

1. OFFICE OF THE CLERK

- 1.1 The Office of the Clerk, also referred to as the Secretariat of the Assembly, is responsible for the organisation and conduct of business of the Parliament of the RRA which plays a critical role in ensuring democracy and has as mission to ensure that the best interests of the Rodriguan people are served. It provides administrative/procedural and political support services to the Regional Parliament; and is required to convene sittings of the Assembly and meetings of Committees of the Assembly.
- 1.2 Its objectives are, among others, to: provide high quality advice, facilities and services to enable the Assembly House and its Committees to conduct their business effectively as well as enabling individual Members to accomplish their parliamentary duties effectively; promote public knowledge and understanding of the work and role of the Assembly through the provision of organised regular visit and access to the public; comply fully with Government guidelines and legislative provisions in business transactions; interact with the local, regional and international stakeholders/collaborators in order to enhance the democratic principles to which the Regional Assembly adheres to; and keep under constant review the parliamentary service to allow Members and staff of the Regional Assembly to discharge their duties in the best of conditions and to be proactive in identifying available improvements to facilities and equipment.
- 1.3 The Clerk, Regional Assembly who is at the apex of the Office, is responsible for the day-to-day administration of the Assembly and oversees technical issues regarding parliamentary practice. In the performance of her duties, she is assisted by the Deputy Clerk, Regional Assembly and by a complement of staff comprising professional, technical, general services and other supporting grades.
- 1.4 In the context of this review exercise, Management and Staff Associations have made a few common proposals with regard to the restyling of a few grades in the Reporting Section; creation of certain positions; reviewing the mode of appointment of the grade of Clerk, Regional Assembly; amending the scheme of service of the grade of Reporter, Regional Assembly; and provision of enhanced conditions of service.
- 1.5 Whilst both stakeholders were apprised of the outcome of their demands during the consultative meetings, we are making the following observations: given the grade of Library Officer already exists at the Human Resources Development Centre (HRDC), creation of a specific grade of Library Officer, Regional Assembly would not be appropriate, the moreso, the Bureau refrains from the creation of stand-alone positions with no career structure; the establishment size of the grade at the HRDC may be increased and a Library Officer be posted to the Regional Assembly; grades are created based on their functional needs; and a few requests pertain to internal issues which need to be dealt with administratively.

- 1.6 Both the Union and Management requested for the creation of a grade of Pre-Press and Audio Visual Officer to service the Regional Assembly. During the consultative meetings, both parties were informed that it is not advisable to create a grade with the combined duties of a Pre-Press Officer and Audio Visual Officer as the qualifications normally required for these two positions differ. The parties, therefore, agreed to review their proposal and to re-submit same to the Bureau. However, no new submission regarding this particular grade has been forwarded to the Bureau by either party. We are, therefore, not making any recommendation in this respect.
- 1.7 Nonetheless, we are making appropriate recommendations for a few proposals which we consider to be amply justified. We are thus, in this Report, providing for health surveillance to officers of the Reporting Unit.

Clerk, Regional Assembly

Deputy Clerk, Regional Assembly

- 1.8 The positions of Clerk, Regional Assembly and Deputy Clerk, Regional Assembly are filled on an assignment basis or contractual terms. In the context of this report, Management and Staff Associations proposed for the post of Clerk, Regional Assembly to be filled on contractual terms or on an assignment basis for an initial period of two years and to consider the appointment of the Clerk, Regional Assembly in a substantive capacity on completion of a five-year period and subject to the performance and the continued relevance of competence of the incumbent.
- 1.9 After carefully examining the request and taking into account the sensitive nature of the issue, we consider that it would be more appropriate to maintain the *status quo*.

Recommendation 1

1.10 We recommend that:

- (i) appointment to or filling of the posts of Clerk, Regional Assembly and Deputy Clerk, Regional Assembly should continue to be made on assignment basis or contractual terms; and**
- (ii) the retirement benefits of a public officer, who has been assigned the duties of Clerk, Regional Assembly or Deputy Clerk, Regional Assembly by the appropriate Service Commission or through delegation of power by the Public Service Commission and retires or is subsequently reverted to his substantive post, should continue to be computed on the prevailing pensionable emoluments of the office to which he was assigned provided he satisfies the provisions made at paragraph 13.40 at Chapter 13 of Volume 1 of this Report.**

Robing Allowance

- 1.11 At present, the Clerk, Regional Assembly and Deputy Clerk, Regional Assembly are being paid a Robing Allowance of Rs 4800 yearly. We are retaining this provision and revising the quantum of the allowance.

Recommendation 2

- 1.12 We recommend that the Clerk, Regional Assembly and Deputy Clerk, Regional Assembly should be paid a Robing Allowance of Rs 5100 yearly.**

Editor, Regional Assembly

- 1.13 At present, incumbent in the grade of Editor, Regional Assembly is employed on a sessional basis and is being paid an allowance of Rs 1000 per session of three hours.
- 1.14 It has been submitted that the current workload does not warrant the employment of a full-time Editor. In the given circumstances, the present arrangement is being maintained and we are revising the allowance.

Recommendation 3

- 1.15 We recommend that incumbent in the grade of Editor, Regional Assembly employed on a sessional basis, should be paid an allowance of Rs 1050 per session of three hours.**

Reporting Section

- 1.16 Representations have been received from Management and staff side, among others, for the creation of the grade of Senior Hansard Reporter and Sub-Editor; restyling of the Reporting Section to Hansard Unit; restyling of the grades of Reporter, Regional Assembly and Assistant Reporter, Regional Assembly to Hansard Reporter and Sub-Editor and Assistant Hansard Reporter and Sub-Editor respectively. During consultations, parties were apprised of the philosophies behind creation and restyling of grades. After examining all the requests, the Bureau views that the present structure is fit for its purpose.

Staggered Hours

- 1.17 Officers in the grades of Reporter, Regional Assembly and Assistant Reporter, Regional Assembly would be required to work at staggered hours. **This element has been taken into account in determining the salaries of the relevant grades.**

Allowance to Sergeant-at-Arms

- 1.18 At present, a monthly allowance of Rs 2900 is paid to the Police Officer acting as Sergeant-at-Arms. We are keeping up with this provision and revising the quantum.

Recommendation 4

- 1.19 We recommend that the Police Officer performing the duties of Sergeant-at-Arms should be paid a monthly allowance of Rs 3045.**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	OFFICE OF THE CLERK
02 000 107	Rs 110125 Clerk, Regional Assembly
02 071 093	Rs 38400 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 71800 Deputy Clerk, Regional Assembly
08 058 088	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Editor, Regional Assembly
08 054 077	Rs 25000 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800 Reporter, Regional Assembly
08 032 069	Rs 17305 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 36550 Assistant Reporter, Regional Assembly

