

April 19, 2016

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

**Revised Rates - 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 April 1, 2016 as set out below:

<b>Categories</b>	<b>Chairmen</b> <i>\$ per meeting</i>	<b>Members</b> <i>\$ per meeting</i>
Category 1	23,000	14,000
Category 2	18,500	11,000
Category 3	15,000	9,000
Category 4	12,000	7,000

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

(i) Category 1 - Public Bodies which satisfy at least two (2) of the following criteria:

- (a) Current Expenses of over \$2 B
- (b) Capital budget or loan portfolio of over \$2 B
- (c) Gross Assets over \$2 B
- (d) Number of employees over 1000.

(ii) Category 2 – Public Bodies which satisfy at least two (2) of the following, or 1 of the following and 1 in a higher Category:

- (a) Current Revenue between \$500 M and \$2B
- (b) Current Expenses between \$500M and \$2M
- (c) Capital budget or loan portfolio between \$500M and \$2M
- (d) Gross Assets over \$1 B
- (e) Number of employees of over 250.

(iii) Category 3 - Public Bodies which satisfy at two (2) of the following, or 1 of the following and 1 in a higher Category:

- (a) Current Revenue between \$250 M and \$500 M
- (b) Current Expenses between \$250 M and \$500 M
- (c) Capital budget or loan portfolio between \$250 M and \$500 M
- (d) Gross Assets over \$500 M
- (e) Number of employees over 100.

(iv) Category 4 - Public Bodies which do not meet any of the criteria detailed.


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 50% of the Board Chair fee per meeting and members are to receive 60% of the fee of the Committee Chair per meeting.
- (e) Board Members are to claim and be reimbursed for travelling to and from meetings and on business directly related to the Board, payable at the casual kilometre rate approved for payment in the Service from time to time (currently \$47.00 per kilometre).

4. The guidelines detailed in this circular supersede those set out in this Ministry's circular No.1 dated January 15, 2007.

5. The revised rates are payable subject to the availability of funds within budgetary provisions.

In any case of doubt or difficulty the Public Service Establishment Division of this Ministry should be contacted for clarification or advice before any action is taken.



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