

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

**REPORT OF THE FINANCE COMMITTEE ON THE
2018 BUDGET ESTIMATES FOR THE OFFICE OF THE
HEAD OF CIVIL SERVICE (OHCS)**

1.0 INTRODUCTION

The **2018 Annual Estimates for the Office of the Head of Civil Service (OHCS)** were *laid* in the House on Wednesday 15th November, 2017 and *referred* to the Finance Committee for consideration and report in accordance with the Constitution of the Republic and Standing Orders of the House. This referral followed the presentation of the 2018 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.



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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 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.

4.0 2017 BUDGET PERFORMANCE

The budget estimates approved for the OHCS for the 2017 financial year amounted to GH¢12,145,580

Compensation of Employees – GOG GH¢7,488,920

Goods and Services - GOG GH¢2,501,407
IGF GH¢1,024,078
GH¢3,525,485

Capex (GOG) GH¢1,000,000
IGF GH¢131,175
GH¢1,131,175

TOTAL **GH¢12,145,580**

Outturn for the year 2017 shows the following:

Item	Budget for 2017 GH¢	Actual Expenditure (As at end Nov 2017) GH¢	% Utilized
Compensation of Employees	7,488,920	7,260,331.40	96.95%
Goods and Services	3,525,485	2,298,305.10	65.19%
Capex	1,131,175	7,126.00	0.63%
Total	12,145,580	9,565,762.50	78.76%

5.0 2018 BUDGET ESTIMATES FOR THE OFFICE OF THE HEAD OF CIVIL SERVICE (OHCS)

For the implementation of its programmes and the above stated objectives, the OHCS has been allocated a sum of **GH¢12,822,482** for the 2018 financial year. The breakdown is presented below:

Compensation of Employees – GOG		GH¢8,896,488
Goods and Services - GOG	GH¢1,884,210	
	IGF <u>GH¢1,107,851</u>	
		GH¢2,992,061
Capex (GOG)	GH¢462,700	
	IGF <u>GH¢471,232</u>	
		GH¢933,933
TOTAL		<u>GH¢12,822,482</u>

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

OHCS Headquarters	GH¢9,528,435
Management Services Division	GH¢1,484,013
Public Records and Archives Administration Department (PRAAD)	<u>GH¢1,810,034</u>
	<u>GH¢12,822,482</u>

6.0 OBSERVATIONS AND RECOMMENDATIONS

6.1 Performance Management System

The Committee observed that as part of the strategy to ensure the implementation of a robust performance management system for the Civil Service, the OHCS in 2017 evaluated the performance of Chief Directors for the year 2016. Twenty-four (24) out of Twenty-Seven (27) Chief Directors were said to have achieved 70% and above of the set deliverables in their Performance Agreements. Also, 2017 Performance Agreements were signed between the Head of Civil Service and 30 Chief Directors. These agreement were endorsed by their respective Sector Ministers as well.

6.2 Organizational Management and Development

In the area of organizational management and development, the Committee noted that the OHCS developed and reviewed organizational manuals for nine (9) MDAs, undertook management/organizational reviews in ten (10) MDAs and conducted four (4) job inspections. The OHCS also conducted Procurement and Supply Chain Management (PSCM) and Inventory Audit/Monitoring for 18 MDAs.

6.3 Institutional Development

The Office of the Head of Civil Service will in the year 2018 enhance supervision and productivity in the Public Services, rationalize and define structures, roles and procedures for state institutions, improve transparency and public access to public information and also promote and improve the efficiency and effectiveness of performance in the Civil Service.

Revision of Civil Service Regulations

In 2018, the OHCS programmes to conduct a revision of the current Civil Service Regulations and the Administrative Instructions to bring them up to date and make them responsive to the needs of stakeholders.

Archives Administration

The Public Records and Archives Administration Department (PRAAD) has programmed to decongest and restructure its repositories and also to repair important archival documents. The Committee noted that archival documents kept by PRAAD immensely enhanced and bolstered Ghana's case in the recent ITLOS adjudication between Ghana and our friendly neighbours La Cote d'Ivoire.

Government Stores and Inventory Management

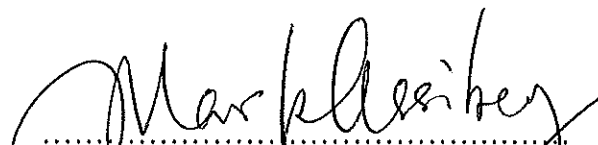
In 2018, the OHCS will develop a framework for Government Stores Coding System in fifteen (15) MDAs to improve efficiency and effectiveness in inventory management. Also, all Stores and Materials Management Class Officers are to be migrated to the Procurement and Supply Chain Management (PSCM) Scheme of Service.


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.

The Committee hence recommends that the House approves the sum of **Twelve Million, Eight Hundred and Twenty-Two Thousand, Four Hundred and Eighty-Two Ghana Cedis (GH¢12,822,482)** 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 the 1992 Constitution and Standing Orders of the House.

Respectfully submitted.


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


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

13TH DECEMBER, 2017