

**IN THE FIRST SESSION OF THE SEVENTH PARLIAMENT OF
THE FOURTH REPUBLIC OF GHANA**

REPORT OF THE

FINANCE COMMITTEE

ON THE

2017 ANNUAL BUDGET ESTIMATES

FOR THE

**OFFICE OF THE HEAD OF CIVIL
SERVICE (OHCS)**

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REPORT OF THE FINANCE COMMITTEE ON THE 2017 BUDGET ESTIMATES FOR THE OFFICE OF THE HEAD OF CIVIL SERVICE (OHCS)

1.0 INTRODUCTION

The **2017 Annual Estimates for the Office of the Head of Civil Service (OHCS)** was laid in the House on Thursday 2nd March 2017 and referred to the Finance Committee for consideration and report in accordance with Article 103 of the 1992 Constitution and Orders 169 and 140(4) of the Standing Orders of the House. This referral followed the presentation of the 2017 Budget Statement and Economic Policy of the 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 Agyekum Dwamena and a technical team from the OHCS as well as officials of 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 manage human resources and promote efficient records management, organizational development and value for money procurement for the delivery of results-oriented,

knowledge-driven services by Civil Service Organizations towards the attainment of national goals.

The vision of the Office is to be a modernized customer sensitive public organization providing world-class public services and policy advice.

3.0 OBJECTIVES AND FUNCTIONS

The Ghana Shared Growth and Development Agenda (GSGDA II) contains four policy objectives that are relevant to the Office of the Head of Civil Service. These are:

- Promote and improve the efficiency and effectiveness of performance in the public and civil service
- Rationalize and define structures, roles and procedures for state institutions
- Enhance supervision and productivity in the public service, and
- Improve transparency and access to public information.

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, Departments and Agencies 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.

4.0 2016 BUDGET PERFORMANCE

The budget estimates approved for the OHCS for the 2016 financial year amounted to **GH¢11,195,592**

The breakdown was as follows:

Wages and Salaries	GH¢6,932,801.00
Goods and Services	GH¢2,000,000.00
Capex	<u>GH¢ 796,067.74</u>
TOTAL	<u>GH¢9,728,868.74</u>

Outturn for the year shows the following:

Wages and Salaries	GH¢7,092,108.52
Goods and Services	GH¢1,252,627.25
Capex	<u>GH¢ 796,067.74</u>
Total	<u>GH¢9,140,803.51</u>

5.0 2017 BUDGET ESTIMATES FOR THE OFFICE OF THE HEAD OF CIVIL SERVICE (OHCS)

For the pursuance of its programmes and the above stated objectives, the sum of **GH¢12,145,580** has been allocated to the OHCS for the 2017 financial year. The breakdown is presented below:

Compensation of Employees – GOG		GH¢7,488,920
Goods and Services -	GOG	GH¢2,501,407
	IGF	<u>GH¢1,024,078</u>
		GH¢3,525,485
Capex	(GOG)	GH¢1,000,000
	IGF	<u>GH¢131,175</u>
		<u>GH¢1,131,175</u>
TOTAL		<u>GH¢12,145,580</u>

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

OHCS Headquarters	GH¢9,015,382
Management Services Division	GH¢1,450,406
Public Records and Archives	
Administration Department (PRAAD)	<u>GH¢1,679,792</u>
	<u>GH¢12,145,580</u>

6.0 OBSERVATIONS AND RECOMMENDATIONS

The Committee observed that the OHCS in 2016 facilitated the establishment and commissioning of the Ministries Fire Station at the OHCS for the Ministries enclave. This was said to have helped improve fire safety and preparedness in and around the Ministries area.

Again in 2016, the OHCS facilitated the setting up of a security task force consisting of representatives from the Ghana Police, National Security, National Fire Service, Accra Metropolitan Authority (AMA) and some selected MDAs to strategize for and implement programmes on sanitizing and securing the operating environment within the Ministries.

The Committee noted that the OHCS has since 2013 consistently operationalized the Performance Agreement System as a tool for managing the performance of the core leadership of the Civil Service, promoting healthy competition and generally enhancing productivity levels. In the year 2016, twenty-seven (27) Chief Directors prepared and signed their performance agreements with the Head of Civil Service.

One thousand, five hundred and seventy (1,570) eligible officers were assessed and promoted to various levels (category B-D). In order to improve administrative skills in the Civil Service, all senior officers were required to participate in the mandatory Accelerated Scheme of Service Training at the Civil Service Training Center before the conduct of the promotion interviews.

The Civil Service Council also facilitated the promotion of fifty-three (53) category 'A' Officers and further facilitated the appointment of nine (9) officers during 2016.

During the 2017 financial year, the OHCS has programmed to organize two (2) anti-corruption sensitization programmes for staff

of OHCS and its institutions, provide administrative support to the Ministries Security Task Force, organize in-house training programmes for OHCS staff, organize quarterly Head of Civil Service and Chief Directors meetings, sponsor fifty (50) OHCS staff to attend scheme of service and competency based training, organize mid-year and end of year performance retreat for OHCS Directorates and Departments, and provide internal audit service to OHCS and training institutions.

Under the Institutional Development Programme of the OHCS, the Office will in 2017 enhance supervision and productivity in the Civil Service, rationalize and define structures, roles and procedures for state institutions, improve transparency and public access to public information and promote and improve the efficiency and effectiveness of performance in the civil service.

The Committee noted with concern that capital expenditure (Capex) of **Eight Hundred and Ninety-Five Thousand, Six Hundred and Twenty-Four Ghana Cedis Seventy-One Pesewas (GH¢895,624.71)** was incurred by the OHCS in 2016 even though no capex estimates was approved for OHCS by Parliament for that year.

The Head of Civil Service however explained to the Committee that a badly needed hostel being constructed at the Government Secretarial School had come to a standstill for about three (3) years, hence a passionate appeal was made to the Minister for Finance who provided them the capex resources in question presumably from general vote to help continue the project.

Presently, the hostel is said to be nearing completion and is expected to boost the IGF potential of the OHCS.

The Committee referred the OHCS to the provisions of Article 179 (11) of the 1992 Constitution which stipulates that *“Whenever in the estimates prepared in accordance with clauses (1) and (8) of this article provision is made for an item or vote other than for the Contingency Fund, not relating to a specific item of expenditure, any moneys voted by Parliament in respect of that item or vote shall be under the control and supervision of a Committee which shall consist of the President, the Speaker and the Chairman of the Council of State.”*

The Committee recommends to the Minister for Finance to apprise himself of the above provision of the Constitution to ensure that any general allocations in the budget not relating to any specific item of expenditure is placed under the Committee created by the Constitution for the appropriate control and supervision of votes.

The Committee was informed that the Public Records and Archives Administration Department (PRAAD) is presently affected by technological obsolescence as its operations have been overtaken by information and communication technology. The Department was said to be in dire need of funds to modernize and digitize their operations to meet modern trends. Efforts to source funding from development partners have also proven unsuccessful thus far.

The Committee notes that no capex allocation has been made for PRAAD for the 2017 financial year and therefore recommends to

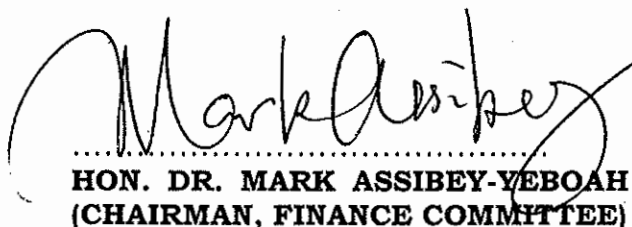
the Ministry of Finance to endeavor to make some capex allocation to the Department in the anticipated mid-year review of the budget.

7.0 CONCLUSION

The Committee has carefully examined the Estimates and finds that the budgeted amounts are critically needed for the effective functioning of the Office of the Head of Civil Service.

In view of the foregoing, the Committee recommends to the House to approve the sum of ***Twelve million, one hundred and forty-five thousand, five hundred and eighty Ghana Cedis (GH¢12,145,580)*** for the implementation of the programmes and activities of the **Office of the Head of Civil Service (OHCS)** for the 2017 financial year in accordance with Article 179 of the 1992 Constitution and Orders 140(4) and 146 (2) of the Standing Orders of the House.

Respectfully submitted.



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



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