

Circular No. 1

Ref No. 11358^{VI}

Ministry of Finance and Planning
Public Service Establishment Division)
30 National Heroes Circle
Kingston 4

January 15, 2007

To: Permanent Secretaries
Heads of Departments
Chief Executives, Statutory
Bodies and Government Companies

Fees for Chairmen and Members of the Boards of Public Bodies

Approval is hereby given for fees paid to Chairmen and Members of Boards of Statutory Bodies, Government Companies and other Public Sector Agencies to be revised with effect from January 1, 2007 as set out below:

Categories	Chairmen \$ per meeting	Members \$ per meeting
Category 1 Group 1	12,500 - 16,000	7,500 - 8,500
Category 1 Group 2	9,500 - 12,500	5,500 - 7,500
Category 2 Group 1	9,500 - 12,500	5,500 - 7,500
Category 2 Group 2	7,500 - 9,500	4,000 - 5,500

2. The criteria and requirements for the payment of board fees are to be based on the categorizations as outlined below.

- (i) Category 1: **Commercial, Industrial, Agricultural,
Financial and Trading Companies/Entities**

In this Category, Group 1 must be entities with one or more of the following features:

- (a) Turnover of over \$500 million
- (b) Operating Budget of over \$250 million
- (c) Capital Budget of over \$125 million
- (d) Number of employees of over 500

In Category 1, Group 2 relates to those entities with features which fall below the factors mentioned at (a) to (d) above.

(ii) Category 2: **Technical, Administrative and Regulatory Agencies/Bodies.**

In this Category, Group 1 should be agencies which have responsibility for regulating several enterprises or those which are required to administer functions relating to the major economic or social sectors.

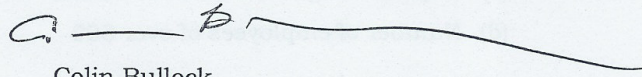
Category 2 entities which do not fit within the description outlined above are to be classified at Group 2 of the category.

3. The following guidelines are also applicable with regard to the payment of these fees:

- (a) Employees of public bodies holding executive positions are not eligible for board fees from their employing organizations. When they serve on other Boards then such employees would be eligible to receive board fees.
- (b) Where Chairmen or Members receive fixed emoluments for board membership/responsibilities, fees per meeting are **not** payable.
- (c) Civil Servants who serve as board members are eligible for board fees.
- (d) Where there are committees/sub-committees of Boards, the members of such committees are not to be paid full board fees. Instead, Chairmen of committees/sub-committees of boards are to be paid \$7000 per meeting and members are to receive \$3500 per meeting.
- (e) With regard to traveling, board members can be reimbursed for traveling to and from meetings or on business directly related to the Board. The allowance payable is the casual kilometer rate (currently \$25.00 per kilometre)

4. The guidelines set out in this circular supersede those set out in this Ministry's circular no. 6 dated July 27, 2001.

5. Payments within the scales of fees are subject to the availability of funds within budgetary provisions.


Colin Bullock
Financial Secretary