

## **LOCAL AUTHORITIES**

### **INTRODUCTION**

1. The Local Authorities which are established and governed by the provisions of the Local Government Act No. 36 of 2011, fall under the aegis of the Ministry of Local Government.
2. Local Authorities in Mauritius comprises five Municipal Councils, seven District Councils and 124 Village Councils and all their activities are coordinated under the responsibility of the Permanent Secretary of the Ministry of Local Government. Every local authority is a body corporate.
3. The vision of the Ministry of Local Government is to: foster a vibrant local democracy; provide effective transparent and proactive delivery of services by Local Authorities; bridge the development divide between rural and urban areas; and achieve the highest standards of cleanliness and sanitation in the country through sound and effective infrastructural and environmental policies and practices.
4. Objectives of the Ministry include: bringing changes to the Local Government Act to better meet the needs of the public and enhance local democracy and community participation; enhancing service delivery at Local Government Level by promoting capacity building, streamlining of procedures and harnessing the potential of ICT; reducing wastage, inefficiencies and unnecessary expenditure within Local Authorities; and encouraging partnerships between Local Authorities and civil society to solve social problems and promote economic well-being. The Ministry has been mandated by Government to focus on priorities that would uplift the daily life of citizens.

### **Municipal Councils**

5. The five Municipal Councils are namely: The City Council of Port-Louis and The Municipal Councils of Beau Bassin-Rose Hill, Curepipe, Quatre Bornes and Vacoas-Phoenix. Each of them is headed by a Chief Executive who is responsible to the Permanent Secretary of the Ministry of Local Government.
6. Following the promulgation of the Local Government Act 2011, the activities of each Municipal Council are organised under six departments namely: Administration Department, Finance Department, Land Use and Planning Department, Public Infrastructure Department, Public Health Department, and Welfare Department. Each Department has a Technical Head who reports to, and works under the supervision of the Chief Executive.

## **District Councils**

7. The seven District Councils are namely: The District Councils of Black River, Flacq, Grand Port, Moka, Pamplemousses, Rivière du Rempart and Savanne. Each of them, as the Municipal Councils, is headed by a Chief Executive who is responsible to the Permanent Secretary of the Ministry of Local Government. A number of Village Councils operate under the jurisdiction of each District Council.
8. As for the Municipal Councils, the activities of all District Councils are also organised under six Departments namely: Administration Department, Finance Department, Land Use and Planning Department, Public Infrastructure Department, Public Health Department and Welfare Department. Each Department has a Technical Head who reports to, and works under the supervision of the Chief Executive.

## **Theme of the Report**

9. For the 2016 Report, the Bureau would make its recommendations based on a theme: Transformation of the Public Sector for effective service delivery to meet the citizen's needs, non-citizen's needs and other stakeholder's needs as well. The aim is to improve and sustain organisation performance with alignment of resources at institutional, organisational and employees levels while at the same time ensuring that employees are professionally trained and developed, have promotion opportunities in their hierarchy/cadre, work in a safe and healthy environment and users of public service are satisfied with a high level of service delivery.

## **Digitisation**

10. For Public Sector Organisations across the world, the pressures for improved efficiency during the past decades are now accompanied by an equally strong need to revolutionise service delivery to create solutions that better meet citizens' needs. The increased importance and use of technology is to empower organisations to better serve the citizens in the digital age. Public Sector organisations are attempting a transition from closed, top-down, bureaucratic, and paper-based transactional models towards online, integrated digital offerings that encourage a new kind of interaction between citizens and the government.
11. It is an undeniable fact that digitisation can significantly improve public service delivery by increasing accuracy, efficiency and also reducing costs as compared to the manual, paper-based process which slows operations. Digitisation will change fundamentally and for the better the way that public sector organisations provide services to citizens and businesses. Services will be more accessible, more convenient, easier to use and quicker in response and more cost effective.

12. We are, therefore, making general recommendations in Chapter 17 of Volume 1 and specific recommendations in all Local Authorities to reinforce, where relevant, and review the organisation structure of IT Departments/ Divisions/Sections/Units and equip them with professional, technical as well as supportive grades.

### **Structure of the Report**

13. The EOAC Report, following the publication of the 2013 PRB Report, recommended the establishment of a consolidated list of all grades of the Local Authorities (Municipal Councils and District Councils) with new salary codes department wise.
14. This recommendation gave rise to several implementation problems. While some local authorities have claimed to fill posts that do not exist on their respective establishment, others have made submissions for creation of existing grades in the context of this review exercise. Moreover, the salaries granted for part-time workers having the same grade appellation in the different local authorities vary according to the number of hours of work put in thus making the consolidation difficult to implement. Users of the report have also complained about the difficulties of finding the hierarchy of grades of several cadres in different local authorities.
15. In view of the problems arising we have, in the context of this review exercise, reverted to our previous approach regarding the structure of the report for Local Authorities.
16. We deal in the first instance with the general recommendations which, in one way or the other, have implications in almost all the Municipal and District Councils and thereafter with specific recommendations, if any, pertaining to each Council. The salary recommendations pertaining to each Municipal Council and District Council follow immediately after the specific recommendations, if any.

### **Alignment of Schemes of Service**

17. Generally many grades in Local Authorities have the same qualifications, duties and responsibilities as those of corresponding levels/hierarchies in the civil Service. There is need to align the schemes of service as well.
18. **Whenever the qualifications, duties and responsibilities of grades in Local Authorities have been aligned to those of corresponding levels in the Civil Service, the schemes of service of these grades should, wherever applicable and relevant, be prescribed along the same lines of their counterparts in the Civil Service.**

## **Unified Local Government Service Board**

19. The Unified Local Government Service Board (ULGSB) has been set up under section 68 of the Local Government Act 2011. The ULGSB is presided by the Permanent Secretary of the Ministry of Local Government and comprises representatives of the Prime Minister's Office, the Ministry of Finance and Economic Development, the Ministry of Civil Service and Administrative Reforms, the Ministry of Labour, Industrial Relations and Employment and Training, and the Ministry of Local Government.
20. The ULGSB has been vested with such powers that were formerly exercised either by the Minister, the Local Government Service Commission (LGSC), or the Permanent Secretary of the Ministry. While the Local Government Service Commission (LGSC) continues to exercise its role of recruiting the required human resources and taking disciplinary action wherever necessary, the ULGSB is a central body that ensures an optimum use of human resources in the Local Authorities.
21. The staffing structure of the ULGSB comprises a Secretary, Unified Local Government Service Board which was created in the 2013 EOAC Report to be filled, in future, by assignment of duties of an officer not below the level of Deputy Permanent Secretary. **We are maintaining the present arrangement.**

## **Training for officers in the General Services**

22. In our last Report, we recommended appropriate training for officers in the General Services so that these officers are equally trained as their counterparts in the Civil Service. To ensure that organisations are manned by officers of relevant skills, competencies and aptitudes such training are necessary and we are recommending accordingly.

## **Course for Management Support Officer**

### **Recommendation 1**

23. **We recommend that the Ministry of Civil Service & Administrative Reforms, in consultation with the Ministry of Local Government and the Local Authorities should continue to mount and run appropriate training programmes with the Civil Service College for incumbents in the grade of Management Support Officer to render them skilled and polyvalent.**

## **Office Management Course for Office Management Assistant**

### **Recommendation 2**

24. **We recommend that Office Management Assistants should follow the Advanced Course in Effective Office Management and Supervision mounted by the Civil Service College.**

25. We further recommend that, on successful completion of the course, incumbents in the grade of Office Management Assistant should be granted one increment, subject to the top salary of the grade.

#### **Advanced Course in Effective Office Management and Supervision for Higher Executive Officers**

##### **Recommendation 3**

26. We recommend that Higher Executive Officers should follow the Advanced Course in Effective Office Management and Supervision mounted by the Civil Service College.
27. We further recommend that Higher Executive Officers who have successfully completed the Advanced Course in Effective Office Management and Supervision, on reaching the top of their salary scale, be allowed to move incrementally up to salary point Rs 42325 in the Master Salary Scale provided that they:-
- (i) have drawn the top salary for a year;
  - (ii) have been efficient and effective in their performance during the preceding year; and
  - (iii) are not under report.

#### **Advanced Secretarial Course for Confidential Secretary**

28. The Ministry of Local Government has informed the Bureau that further to claims from Confidential Secretaries in the Local Authorities, arrangements have been made with the Open University of Mauritius to mount and run the Advanced Secretarial Course, in line with what is provided to their counterparts in the Civil Service. To this end, request has been made to equally compensate these officers on successful completion of the course.
29. We consider that the request is fully justified, the more so Confidential Secretaries in the Civil Service are granted one increment upon successful completion of the course. To this effect, we are agreeable to extend this provision to officers concerned in the Local Authorities.

##### **Recommendation 4**

30. We recommend that:
- (i) Confidential Secretaries, on successful completion of the Advanced Secretarial Course, should be granted one increment, subject to the top salary of the grade; and
  - (ii) Confidential Secretaries who have successfully completed the Advanced Secretarial Course after having reached the last point in their salary

**scale, should be paid a non-pensionable lump sum equivalent to twelve times the value of the last increment drawn.**

**New Salary Codes**

31. We are, hereunder, providing for new salary codes for the Municipal and District Councils:

<b>Municipal Councils</b>	<b>Code</b>
(i) Port Louis	PL
(ii) Beau Bassin-Rose Hill	BH
(iii) Curepipe	CE
(iv) Quatre Bornes	QB
(v) Vacoas-Phoenix	VP

<b>District Councils</b>	<b>Code</b>
(i) District Council of Black River	BR
(ii) District Council of Flacq	FQ
(iii) District Council of Grand Port	GP
(iv) District Council of Moka	MA
(v) District Council of Pamplemousses	PS
(vi) District Council of Rivière du Rempart	RR
(vii) District Council of Savanne	SE

The codes for the different departments within each Municipal Council are as follows:

<b>Department</b>	<b>Code</b>
(i) Administration	AM
(ii) Finance	FI
(iii) Public Infrastructure	PI
(iv) Land Use and Planning	LP
(v) Welfare	WL
(vi) Public Health	PH

The codes for the six departments in each District Council and that of Village Councils are as follows:

<b>Department</b>	<b>Code</b>
(i) Administration	AM
(ii) Finance	FI
(iii) Public Infrastructure	PI
(iv) Land Use and Planning	LP
(v) Public Health	PH
(vi) Welfare	WL
(vii) Village Councils	VC