

PARISH COUNCILS SERVICES COMMISSION SECRETARIAT

Current Members of the Parish Councils Services Commission with effect from January 30, 2012:

Mr. Norman Minott, LLB – Chairman

Mr. Calvin G. Brown, JP

Mrs. Doreen Evans, CPA, BA, JP

Miss June Hines, BA, M.Sc (JALGO Nominee)

Mr. Wytliff Matthews, OD, JP (ALGA Nominee)

The staff of the Secretariat comprises of Central Government Officers whose terms and conditions of employment fall within the jurisdiction of the Public Service Commission.

The Secretariat prepares submissions for the consideration of the Commission relating to the following human resource management services on behalf of the unified service officers in the Councils:

- Recruitment
- Appointment
- Transfer outside of the service of the Council
- Transfer from one department to another or from one office to another within the same department, not involving promotion to a higher grade/class.
- Separation
- Disciplinary Control
- Awards for Training, and
- Appeals – *[A permanent employee (not a unified service officer) is also entitled to appeal to the Commission on matters of dismissal.]*

The categories of staff which the Secretariat has responsibility over include:

- General Management Group (GMG)
- Fiscal Management Group (FMG)
- Management Information System Group (MIS)
- Public Information and Documentation Group (PIDG)
- Mass Communication Group (MCG)
- Scientific Officers Group (SOG)
- Office and Public Service Group (OPS)
- Technical Support Services Group (TSS)
- Nursing Personnel Group (NPG)
- Social Work Group (SWG)

N.B. The term 'unified service officer' refers to the substantive holder of a permanent pensionable office.

The term 'unified service office' refers to a permanent pensionable office which has a salary scale calculated on an annual basis.

MUNICIPAL SERVICE COMMISSION SECRETARIAT

Current Members of the Municipal Service Commission with effect from January 30, 2012:

Mr. Norman Minott, LLB – Chairman

Mr. Calvin G. Brown, JP

Mrs. Doreen Evans, CPA, BA, JP

Miss June Hines, BA, M.Sc (JALGO nominee)

Mrs. Merline Daley, OD, CLU, CHFC, JP (KSAC nominee)

The Secretariat prepares submissions for the consideration of the Commission relating to the following human resource management services on behalf of the municipal service officers in the Councils:

- Recruitment
- Appointment
- Transfer outside of the service of the Council
- Transfer from one department to another or from one office to another within the same department, not involving promotion to a higher grade/class.
- Separation
- Disciplinary Control
- Awards for Training, and
- Appeals – *[A permanent employee (not a municipal officer) is also entitled to appeal to the Commission on matters of dismissal.]*

The categories of staff which the Secretariat has responsibility for include:

- General Management Group (GMG)
- Fiscal Management Group (FMG)
- Management Information Systems Group (MIS)
- Public Information and Documentation Group (PIDG)
- Mass Communication Group (MCG)
- Scientific Officers Group (SOG)
- Social Work Group (SWG)
- Office and Public Service Group (OPS)
- Protective Services Group (PTSG)

*N.B. The term ‘**municipal officer**’ refers to the substantive holder of a municipal office. The term ‘**municipal office**’ refers to a permanent pensionable office which has a salary scale calculated on an annual basis.*