offices during second quarter of 2019.
Building Inspector II (Range 38G)	2	1	Steps will be taken to fill the office by 31 March 2019.
Building Inspector I (Range 34)	8	1	Office is generic. Steps will be taken to fill the offices during second quarter of 2019.

Please note that of the offices stated above, only that of Building Inspector II is specific to the Ministry of Rural Development and Local Government. The other offices are generic in that they exist on the establishment of other Ministries in the Public Service. The offices that fall under the Ministry of Rural Development and Local Government will be filled along with other such offices in the wider Public Service.

With respect to the recommendation that the Chaguanas Borough Corporation collaborate with the Service Commissions Department to devise appropriate solutions/alternatives for staff shortages and identify key roles for succession or replacement planning, the DPA wishes to advise that some offices have already been advertised and the recruitment process has begun. After discussion, with the Permanent Secretary, Ministry of Rural Development and Local Government, it was decided that the Permanent Secretary would submit a list of names of the officers who are due to retire so that replacement planning can be done.

The Director of Personnel Administration will embark on a special project to commence in third quarter of 2019 to fill the remaining offices in the Ministry of Rural Development and Local Government.

Yours faithfully



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Director of Personnel Administration (ag.)

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