

PART A: OVERVIEW OF DEPARTMENT

I. STRATEGIC NOTE

1. Major

**Achievements for
2012**

Activities	As at September 2012
Appointments/promotions	286
Disciplinary cases	44
Other issues pertaining to human resources (such as pensions/gratuity, assignment of duties, acting appointment and confirmation)	976

**2. Major Constraints
and Challenges and
how they are being
addressed**

- Recommendations made by Responsible Officers of Local Authorities and the Unified Local Government Service Board are often not supported by adequate and accurate information, leading to considerable delays in the decision-making process of the Commission.
 - Responsible officers are being made aware of the discrepancies and shortcomings to avoid recurrence of same. In this respect, relevant Circular Letters are issued from time to time.
- Shortage of staff at senior management level.
 - Requests are being made for the filling of the vacancies
- Delay in obtaining appropriate clearances from competent authorities thus retarding the processing of applications.
 - Requests are being made to the authorities concerned to expedite matters.
- Very often, applicants do not submit adequate and accurate information as regards qualifications held by them. Consequently, they are convened for a “Verification of Documents” in order to ascertain their eligibility. This also causes considerable delay.
- All recommendations in respect of filling of vacancies are now channelled to the Commission through the Unified Local Government Service Board. This retards the recruitment and selection exercise.

**3. Strategic
Direction
2013-2015**

- The Local Government Service Commission will, to the best of its ability, continue to provide suitably qualified and appropriate human resources to all Local Authorities. The Commission will also strive to reduce the time taken for the processing of applications.

Local Government Service Commission - *continued*

- The Commission will ensure that:
 - (a) Qualified candidates are given a fair and equal chance to submit their applications as and when posts are advertised;
 - (b) Responsible Officers comply with the laws, rules and regulations in force in the Local Government Service, including strict adherence to the provisions of the Local Government Service Commission Act, Personnel Management Manual, Financial Management Manual and Pay Research Bureau Report.
- The Commission will also regularly review schemes of service in line with changes in job specifications, as recommended by the Pay Research Bureau. Schemes of service will be reviewed and where appropriate rationalised, to adapt to the ever changing competitive environment which requires different skills due to technical advancement and transformation at the workplace.
- The Commission will continue to serve within legal parameters and make judicious use of available resources to ensure good governance and a high standard of efficiency.

4. Priority Objectives and Major Services to be provided for 2013-2015

Programme 101: Local Government Human Resource Affairs

- Priority Objectives:
- Attend to requests of Local Authorities for the filling of vacancies, and to other human resources-related issues in a timely, efficient and effective manner

- Major Services:
- Recruitment, appointment and promotion in the Local Government Service

II. SUMMARY OF FINANCIAL RESOURCES BY PROGRAMMES AND SUB-PROGRAMMES

Code	Programme	Rs	Rs	Rs	Rs
		2012 Estimates	2013 Estimates	2014 Planned	2015 Planned
101	Local Government Human Resource Affairs	20,625,000	22,337,000	22,387,000	26,037,000
	Total	20,625,000	22,337,000	22,387,000	26,037,000

III. SUMMARY OF FUNDED POSITIONS BY PROGRAMMES AND SUB-PROGRAMMES

Code	Programme	Total		% Distribution	
		In Post 2012	Funded 2013	2012	2013
101	Local Government Human Resource Affairs	44	46	100%	100%
	Total	44	46	100%	100%

PART B: SERVICES TO BE PROVIDED AND PERFORMANCE INFORMATION

Programme 101: Local Government Human Resource Affairs						
Outcome: Adequate, qualified and suitable human resources for all local authorities provided in a timely manner						
Outcome Indicator			2011	2013	2015	2022
			Actual	Target	Target	Target
Percentage of local authorities recommendations processed within an average period of 3 months.			80%	85%	90%	100%
DELIVERY UNITS	SERVICES TO BE PROVIDED	PERFORMANCE				
		Service standards (Indicators)	2011 Actual	2013 Targets	2014 Targets	2015 Targets
Local Government Service Commission	S1: Policy and Management Services	SS1: PBB Strategic Plan updated and aligned with ESTP Outcome Framework	June	May	May	May
		SS2: % of requests acknowledged within 5 working days	90%	95%	95%	95%
	S2: Recruitment/ Promotion in the Local Government Service.	SS1: Average processing time of applications (weeks)	25	21	20	19
	S3: Settlement of human resource-related issues in the Local Government Service.	SS1: Average processing time for the settlement of human resource related issues (weeks)	10	9	8	7

PART C: INPUTS - FINANCIAL RESOURCES

1. SUMMARY BY ECONOMIC CATEGORIES

Code	Economic Categories	Rs	Rs	Rs	Rs
		2012 Estimates	2013 Estimates	2014 Planned	2015 Planned
21	Compensation of Employees	17,015,000	19,355,000	19,405,000	19,455,000
22	Goods and Services	2,935,000	2,982,000	2,982,000	3,082,000
24	Interest	-	-	-	-
25	Subsidies	-	-	-	-
26	Grants	-	-	-	-
27	Social Benefits	-	-	-	-
28	Other Expense	-	-	-	-
31	Acquisition of Non-Financial Assets	675,000	-	-	3,500,000
32	Acquisition of Financial Assets	-	-	-	-
	Total	20,625,000	22,337,000	22,387,000	26,037,000

2. SUMMARY FOR YEAR 2013

Code	Programme	Rs	Rs	Rs	Rs
		Compensation of Employees [code 21]	Goods and Services [code 22]	Subsidies/ Grants [codes 25-28]	Acquisition of Assets [codes 31- 32]
101	Local Government Human Resource Affairs	19,355,000	2,982,000	-	-
	Total	19,355,000	2,982,000	-	-

Programme 101: Local Government Human Resource Affairs

Item No.	Details	Rs	Rs	Rs	Rs
		2012 Estimates	2013 Estimates	2014 Planned	2015 Planned
21	Compensation of Employees	17,015,000	19,355,000	19,405,000	19,455,000
21110	Personal Emoluments	14,600,000	16,800,000	16,850,000	16,900,000
21111	Other Staff Costs	2,315,000	2,405,000	2,405,000	2,405,000
21210	Social Contributions	100,000	150,000	150,000	150,000
22	Goods and Services	2,935,000	2,982,000	2,982,000	3,082,000
22010	Cost of Utilities	550,000	550,000	550,000	580,000
22020	Fuel and Oil	90,000	90,000	90,000	90,000
22040	Office Equipment and Furniture	115,000	115,000	115,000	150,000
22050	Office Expenses	300,000	300,000	300,000	300,000
22060	Maintenance	965,000	1,115,000	1,115,000	1,115,000
22070	Cleaning Services	150,000	100,000	100,000	100,000
22100	Publications and Stationery	335,000	257,000	257,000	257,000
22120	Fees	375,000	400,000	400,000	425,000
	<i>of which</i>				
22120002	<i>Fees to Chairman and Members of Boards and Committees</i>	25,000	25,000	25,000	25,000
22120013	<i>Fees icw Examination and Interview</i>	200,000	200,000	200,000	225,000
22120014	<i>Fees icw Equivalence and Recognition of Qualifications</i>	50,000	75,000	75,000	75,000
22900	Other Goods and Services	55,000	55,000	55,000	65,000

Local Government Service Commission - continued

Item No.	Details	Rs	Rs	Rs	Rs
		2012 Estimates	2013 Estimates	2014 Planned	2015 Planned
31	Acquisition of Non-Financial Assets	675,000	-	-	3,500,000
31112	Non-Residential Buildings	-	-	-	3,500,000
31112001	Construction of Office Buildings	-	-	-	3,500,000
31132	Intangible Fixed Assets	675,000	-	-	-
31132801	Acquisition of Software	675,000	-	-	-
	Web-Based System with Support for Online Applications				
	Total	20,625,000	22,337,000	22,387,000	26,037,000

PART D: INPUTS HUMAN RESOURCES

STAFFING POSITIONS BY PROGRAMMES AND SUB-PROGRAMMES

Salary Code	Position Titles	In Post 2012	Funded Positions		
			2013	2014	2015
Programme 101: Local Government Human Resource Affairs		44	46	46	46
	Chairperson	1	1	1	1
	Members	4	4	4	4
02 00 88	Secretary, Local Government Service Commission	1	1	1	1
02 75 82	Principal Assistant Secretary	-	-	-	-
02 45 67	Assistant Secretary	1	1	1	1
08 46 62	Office Management Executive	-	-	-	-
08 41 55	Higher Executive Officer	1	1	1	1
08 31 51	Senior Officer	7	8	8	8
01 41 55	Financial Operations Officer	1	1	1	1
01 29 49	Assistant Financial Operations Officer	-	-	-	-
08 18 48	Officer	13	13	13	13
08 34 55	Confidential Secretary	2	2	2	2
08 17 44	Word Processing Operator	3	4	4	4
24 27 37	Head Office Care Attendant	1	1	1	1
24 10 30	Office Care Attendant	3	3	3	3
24 13 36	Driver	1	1	1	1
22 12 39	Receptionist/Telephone Operator	1	1	1	1
24 10 30	Gardener/Nurseryman	2	2	2	2
24 09 29	Watchman	1	1	1	1
24 06 24	Gateman	1	1	1	1
	Total	44	46	46	46