

2012      *Integrity in Public Life Act (Sections 20 and 22)*      SRO. 3  
*Resolution*

---

GRENADA

STATUTORY RULES AND ORDERS NO. 3 OF 2012

THE RESOLUTION FOR THE PURPOSES OF SECTIONS 20 AND 22 OF THE INTEGRITY IN PUBLIC LIFE ACT, 2007.

(Gazetted 27th January, 2012).

**WHEREAS** the Integrity in Public Life Act No. 14 of 2007 (“the Act”) seeks to establish an Integrity Commission (“Commission”) in order to ensure integrity in public life, to obtain declaration of the assets, liabilities, income and interest in relation to property of persons in public life, to give effect to the provisions of the Inter-American Convention against Corruption and for matters incidental thereto and for purposes connected therewith;

**WHEREAS** the Act makes provision for the establishment of a Commission pursuant to section 4;

**WHEREAS** pursuant to section 20 of the Act the salaries and allowances of the members and staff of the Commission shall be determined by resolution of the House of Representatives;

**WHEREAS** pursuant to section 22 of the Act, the funds of the Commission shall consist of such funds as may be appropriated to the Commission by Parliament;

**AND WHEREAS** the salaries and allowances of the members and staff of the Commission are now provided for in the Schedule attached thereto;

**AND NOW THEREFORE BE IT RESOLVED** pursuant to sections 20 and 22 of the Act, that the salaries and allowances of the members of the Commission are now provided for in the Schedule attached thereto.

A 6

*SRO. 3      Integrity in Public Life Act (Sections 20 and 22)      2012*  
*Resolution*

---

**SCHEDULE**



OFFICE

OF

THE

INTEGRITY COMMISSION

---

*PROPOSED*

*TERMS AND CONDITIONS*

*OF*

*EMPLOYMENT*

*FOR*

*MEMBERS & STAFF*

*OF THE COMMISSION*

2011—2012

2012      *Integrity in Public Life Act (Sections 20 and 22)*      SRO. 3  
*Resolution*

---

### **BRIEF ON THE INTEGRITY COMMISSION**

The Members of the Integrity Commission were appointed and took their oaths of office on January 14th, 2010, with these appointments being retroactive to November 2009. The Commission was only able to secure permanent premises for its Office with effect from December 2010, and a Facilitator was assigned to advance set-up operations with effect from April 16th, 2011.

The Commission is expected to effect transformative and far reaching oversight of persons in public life and state institutions, including inter alia, state-funded Commissions, Boards and Corporations in Grenada.

Its work is expected to implement the provisions of the Inter American Convention against Corruption to which Grenada is a signatory. The Commission is expected to establish integrity in public life and to obtain declarations of assets, liabilities, income and interests in relation to property of persons in public life. It is also expected, that through its work, the development of a culture of good governance in public life will be realised. This would ensure that by extension, Government would have the capacity and the moral authority to enforce corporate governance and law and order in national life.

The staff of the Commission will be held to the highest levels of professionalism and ethical standards at all times and will be expected to conduct the operations of the Commission within the strictest bounds of confidentiality and impartiality.

### **COMPOSITION OF THE COMMISSION**

As dictated by the Act, the Commission is comprised as follows:

- Chairperson
- Deputy Chairperson
- Five ordinary members

### **FUNCTIONS OF THE COMMISSION**

The functions and responsibilities of the Commission are numerous as prescribed by the two (2) Acts under its purview - the Integrity in Public Life Act and the Prevention of Corruption Act. The Integrity in Public Life Act #14 of 2007, gives the Integrity

*SRO. 3                      Integrity in Public Life Act (Sections 20 and 22)                      2012*  
*Resolution*

---

Commission the authority to carry out the following functions, in addition to exercising the powers granted according to the provisions of the Act:

1.     **To receive, examine and retain all declarations** filed pursuant to the provisions of the Act; The Commission in its receiving mode is expected to receive an estimated **10,000 – 15,000 declarations (lowest amount estimated at around 8000, conservatively)**, from persons in public life; follow up on these declarations after receipt and preside over ensuing investigations
2.     **To make such enquiries** as it considers necessary, in order to verify or determine the accuracy of a declaration filed pursuant to the provisions of the Act.
3.     **To receive and investigate complaints** regarding any alleged breaches of the provisions of the Act or the commission of or any suspected offence under the Prevention of Corruption Act. ***All complaints are required to be heard;***
4.     **To investigate the conduct** of any person falling under the purview of the Commission which, in the opinion of the Commission, may be considered dishonest or conducive to corruption;
5.     **To sit as a Tribunal** in order to conduct formal enquires rising from declarations and complaints;
6.     **To examine the practices** and procedures of public bodies to determine occurrences of corruption;
7.     **To instruct, advise and assist** the heads of public bodies with respect to changes in practices or procedures which may be necessary to reduce the occurrences of corrupt practices;
8.     **To carry out programs of public education** intended to foster understanding of the required standard of integrity;
9.     **To ensure the observance of the Code of Conduct** applicable to all persons

2012      *Integrity in Public Life Act (Sections 20 and 22)*      SRO. 3  
*Resolution*

---

in public life.

10. **To perform such other functions** and exercise such powers, as are required pursuant to the provisions of the Act.

In summary, the Commission has the powers to authorize investigations, summon witnesses, require the production of any reports, documents or other relevant information, or do all that it considers necessary or expedient for the purpose of carrying out its aforesaid functions, whilst some of its members sit as an *Investigatory tribunal*. As necessary, the Commission will also be convened to function as a Commission of Inquiry, with the same powers, rights and privileges as a Commission of Inquiry appointed pursuant to the provisions of the Commission of Inquiry Act. Therefore proper utilization of this Commission can potentially save the State of Grenada the considerable sums spent in establishing Commissions in the recent years.

The Commission is expected to be fully independent and autonomous and in exercising its functions, may make use of the services or draw upon the expertise of any law enforcement agency in the Public Service. It therefore exists outside of the government (public) officials and agencies which it is to investigate.

### STAFFING

Section 19 – (1) and (3) and section 20 of the act make provisions for the Commission to be provided with a Secretary and with adequate staff to ensure the prompt and efficient discharge of its powers and functions; and for. ... *“the salaries and allowances of the Members and staff of the Commission to be determined by resolution of the House of Representatives.”*

In this context therefore, it is necessary for the Commission to employ competent staff to effectively carry out its functions. This process can only be undertaken after the requisite approval is received.

Based on the complexity of the scope and the extensive reach of the Commission’s work as indicated by the almost exhaustive list of “persons in public life” and the prescribed functions, a determination has been made to begin receiving declarations *in as short a time as possible after staffing the office*, and to subsequently phase in the other

A 10

*SRO. 3 Integrity in Public Life Act (Sections 20 and 22) 2012  
Resolution*

---

functions on a structured and synergistic basis.

Being cognizant of the need to be effective in the discharge of its duties, the organizational structure (As detailed in Appendix 1), has been determined as optimal for the operations of the Commission. However, bearing in mind financial and other constraints and the consequential decision to phase-in the functions, *a smaller staff is being proposed for start up operations*. Staffing will increase to full complement as the work of the Commission expands.

For startup therefore, up to thirteen (13) persons will be employed as follows:

Chief Executive Officer / Secretary to the Commission	1
Manager – Assets Declaration & Compliance	1
Compliance Officer	4
Investigations Officer	1
Hearings and Complaints Officer	1
MIS Officer	1
Administrative Supervisor	1
Secretary	1
Clerk	1
Office Assistant/Cleaner	1

**REMUNERATION FOR MEMBERS OF THE COMMISSION**

In keeping with the legislation, the following remuneration for Members of the Commission, and the terms and conditions of employment for the expected full complement of staff in the various posts are recommended to the House of Representatives for approval. The quoted salaries for employees are for start-up ranges and provide the Commission with some measure of flexibility to attract and hire the best persons for the jobs. Once approved, the actual start-up point for each employee will be determined based upon the qualifications, knowledge, experiences and other considerations with respect to individual persons being hired. In addition, a system of

2012      *Integrity in Public Life Act (Sections 20 and 22)*      SRO. 3  
*Resolution*

---

performance-based pay will be developed to compliment the remuneration scheme. The salaries for members of the Commission and the CEO/Secretary to the Commission will take effect from 2011.

*CHAIRPERSON*

**Salary**

Salary – \$42,000.00 per annum

*ORDINARY MEMBER*

**Salary**

Salary – \$24,000.00 per annum

**Concessions**

All Commissioners to be granted fifty percent tax concessions to include VAT and Excise on the purchase of vehicles.

**TERMS AND CONDITIONS OF EMPLOYMENT FOR STAFF**

*CHIEF EXECUTIVE OFFICER / SECRETARY TO THE COMMISSION*

**Salary**

Salary will commence between \$78,000.00 – 81,600.00 per annum

**Allowances**

Travel allowance      –    \$700.00 per month  
Telephone allowance –    \$250.00 per month

**Concessions**

Fifty percent tax concessions to include VAT and Excise on the purchase of vehicles.

A 12

*SRO. 3            Integrity in Public Life Act (Sections 20 and 22)            2012*  
*Resolution*

---

**Vacation**

35 working days per annum or whatever is in force by union agreement for Public Officers from time to time.

*DIVISION MANAGER*

**Salary**

Salary will commence between \$66,000.00 – 69,000.00 per annum

**Allowances**

Travel allowance        –    \$600.00 per month  
Telephone allowance –    \$150.00 per month

**Concessions**

Fifty percent tax concessions to include VAT and Excise on the purchase of an appropriate vehicle consistent with the officer's work

**Vacation**

21 working days per annum

*COMPLIANCE OFFICER*

**Salary**

Salary will commence between \$52,800.00 – \$57,600.00 per annum

**Allowances**

Travel allowance to be paid to the officer at the rate of \$600.00 per month  
Telephone allowance – \$150.00 per month

**Vacation**

15 working days per annum

*MANAGEMENT INFORMATION SYSTEMS OFFICER*



2012      *Integrity in Public Life Act (Sections 20 and 22)*      SRO. 3  
*Resolution*

---

**Salary**

Salary will commence between \$52,800.00 – \$57,600.00 per annum

**Vacation**

15 working days per annum

*HEARINGS OFFICER*

**Salary**

Salary will commence between \$52,800.00 – \$57,600.00 per annum

**Allowances**

Travel allowance to be paid to the officer at the rate of \$600.00 per month  
Telephone allowance – \$150.00 per month

**Vacation**

15 working days per annum

*INVESTIGATIONS OFFICER*

**Salary**

Salary will commence between \$52,800.00 – \$57,600.00 per annum

**Allowances**

Travel allowance to be paid to the officer at the rate of \$600.00 per month  
Telephone allowance – \$150.00 per month

**Vacation**

15 working days per annum

*COMPLAINTS OFFICER*

**Salary**

Salary will commence at between \$52,800.00 – \$57,600.00 per annum

A 14

*SRO. 3            Integrity in Public Life Act (Sections 20 and 22)            2012*  
*Resolution*

---

**Allowances**

Telephone allowance – \$150.00 per month

**Vacation**

15 working days per annum

*ADMINISTRATIVE SUPERVISOR*

**Salary**

Salary will commence between \$33,600.00 – \$37,200.00 per annum

**Vacation**

15 working days per annum

*SECRETARY/CLERK*

**Salary**

Salary will commence between \$26,400.00 – \$28,800.00 per annum

**Vacation**

15 working days per annum

*CLERK*

**Salary**

Salary will commence between \$21,600.00 – 24,000.00 per annum

**Vacation**

Consistent with the Labour Code

*OFFICE ASSISTANT / CLEANER*

**Salary**

Salary will commence at \$12,000.00 –15,000.00 per annum

2012      *Integrity in Public Life Act (Sections 20 and 22)*      SRO. 3  
*Resolution*

---

**ADDITIONAL CONDITIONS**

***Medical***

- Contributions shall be made towards medical insurance premiums for staff at a similar rate as that enjoyed by public officers; and also towards air ambulance facilities.

**RETROACTIVE PAYMENTS FOR 2010**

Remuneration for the Commissioners for the year 2010 is proposed as follows:

- Chairman            \$1,500.00 per month
- Other Members    \$1,000.00 per month

**ACCOUNTABILITY FRAMEWORK**

The legislation further requires that the Commission shall ... *“keep proper records of its accounts in accordance with generally accepted international accounting standards and principles and shall prepare and retain financial statements in respect of each financial year”* – (Sect 23).

Statutory provisions are also made for the Commission’s accounts to be audited by either the Director of Audit or his personally appointed representative, *and for an annual report on the work and activities of the Commission, accompanied by the Auditor’s report to be laid before Parliament by April 30th of every year.*

The House of Representatives is therefore asked to consider and give its approval to the foregoing Terms and Conditions of employment for the Members and staff of the Integrity Commission.

---

Passed in the House of Representatives this 17th day of January, 2012.

RAPHAEL DONALD  
*Acting Clerk to the House of Representatives.*

A 16

*SRO. 3      Integrity in Public Life Act (Sections 20 and 22)      2012*  
*Resolution*

---

GRENADA  
PRINTED BY THE GOVERNMENT PRINTER, AT THE GOVERNMENT PRINTING OFFICE,  
ST. GEORGE'S  
27/1/2012.

---

---