

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



**REPORT OF THE FINANCE COMMITTEE ON THE
2019 BUDGET ESTIMATES FOR THE OFFICE OF
THE HEAD OF CIVIL SERVICE (OHCS)**

1.0 INTRODUCTION

The **2019 Annual Estimates for the Office of the Head of Civil Service (OHCS)** were *laid* in the House on Thursday 15th November, 2018 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 2019 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 officials from the Office of the Head of Civil Service and a technical team from the Ministry of Finance and hereby presents this report to the House.

2.0 BACKGROUND

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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 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 2018 BUDGET PERFORMANCE

The Budget Estimates approved for the OHCS for the 2018 Financial Year amounted to GH¢12,822,482. The breakdown was as follows:

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>

Outturn for the first three quarters of 2018 shows the following:

Item	Budget for 2018 GH¢	Actual Expenditure (As at end Sep 2018) GH¢	% Utilized
Compensation of Employees	8,896,488	5,860,697.82	65.88%

Goods and Services	2,992,061	2,412,230.92	80.62%
Capex	933,933	247,931.34	26.55%
Total	12,822,482	8,520,860.08	66.45%

5.0 2019 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¢20,040,832** for the 2019 financial year. The breakdown is presented below:

Compensation of Employees – GOG	GH¢11,597,445
Goods and Services - GOG	GH¢5,024,000
IGF	<u>GH¢1,871,262</u>
	GH¢6,895,262
Capex (GOG)	GH¢950,000
IGF	<u>GH¢598,125</u>
	GH¢1,548,125
TOTAL	<u>GH¢20,040,832</u>

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

OHCS Headquarters	GH¢15,684,784
Management Services Division	GH¢1,462,982
Public Records and Archives Administration Department (PRAAD)	<u>GH¢2,893,066</u>
	<u>GH¢20,040,832</u>

6.0 OBSERVATIONS AND RECOMMENDATIONS

6.1 Special Releases in 2018

The Committee observed that the Ministry of Finance made a special release of GH¢4,068,000.00 under *Goods and Services* 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. This special release was said to have been in response to the situation of delayed promotions of over 6000 civil service staff, some of whom had not been promoted due to lack of funds from their respective institutions.

The Committee was informed that this is the first of such interventions in more than fifteen (15) years. This special release made it possible for 1,732 Civil Servants to be provided with promotion linked training in 2018.

Also, an amount of GH¢1,000,000.00 under *CAPEX* was released to commence the process of digitization of vital records at the Public Records and Archives Administration Department (PRAAD) as part of safeguarding national records. The total request for the digitization program was GH¢2,000,000.00.

In view of the key role that PRAAD plays in national development and especially the role the department played in providing vital archival documents in the recent ITLOS litigation between Ghana and Ivory Coast, the Committee recommends to the Ministry of

Finance to provide the remaining GH¢1,000,000.00 to the Department to enable it complete the digitization programme for the benefit of the country.

6.2 Institutional Development

The Committee noted that as part of the OHCS' strategy for institutional development, the Office would 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.

6.3 Annual Performance Reports

The OHCS in 2018 prepared the 2017 Annual Performance Report (APR) for the Civil Service and distributed 200 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 2018 Annual Performance Report (APR) for the Civil Service during the 2019 financial year.

6.4 Operations and Projects for 2019

The main operations and projects to be undertaken by the OHCS in 2019 include *but not limited to* the following:

- Develop, review and finalize schemes of service for six (6) MDAs
- Develop capacity of four (4) Staff
- Conduct management reviews in 7 MDAs
- Develop and review ten (10) Organizational Manuals for MDAs
- Conduct job inspections in Establishment Levels for seven (7) MDAs
- Develop work processes for three (3) MDAs
- Organize promotion interviews for three thousand, five hundred (3,500) Civil Service Staff
- Review, implement and monitor Staff Performance Appraisal Reports (SPAR)
- 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.

6.5 Management Consultancy Services

The Management Services Department under the OHCS plans in 2019 to offer management consultancy services to public sector organizations with the view of ensuring that they 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.

6.6 Records Management

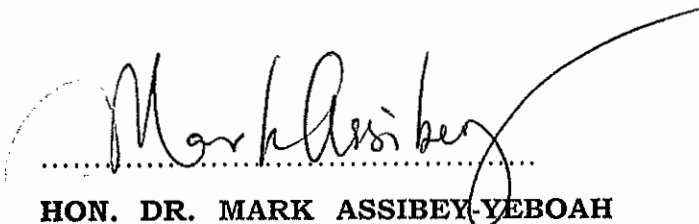
In the year 2019, PRAAD under the OHCS would work towards ensuring the proper and effective management of records in all public institutions. To this end, PRAAD will be establishing and implementing procedures for the timely disposal of public records of no continuing value, advising on best practices and establishing national standards in records keeping in the Civil and Public Services, and establishing procedures for the transfer of public records of permanent value for preservation in the national archives or other archival repository in accordance with the Public Records and Archives Administration Act, 1997 (Act 535).

7.0 CONCLUSION

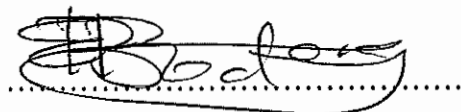
The Committee has carefully examined the Estimates and finds them needful for the effective functioning of the Office of the Head of Civil Service.

The Committee hence recommends that the House approves the sum of ***Twenty Million, Forty Thousand, Eight Hundred and Thirty-Two Ghana Cedis (GH¢20,040,832)*** for the implementation of the programmes and activities of the **Office of the Head of Civil Service (OHCS)** for the 2019 Financial Year 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)**

6TH DECEMBER, 2018