

**PUBLIC STATEMENT OF
THE STATUTORY AUTHORITIES' SERVICE COMMISSION**

IN COMPLIANCE WITH SECTIONS 7, 8, AND 9 OF THE FREEDOM OF INFORMATION ACT, 1999

Under the Freedom of Information Act, 1999 each public authority, which includes all Ministries, Statutory Authorities, and publicly owned companies amongst others, is required to publish certain information for the benefit of the public. This includes the structure and function of each public authority, a list of categories of documents held by the authority, and the process for the obtaining of documents. The statement also identifies those documents that are generally available for public scrutiny and purchase.

Function of the Statutory Authorities' Service Commission

The Statutory Authorities' Service Commission came into being by Act No. 16 of 1966, following the recommendations of a Cabinet appointed Committee in 1965 to re-appraise the Local Government system in Trinidad and Tobago in the context of Independence. This Act was amended by Acts No.45 of 1979 and No.8 of 1983. The Statutory Authorities Act and Regulations made by the Commission are now contained in Chapter 24:01 of the Laws of Trinidad and Tobago. The powers of the Commission under the Act are as follows: -

“.....to appoint persons to be or act as officers and to transfer, promote, remove and exercise disciplinary control over persons so appointed”

2. Initially, the Commission had jurisdiction over 19 (nineteen) Statutory Authorities. However, during the period 1967 to 2000 various Statutory Authorities were added to or removed from the schedule to the Act, so that at present there are fourteen (14) Authorities under the purview of the Commission.

They are: -

- ❖ *Agricultural Society of Trinidad and Tobago*
- ❖ *Arima Corporation*
- ❖ *Cocoa and Coffee Industry Board*
- ❖ *National Housing Authority*
- ❖ *National Lotteries Control Board*
- ❖ *Point Fortin Corporation*
- ❖ *Port of Spain Corporation*
- ❖ *San Fernando City Corporation*
- ❖ *St. Dominic's Children's Home*
- ❖ *St. Jude's School for Girls*
- ❖ *St. Mary's Children's Home*
- ❖ *St. Michael's School for Boys*
- ❖ *Sugar Industry Labour Welfare Committee*
- ❖ *Zoological Society of Trinidad and Tobago*

3. The present Commission comprises a Chairman, Deputy Chairman and four (4) Members, who are appointed by the President for a period of three (3) years.

4. The Commission meets each week on Thursday to conduct its regular business. It also elects Sub-Committees of its members to conduct interviews of candidates who have responded to advertisements.

2. The Commission is responsible for providing the Human Resources of the Statutory Authorities. It exercises this function in an objective manner and in accordance with Regulations. It recruits personnel. It makes appointments of persons whose remuneration is on a monthly basis in pensionable offices. These appointments are either permanent, temporary or acting. It provides for promotion of officers and their confirmation as appropriate. It exercises disciplinary control over all officers through discussions, warnings, suspensions, fines and dismissals.

STATUTORY AUTHORITIES' SERVICE COMMISSION DEPARTMENT

Mission Statement

“To serve the Statutory Authorities’ Service Commission, Statutory Authorities subject to the Statutory Authorities Act Chapter 24:01 and members of the public, by providing information and advice to the Commission in matters relating to Human Resource Management, thus enabling it (the Commission) to effectively and efficiently carry out its mandate under the Act.”

6. The functions of the Commission are discharged with the assistance of the Statutory Authorities’ Service Commission Department’s staff. The Department serves as the support arm of the Statutory Authorities’ Service Commission by conducting research, providing information and advice and by liaising with clients on its behalf to enable it to carry out its functions effectively and in a timely manner.

7. The Department is located on the 2nd and 3rd floors of the General Building and Loan Association Building, #81-83 Abercromby Street, Port of Spain. It has a complement of thirty four (34) members of staff who fall under the purview of the Public Service Commission and are part of the Public Service of Trinidad and Tobago.

CATEGORIES OF DOCUMENTS HELD BY THE STATUTORY AUTHORITIES' SERVICE COMMISSION DEPARTMENT

These documents pertain to: -

- (a) the operations of the Commission with respect to the Statutory Authorities under its jurisdiction; **and**
- (b) the administration of the Statutory Authorities' Service Commission Department.

A. Operational Records

- Statutory Authorities’ Act and Regulations Ch. 24:01
- Policies, decisions of the Commission
- Staffing arrangements for each Statutory Authority
- Reports
- Establishment records
- Job specifications
- Job applications
- Personal files of employees of Statutory Authorities

All appointments, promotions, transfers and separations approved by decisions of the Commission are published in the Trinidad and Tobago Gazette.

B. Administrative Records Of The Statutory Authorities' Service Commission Department

- Strategic plan/review
- Policies pertaining to the internal operations of the Department
- Human resource matters
- General office files required for internal administration of the Department
- Inventories
- Establishment records
- Accounting files and registers
- Personal files of Employees of the Statutory Authorities' Service Commission Department

MATERIAL FOR INSPECTION

- *Statutory Authorities' Act and Regulations*
- Appointments, promotions, transfers and separations published in the Trinidad and Tobago Gazette.
- Job Specifications

PROCEDURE TO ACCESS DOCUMENTS

The Designated Officer for the Department is **Ms. O'Hara Christian** Tel # 625-1630.

The public may view these during normal working hours at the Statutory Authorities' Service Commission Department at 81-83 Abercromby Street, Port of Spain by making a request to the above persons or by enquiry at the address specified above.

Albert Alkins
Executive Officer
Statutory Authorities' Service Commission Department