

IN THE THIRD SESSION OF THE SEVENTH PARLIAMENT OF  
THE FOURTH REPUBLIC OF GHANA

**REPORT OF THE FINANCE  
COMMITTEE**

**ON THE**

**2020 PROGRAMME BASED BUDGET**  
**ESTIMATES FOR THE OFFICE OF THE**  
**HEAD OF CIVIL SERVICE (OHCS)**

## **1.0 INTRODUCTION**

The **2020 Programme Based Budget Estimates for the Office of the Head of Civil Service (OHCS)** were *laid* in the House on Wednesday 13<sup>th</sup> November, 2019 and *referred* to the Finance Committee for consideration and report in accordance with the Constitution and Standing Orders of the House. This *referral* followed the presentation of the 2020 Budget Statement and Economic Policy of Government to the House by the Hon. Minister of Finance Mr. Ken Ofori-Atta.

The Committee, in considering the Estimates, met with the Head of Civil Service, Nana Kwasi Agyekum Dwamena and a team of officials from the Office of the Head of Civil Service and the Ministry of Finance and hereby presents this report to the House.

## **2.0 BACKGROUND**

The Office of the Head of Civil Service (OHCS) is a Central Management Agency that provides leadership and facilitates the work of Civil Service Organizations to enable them to respond positively to Government's expectations as well as the aspirations of its stakeholders and the general public.

The Office exists to assist Government in the formulation and implementation of Government policies for the development of the country, through the management of human and other resources, promotion of efficient records management, organizational development and value for money procurement for the delivery of results-oriented, knowledge-driven services.

The vision of the Office is to be a client-oriented organization providing world-class policy advice and services.

### **3.0 OBJECTIVES AND FUNCTIONS**

The goal of the OHCS is to have the human resource and institutional capacity to formulate, implement, monitor and evaluate policies for national development, as well as the ability to effectively and efficiently provide timely and satisfactory services to all its stakeholders.

The core functions of the Office include the formulation and review of human resource related policies, guidelines, standards and programmes for the Civil Service and the facilitation of their implementation.

The OHCS also monitors and coordinates all human resource management-related programmes in Ministries and Departments to ensure uniformity in the application of rules and adherence to standards.

Again, the OHCS develops and facilitates the conduct of systematic, competency-based training for the acquisition of skills consistent with the needs of the Service.

The OHCS also develops and ensures the implementation of a robust performance management system for the Civil Service.



#### 4.0 2019 BUDGET PERFORMANCE

An amount of **GH¢20,040,832** was approved for the OHCS as Budget Estimates for the 2019 Financial Year. The breakdown was as follows:

**Compensation of Employees – GOG** **GH¢11,597,445**

**Goods and Services - GOG** **GH¢5,024,000**

**IGF** **GH¢1,871,262**

**GH¢6,895,262**

**Capex (GOG)** **GH¢950,000**

**IGF** **GH¢598,125**

**GH¢1,548,125**

**TOTAL**

**GH¢20,040,832**

The total allocation was however increased to GH¢25,506,679.00 in the mid-year review of the Budget.

**Outturn** for 1<sup>st</sup> January to 31<sup>st</sup> October, 2019 shows the following:

<b>Item</b>	<b>GoG GH¢</b>	<b>IGF GH¢</b>	<b>Total GH¢</b>
Compensation of Employees	13,004,880.80	0	13,004,880.80
Goods and Services	4,796,408.44	1,597,714.59	6,394,123.03
Capex	725,000.00	180,891.31	905,891.31
<b>Total</b>	<b>18,526,289.24</b>	<b>1,778,605.90</b>	<b>20,304,895.14</b>

## **5.0 2020 BUDGET ESTIMATES FOR THE OFFICE OF THE HEAD OF CIVIL SERVICE (OHCS)**

For the implementation of its programmes and the stated objectives, the OHCS has been allocated a sum of **GH¢34,708,833** for the 2020 financial year. The breakdown is as presented below:

<b>Compensation of Employees – GOG</b>			<b>GH¢17,777,793</b>
<b>Goods and Services -</b>	<b>GOG</b>	<b>GH¢6,343,579</b>	
	<b>IGF</b>	<b>GH¢2,102,445</b>	
	<b>Donor</b>	<b><u>GH¢1,075,116</u></b>	
			<b>GH¢9,521,140</b>
<b>Capex</b>	<b>GOG</b>	<b>GH¢1,000,000</b>	
	<b>IGF</b>	<b>GH¢691,200</b>	
	<b>Donor</b>	<b><u>GH¢5,718,700</u></b>	
			<b>GH¢7,409,900</b>
<b>TOTAL</b>			<b><u>GH¢34,708,833</u></b>

The Allocation is sub-divided among the various institutions under the OHCS as follows:

OHCS Headquarters	GH¢26,942,319
Management Services Division	GH¢2,854,354
Public Records and Archives Administration Department (PRAAD)	<u>GH¢4,912,160</u>
	<b><u>GH¢34,708,833</u></b>

## **6.0 OBSERVATIONS AND RECOMMENDATIONS**

### **6.1 Release of Funds for Promotion Activities**

The Committee observed that the Ministry of Finance in the year 2019 made prompt releases to the OHCS to enable the Office

undertake centralized promotion-linked training and to conduct promotion assessment interviews for deserving civil service staff and also recruit new staff or replace retiring staff. These releases enabled the OHCS to process the documentation for a total number of 2,974 eligible officers out of which 2,614 were promoted as at the end of October 2019.

Additionally, 2,107 Civil Service staff have been provided with promotion-linked training which is still on-going.

In the 2020 financial year, a total of 4,452 officers will be processed for promotion interview.

## **6.2 Recruitment into the Civil Service**

The Committee observed that the OHCS in 2019 received financial clearance to recruit 300 staff into the Civil Service. As at the end of October 2019, 60 staff had been recruited and posted whilst 240 had been recruited but awaiting posting.

As to how the recruitments were carried out, the Committee was informed by the Head of Civil Service that the recruitment was advertised in response to which 7,199 persons applied using the OHCS online application module. These applicants were invited to take an online examination but only a total of 4,260 participated in the exam.

Of this number, the 300 successful candidates were selected.

## **6.3 Performance Management**

The Committee was informed that the OHCS is implementing a Performance Management System for all staff of the Civil Service. Pursuant to this, the OHCS successfully executed Performance



Agreements with 34 Chief Directors, 208 Directors and Heads of Department, 48 Heads of Ghana Missions abroad, 51 A1 Officers and 7 Consul Generals.

In the year 2020, the Office will work to ensure improved performance in the Civil Service. It is programmed that by the end of 2020, at least 50% of all Chief Directors will score above 70% of the set deliverables in their performance agreements.

#### **6.4 Institutional Development**

The Committee noted that as part of the OHCS' strategy for institutional development, the Office would continue to rationalize and define structures, roles and procedures for state institutions, improve transparency and public access to information and promote the efficiency and effectiveness of performance in the Civil Service.

These would be done to ensure that MDAs are optimally structured by identifying the required skill mix to undertake sector plans, programmes and projects for accelerated national development.

#### **6.5 Annual Performance Reports**

The OHCS in 2019 prepared the 2018 Annual Performance Report (APR) for the Civil Service and distributed copies to the Presidency, Ministries, Departments and Agencies (MDAs) as well as key stakeholder institutions to aid in policy decisions and national development. The report was also made available on the OHCS website for public access.

The Office will prepare and disseminate the 2019 Annual Performance Report (APR) for the Civil Service during the 2020 financial year.

## **6.6 Operations and Projects for 2020**

The main operations and projects to be undertaken by the OHCS in 2020 include *but not limited to* the following:

- Monitor and evaluate the records offices of 10 public institutions.
- Dispose of 1,700 scheduled boxes of record at the National Records Center
- Organize one Public Archives exhibition
- Develop capacity of 60 Staff
- Implement the digitization of public records
- Liaise with the World Bank and other development partners to train and update the skills of 70 procurement and supply chain management professionals on donor funded procurement systems, including the revised World Bank/IDF Procurement Regulations and the AfDB Procurement Regulations and procedures.
- Conduct Staffing Gap Analysis for 36 Ministries and their Departments.
- Recruit an estimated 500 officers into the Civil Service
- Collate, update and digitize personnel records of all Civil Servants
- Conduct service wide Scheme of Service training for 2,500 officers of the Civil Service.



- Train 122 IPPD preparing officers and authorizers in the Ministries and Departments to ensure efficient payroll management.
- Prepare Gender Strategy and Action Plan for adoption and implementation by Ministries, Departments and Agencies (MDAs)
- Sensitize one hundred (100) Civil Service Staff on National Anti-Corruption Action Plan (NACAP)
- Continue works towards achieving the Marine Drive Tourism Development Project, and
- Undertake rehabilitation works on the Office building and provide transport for staff.

### **6.7 Management Consultancy Services**

The Management Services Department (MSD) under the OHCS will in 2020 continue to offer management consultancy services to public sector organizations with the view to ensuring that public sector organizations are well structured with reviewed work processes for improved service delivery.

The services to be provided include among others the conduct of job inspection exercises, job analysis and evaluation, reviewing work standards and business processes and facilitating the setting of service standards.

### **6.8 Records Management**

The Public Records and Archives Administration Department (PRAAD) under the OHCS would in 2020 work towards ensuring the proper and effective management of records in all public institutions. To this end, PRAAD will be implementing procedures

for the timely disposal of public records of no continuing value, advising on best practices and establishing national standards in records keeping in the Civil and Public Services.

Also, PRAAD will ensure that procedures for the transfer of public records of permanent value for preservation in the national archives or other archival repository are respected in accordance with the Public Records and Archives Administration Act, 1997 (Act 535).

## **7.0 CONCLUSION**

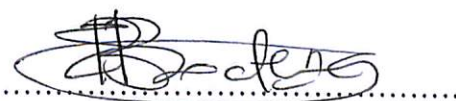
The Committee has thoroughly examined the Estimates and finds the programmes for which the sums have been allocated to be needful for the proper and effective functioning of the Office of the Head of Civil Service.

The Committee hence recommends that the House approves the sum of **Thirty-Four Million, Seven Hundred and Eight Thousand, Eight Hundred and Thirty-Three Ghana Cedis (GH¢34,708,833)** for the implementation of the programmes and activities of the **Office of the Head of Civil Service (OHCS)** for the Financial Year commencing on the 1<sup>st</sup> day of January 2020 and ending on the 31<sup>st</sup> day of December 2020 in accordance with the 1992 Constitution and Standing Orders of the House.

Respectfully submitted.



HON. DR. MARK ASSIBEY-YEBOAH  
(CHAIRMAN, FINANCE COMMITTEE)



MS. EVELYN BREFO-BOATENG  
(CLERK, FINANCE COMMITTEE)

**5<sup>TH</sup> DECEMBER, 2019**

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