

Head 12: Public Service Appeal Board

A summary of the Board's Expenditure, Divisions and Projects
Financial Scrutiny Unit Parliament of the Republic of Trinidad and Tobago

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About this Guide

This guide provides a summary of expenditure for the Public Service Appeal Board for the period 2012-2018. It provides the Members of Parliament and stakeholders with an overview of the Board's responsibilities. The primary purpose of this guide is to not only consolidate all of the information contained within the various Budget Documents pertaining to the Public Service Appeal Board, but also provide readers with an analysis of same. This guide is based primarily on the Draft Estimates of Recurrent Expenditure.

Head 12: Public Service Appeal Board

Department's Overview¹

The Public Service Appeal Board was established under Section 130 of the Constitution of the Republic of Trinidad and Tobago to which “appeals shall lie from such decisions against public officers”. According to the Constitution, the Appeal Board consists of a Chairman, who is appointed by the President after consultation with the Chief Justice and two other Members, who are also appointed by the President after consultation with the Prime Minister and the Leader of the Opposition.

The Chairman must be a Judge or former Judge or a citizen of Trinidad and Tobago, who has held office as a Judge of a Court having unlimited jurisdiction in civil and criminal matters in some part of the Commonwealth or a Court having jurisdiction in appeals from any such Court.

The Public Service Appeal Board handles appeals for any decision that was given by a Service Commission, or any person to whom powers of the Commission have been delegated, as a result of disciplinary proceedings brought against a public officer.

¹ Constitution of the Republic of Trinidad and Tobago, accessed on September 20, 2017: <http://rgd.legalaffairs.gov.tt/laws2/Constitution.pdf>

Where the Board spends its money

2017-2018 Estimates of Expenditure

The budget allocation for the Public Service Appeal Board is comprised of:

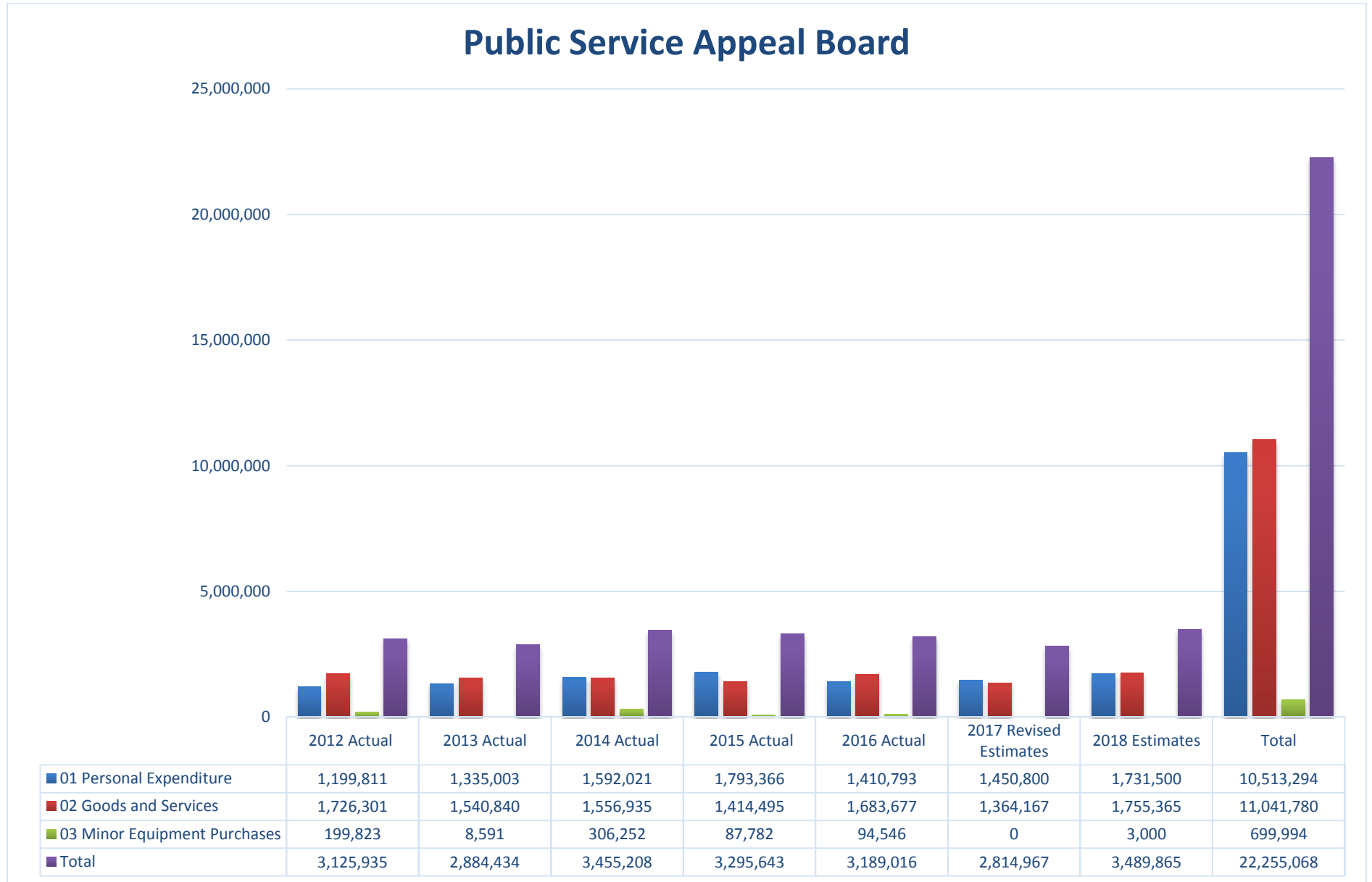
- The Draft Estimates of Recurrent Expenditure in the sum of **\$3,489,865.00**.

The Estimates of Recurrent Expenditure include:

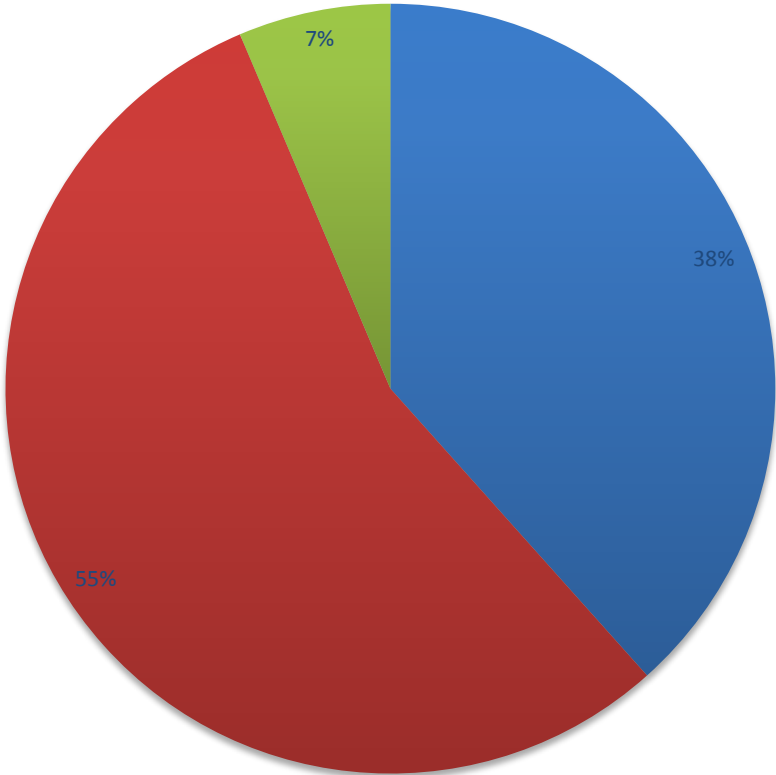
- Personnel expenditure - **\$1,731,500.00**;
- Goods and Services - **\$1,755,365.00**; and
- Minor Equipment Purchases - **\$3,000.00**.

The Public Service Appeal Board's total allocation as a percentage of the total Recurrent Expenditure budget was 0.007%.

Summary of Recurrent Expenditure for the period 2012-2018

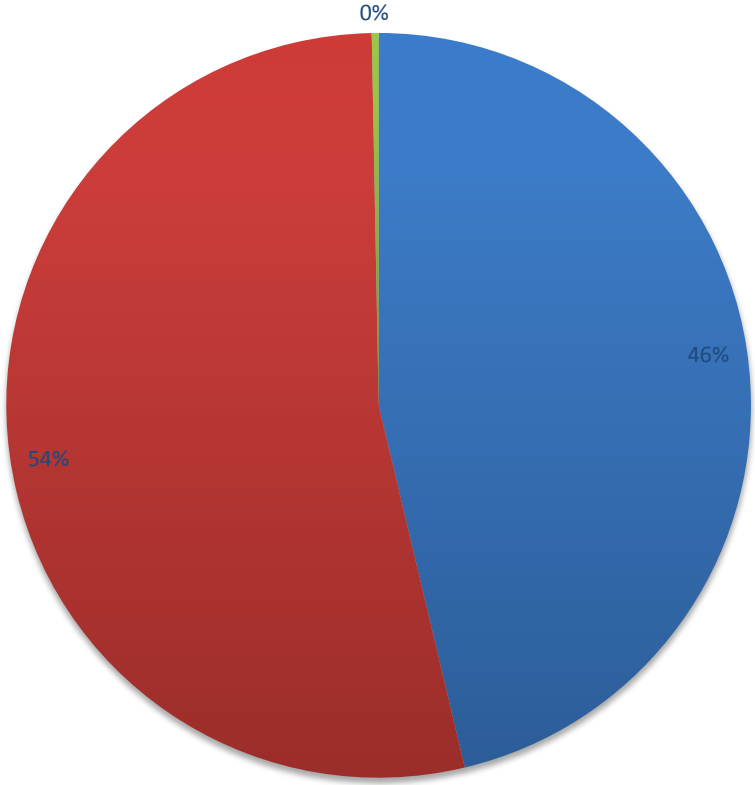


2012 Actual Recurrent Expenditure



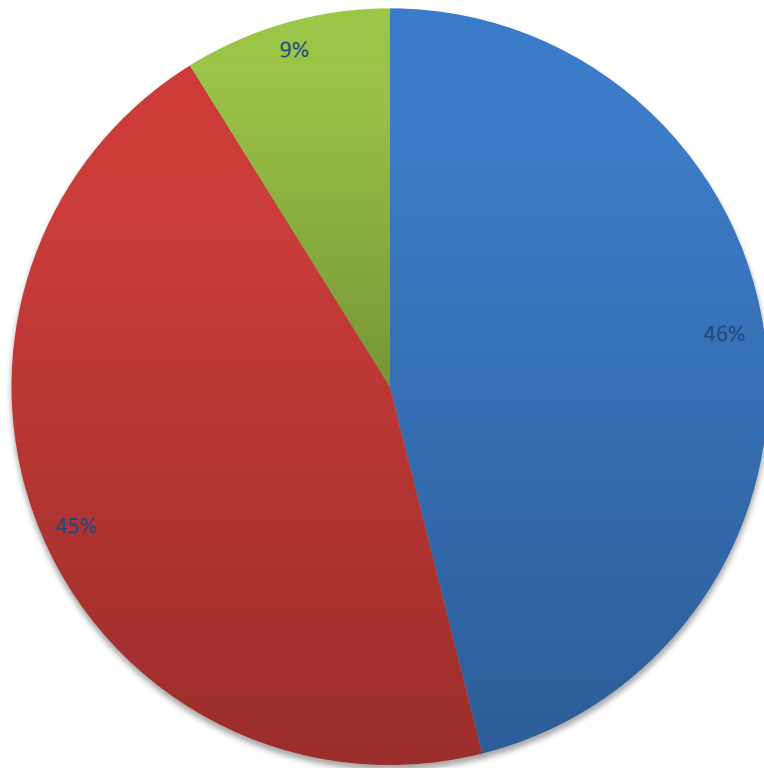
■ 01 Personnel Expenditure ■ 02 Goods and Services
■ 03 Minor Equipment Purchases

2013 Actual Recurrent Expenditure



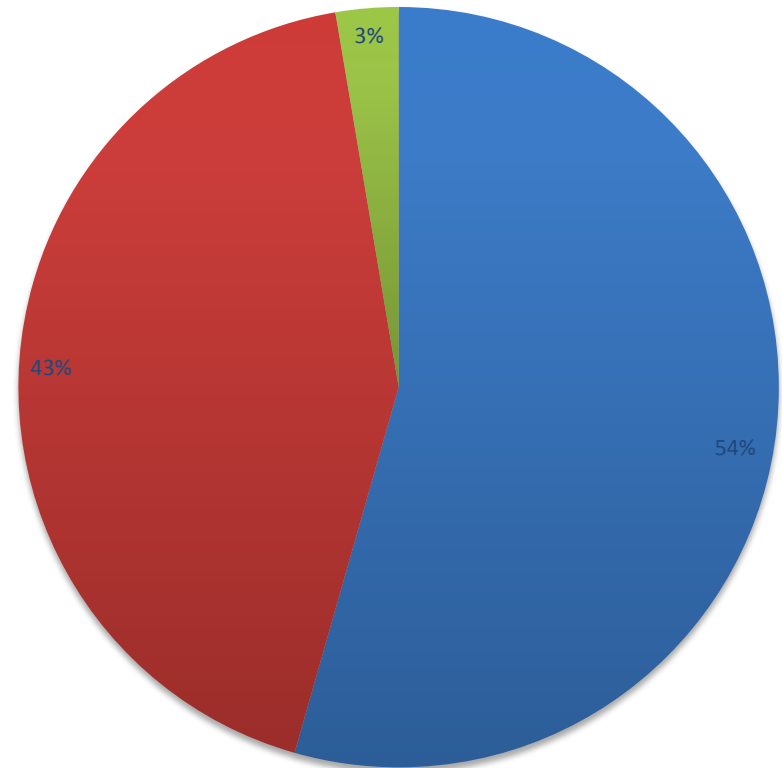
■ 01 Personnel Expenditure ■ 02 Goods and Services
■ 03 Minor Equipment Purchases

2014 Actual Recurrent Expenditure



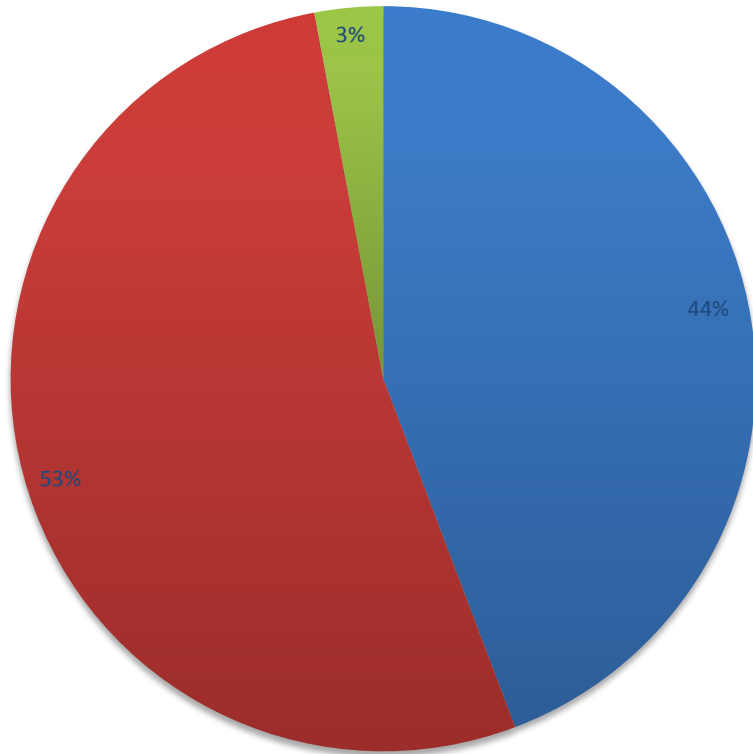
■ 01 Personnel Expenditure ■ 02 Goods and Services
■ 03 Minor Equipment Purchases

2015 Actual Recurrent Expenditure



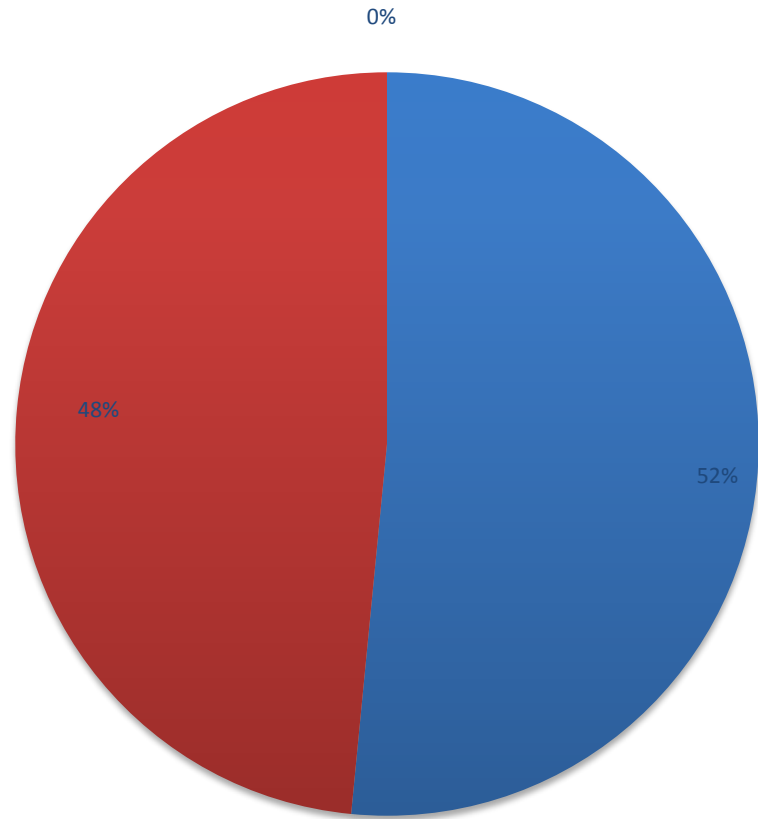
■ 01 Personnel Expenditure ■ 02 Goods and Services
■ 03 Minor Equipment Purchases

2016 Actual Recurrent Expenditure



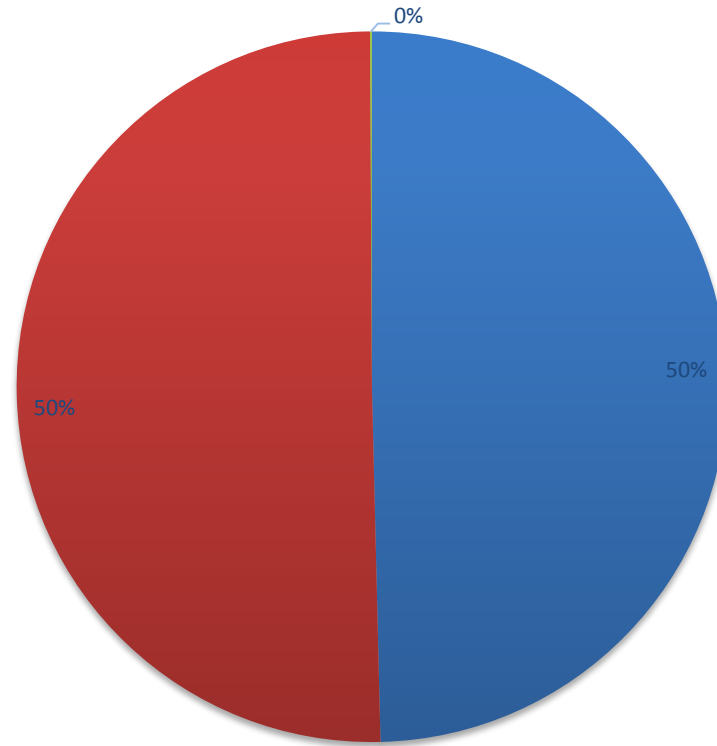
■ 01 Personnel Expenditure ■ 02 Goods and Services
■ 03 Minor Equipment Purchases

2017 Revised Estimates



■ 01 Personnel Expenditure ■ 02 Goods and Services
■ 03 Minor Equipment Purchases

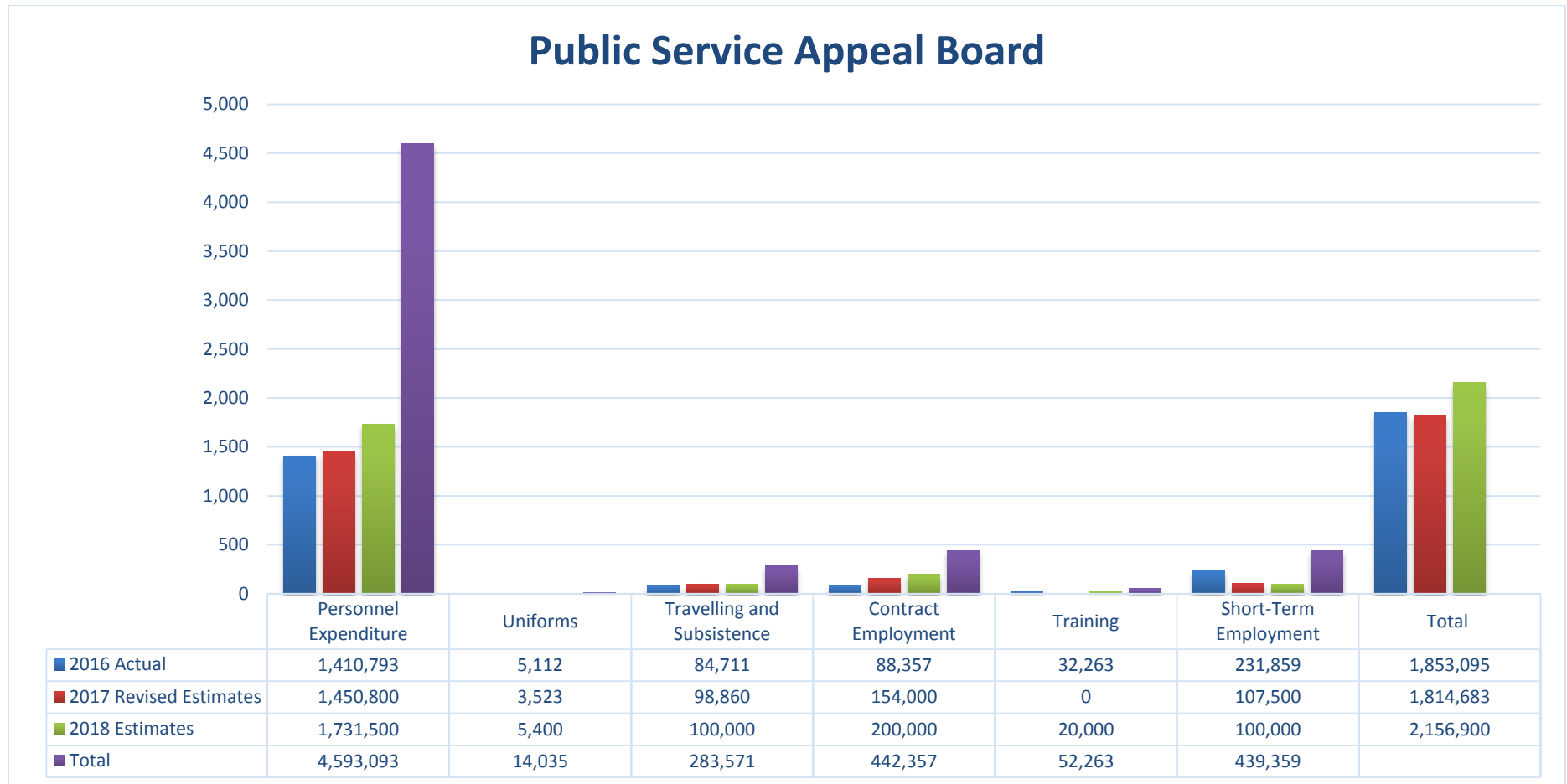
2018 Estimates



■ 01 Personnel Expenditure ■ 02 Goods and Services ■ 03 Minor Equipment Purchases

Staff and Pay²

The allocation of staff expenditure for the year 2018 was **\$2,156,900.00** which represents an increase of approximately **19%** from the last fiscal year 2017. The diagram provides below a breakdown of all expenditure related to staff from 2016-2018.



² Draft Estimates for Details of Estimates of Recurrent Expenditure for the Financial Year 2018 <http://www.finance.gov.tt/wp-content/uploads/2017/10/Numbered-Draft-Estimates-Recurrent-Expenditure-2018.pdf>

Analysis and Summary of Expenditure

Recurrent Expenditure refers to the payments for expenses which are incurred during the day-to-day operations of the Department for Personnel Expenditure, Goods and Services and Minor Equipment Purchases.

- ✚ Recurrent Expenditure for Fiscal Year 2017/2018 is **\$3,489,865.00**. This represents **0.007%** of the total Recurrent Expenditure for the financial year 2017/2018.
- ✚ Recurrent Expenditure for fiscal year 2016/2017 was **\$2,814,967.00 (Revised)**. Comparing this figure with fiscal year 2017/2018, there is an increase of **35%**.
- ✚ The **largest** portion of the allocation has **varied between** Sub-Head 01 **Personnel Expenditure** and Sub-Head 02 **Goods and Services**. In 2012, 2013 and 2016 respectively, Goods and Services was allocated 17%, 8% and 9% more than Personnel Expenditure. While Personal Expenditure was allocated 1%, 11% and 4% more than Goods and Services in 2014, 2015 and 2017 respectively. Personnel Expenditure has received an average of 47% of the total allocation during the period 2012 to 2018, while Goods and Services received an average of 50% over the same period. In **fiscal year 2018** the Personnel Expenditure and Goods and Services are evenly **keeled each receiving 50%** of the Board's total recurrent allocation.
- ✚ In 2018 the Personnel Expenditure represented approximately **50%** of the Department's total recurrent allocation.
- ✚ Minor Equipment Purchases received the **lowest** percentage of the allocation over 2012 to 2018 period.
- ✚ The actual/estimated expenditure for the three (3) Sub-Heads has been fluctuating over the seven (7) year period, from a low of **\$2,814,967.00** in 2017 to a high of **\$3,489,865.00** in 2016.

The Board's total allocation as a percentage of the National Budget for the period 2012 to 2018

Year ³	Total Allocation ⁴	National Budget ⁵	Percentage of National Budget
2012	\$3,125,935.00	\$55,718,271,573.00	0.006%
2013	\$2,884,434.00	\$59,174,226,196.00	0.005%
2014	\$3,455,208.00	\$65,020,886,424.00	0.005%
2015	\$3,295,643.00	\$61,966,922,675.00	0.005%
2016	\$3,189,016.00	\$56,573,913,053.00	0.006%
2017	\$2,814,967.00	\$55,598,436,912.00	0.005%
2018	\$3,489,865.00	\$54,955,041,591.00	0.006%

- Total allocation for the Board as a percentage of the National Budget illustrated an increase in the allocation to the Public Service Appeal Board by **0.001%** between the period 2016/2017 and 2017/2018.

³ For the Fiscal Years 2012-2016, actual figures were used to calculate the Board's total allocation. However, estimates were used to determine the Board's total allocation for the Fiscal Years 2017 and 2018.

⁴ Total Allocation for the Public Service Appeal Board = Recurrent Expenditure.

⁵ The National Budget = Total Recurrent Expenditure + Total Development Programme-Consolidated Fund.

Committee Reports Related to the Public Service Appeal Board

THIRD REPORT OF THE PUBLIC ADMINISTRATION AND APPROPRIATIONS COMMITTEE

An Inquiry into the System of Inventory Control within the Public Service

<i>Recommendation No.</i>	<i>Report Recommendations</i>	<i>Ministerial Responses</i>	<i>Area requiring funding or follow-up</i>
1	The Board should liaise with the Service Commissions Department and the PMCD to determine the most effective method to fill the vacancy by June 01, 2017.	<i>The Ministry of Public Administration and Communications has been approached regarding the creation of the post of Stores Keeper. In the interim, the Board sought the services of an OJT to perform the said duties and create and maintain an inventory system.</i>	Creation of post of Stores Keeper Payment of OJT
2	The Board should research more recent and practicable tagging systems. The Department may wish to consult the Office of the Parliament on its QR Code Label Printing System and work towards implementing said system.	<i>Our present manual inventory database at the Public Service Appeal Board, is currently being converted to a computerised database system in order to address the suggested recommendations of the Third Report of the Public Administration and Appropriations Committee...This system uses Microsoft Excel and will utilise an inventory template developed by Microsoft. [abridged]</i>	Implementation of the electronic inventory system

An Inquiry into System of Internal Audit within the Public Service

<i>Recommendation No.</i>	<i>Report Recommendations</i>	<i>Ministerial Responses</i>	Area requiring funding or follow-up
1	The Comptroller of Accounts should review the auditing arrangement to allow for a more cohesive and efficient internal audit function among the institutions and provide a status update to the Committee on this review by November 30, 2017.	<i>Awaiting Ministerial Response</i>	

General Information

- The Western Australian Industrial Relations Commission, Public Service Appeal Board: <http://www.wairc.wa.gov.au/index.php/en/95-guides/319-public-service-appeal-board>
- Public Service Labour Relations Board: http://www.oag-bvg.gc.ca/internet/English/parl_lpf_e_33706.html
- Federal Public Sector Labour Relations and Employment Board: http://pslreb-crtefp.gc.ca/index_e.asp