

BRITISH GUIANA

SIXTH REPORT

ON THE WORK OF

THE PUBLIC SERVICE COMMISSION

FOR THE PERIOD

1 JANUARY, 1958

31 DECEMBER, 1958.

The Public Service Commission has now been in existence for over 5 years. This report covers the work of the Commission for the period 1 January to 31 December, 1958.

Composition of the Commission

2. The term of office of Mr. P.W. King as Chairman of the Commission expired on 31st May, 1958 and His Excellency the Governor approved of his re-appointment for a further period of two years from 1st June, 1958.

3. In June, 1958, Regulations were enacted increasing the membership of the Commission from four to six.

Mrs. Iris Brazao and Mr. J.N.H. Bayley were appointed to fill the two additional posts for a period of two years with effect from 8 August, 1958.

4. At 31st December, 1958, the membership of the Commission was -

- Mr. P.W. King, Chairman
- Mr. A.A. Bannister )
- Mr. G.W.E. Cooper )
- Mr. H.A.M. Beckles ) Members
- Mr. C.H.P. Da Silva )
- Mrs. I. Brazao )
- Mr. J.N.H. Bayley )

Leave of absence

5. Mr. H.A.M. Beckles was granted six months' leave as a Member of the Commission as from 15th May, 1958 and Mr. G.W.E. Cooper was granted five months' leave as from 1st July, 1958.

Work of the  
Commission

6. During 1958 the Commission held 116 meetings and dealt with 157 references.

3,195 applications were received in respect of vacancies advertised. Of these 1,312 candidates were selected for consideration and 966 interviewed. Thirty-four Staff Vacancy Circulars were issued during the year in respect of vacancies open to serving officers only. 63 vacancies were advertised to the public and 41 were in respect of specialised posts confined to limited candidates. Thirteen Disciplinary cases were dealt with during the year.

7. Annual Confidential Reports are considered by each member of the Commission independently. During the year under review 2,555 Annual Confidential Reports were considered by the Commission.

8. The Commission again advised as to the suitability of applicants for posts in the Federal establishment.

9. During December, the Commission met Mr. L.H. Gorsuch, Public Service Review Commissioner, and had an interesting discussion with him on matters pertaining to the Public Service which would come within the purview of his investigations.

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Scholarships  
and Training

10. The Commission made recommendations on the selection of public officers to be trained under the West Indies training scheme and Overseas Course "B" and also for officers to be sent overseas on leave training courses.

Late sub-  
mission by  
Departments of  
applications for  
appointment.

11. In spite of Circular instructions by the Honourable Chief Secretary to Heads of Departments as to the prompt submission of all applications for appointments some were still received after the closing date.

12. The Commission made further representations to the Honourable Chief Secretary and as a result Circular instructions were issued in March 1958 that candidates should submit their applications direct to the Secretary to the Commission and duplicates thereof should be forwarded at the same time to the Heads of their Departments.

General

13. Throughout its five years of existence the Commission has endeavoured to fulfil the objects and perform the manifold functions for which it was established and to inspire increased confidence both among the Service and among the public. The confidential nature of its advice, however, has precluded publicity for its work and it is evident that the public generally has but little knowledge or appreciation of its work and is sometimes not unnaturally under a misapprehension concerning its functions.

14. To understand the volume of work done, it is necessary to consider the man-hours involved. To understand this the operations described in the First Report of the Commission are repeated hereunder:
- (i) The time for thought required in the Establishment Division of the Chief Secretary's Office and the preparation of draft references to the Commission.
  - (ii) The time for thought given by the Chief Secretary and the settling of the drafts.
  - (iii) The time for thought given by His Excellency the Governor on the more important matters and the settling of the drafts.
  - (iv) The time required for the work of the staff of the Commission on the receipt of references.
  - (v) The time required for the thought given by the Chairman and six members of the Commission.
  - (vi) The time required for consultations.
  - (vii) The time required by Heads of Departments and Staff Associations for purposes of consultations.
  - (viii) The time required for the consideration of the advice given  
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by the Commission, by the Establishment Division, the Chief Secretary and His Excellency the Governor.

Acknowledgements

15. The Commission is grateful to Mr. C.I. Mongul, Assistant Secretary, for conducting a shorthand speed test for applicants for posts of Official and Court Reporters.
16. The Commission again expresses appreciation for the willing co-operation and assistance generally given by Heads of Departments and Staff Associations.
17. The Commission also wishes to thank all Public Service Commissions in the several parts of the British Commonwealth and elsewhere for sending their Annual Reports

PERCY W. KING  
Chairman.

M. MacAndrew  
Secretary,  
Public Service Commission.  
7th February, 1959.