



**38<sup>th</sup>**  
**ANNUAL REPORT**  
**2010 - 2011**





## LIST OF CONTENTS

	Page
Letter of Transmittal	iv
Board of Directors	1
1 National Housing Corporation	2
1.1 Functions of the Corporation	2
2 <b><i>STAFF MATTERS</i></b>	3
2.1 New Employees	3
2.2 Extension of Employment	3
2.3 Retirement	4
2.4 Obituaries	4
2.5 Job Attachments	5
2.6 Temporary & Acting Appointments	5
2.7 Seminars/Workshops	13
2.8 Extension of Employment	17
2.9 Special Leave	17
2.10 Training Internal	19
2.11 Training External	21
2.12 Upgrade	22
2.13 End of Contract Period	22
2.14 Termination of Employment	22
2.15 Suspension	22
2.16 Recreation/Extra Curricular Activities	23
2.17 Staff Matters	23
2.18 Resignation	24
2.19 Jury Duty	24
2.20 Re-assignment	24
3 <b><i>MAINTENANCE OF PROPERTY</i></b>	26
3.1 Overview of the activity in the Maintenance Department	26
3.2 Vacant/Burnt Units	26
3.3 Roofs	26
3.4 Expenditure	27
3.5 Maintenance of Estates	30
3.6 Sewage and Waste Disposal	30
3.7 Transport and Equipment	31

	Page
<b>SITES AND SERVICES</b>	<b>32</b>
4.1 Completed Sales – New Estates	32
4.2 Completed Sales – Old Estates	33
4.3 Sites and Services Status	34
4.4 Housing Project Status	36
4.5 Sites and Services Summary	37
4.6 Building Construction	38
(a) Country Park Towers	38
(b) Fordes Road	38
4.7 Relocation and Refurbishment of Houses	39
4.8 H.E.L.P. Programme	39
<b>5 RENTAL OF HOUSES</b>	<b>40</b>
5.1 Rental of Houses - Applications received and families accommodated	40
5.2 Rental of Houses – Income and Gender	41
5.3 Rental of Houses – Age range	41
5.4 Rental of Spots - Applications received and families accommodated	42
5.5 Rental of Spots – Income and Gender	43
5.6 Rental of Spots – Age range	43
5.7 Rental of Units	44
<b>6 GENERAL WORKERS HOUSING LOANS</b>	<b>45</b>
6.1 Qualifications	45
6.2 Loan Limit	45
6.3 Repayments	45
6.4 Security	45
6.5 Applications Received and Amounts Requested	46
<b>7 OVERVIEW OF ACTIVITY IN THE CUSTOMER CARE DEPARTMENT</b>	<b>49</b>



## TABLES

Page

### ***MAINTENANCE***

Table I	Windows and Doors	26
Table II	Expenditure	27
Table III	Expenditure – Comparison	27
Table IV	Expenditure – Comparison	29
Table V	Sewage and Waste Disposal	31

### ***BUILDING PROGRAMME***

Table VI	Completed Sales – New Estates	32
Table VII	Completed Sales – Old Estates	33
Table VIII	Sites and Services Status	34
Table IX	Housing Project Status	36
Table X	Rental of Houses - Applications received and families accommodated	40
Table XI	Rental of Houses – Income and Gender	41
Table XII	Rental of Houses – Age Range	41
Table XIII	Rental of Spots - Applications received and families accommodated	42
Table XIV	Rental of Spots – Income and Gender	43
Table XV	Rental of Spots – Age Range	43
Table XVI	Rental of Units	44
Table XVII	Applications Received and Amounts Requested	46
Table XVIII	Applications Approved	47
Table XIX	Disbursement of Loans	47
Table XX	Types of Loans	48
Table XXI	Loans with Promissory Notes	48

Summary of Complaints for 2010 - 2011

Appendix 'A' – Established Staff Complement

Appendix 'B' – Unestablished Staff Complement

Appendix 'C' – Financial Statements 2010 - 2011





NATIONAL HOUSING CORPORATION



REF. NO: .....

"THE GARDEN"  
COUNTRY ROAD  
ST. MICHAEL BB11081  
BARBADOS, W.I.

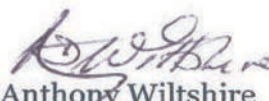
## LETTER OF TRANSMITTAL

The Honourable Michael Lashley, M.P.  
Minister of Housing and Lands  
'The Garden'  
Country Road  
St. Michael

Dear Sir

Pursuant to Section 1V 17 (1) of the Housing Act, Cap.226, I have the honour to submit to you the thirty-eighth Annual Report for the financial Year ended 31<sup>st</sup> March, 2011.

Yours faithfully

  
Anthony Wiltshire  
Chairman  
National Housing Corporation

## NATIONAL HOUSING CORPORATION

### The Board of Directors:

Mr. Anthony Wiltshire	Chairman (Ag)
Ms. Sandra Forde	Member
Mr. Geoffrey Griffith	Member
Mr. Junior Inniss	Member
Mr. John Jones	Member
Mr. Neville Lewis	Member
Mr. Anselm Rogers	Member
Mr. Richard Watson	Member
Mr. David Daisley	Member
Mrs. Gillian Alleyne	Member (Barbados Workers' Union Representative)

Mrs. Lanette Napoleon-Young  
**General Manager**

Mrs. Angela Springer  
**Secretary**

KPMG  
**Auditors**

Barbados National Bank  
**Banker**

## **NATIONAL HOUSING CORPORATION**

1. The National Housing Corporation was created on 1<sup>st</sup> April, 1973. Under the Housing Act, 1973 all property (including all rights) all liabilities, by or on behalf of the Housing Authority and the Urban Development Corporation, as under the Urban Development Act, 1965 were transferred to the National Housing Corporation.

### **1.1 FUNCTIONS OF THE CORPORATION**

The functions of the Corporation are:

- (a) to acquire, hold and manage land and other property of any kind whatsoever and sell, let, lease or otherwise dispose of such land and other property on such terms, as the Minister may determine;
- (b) to carry out development, building, maintenance, repairs, improvement and other operations;
- (c) to provide water, gas, electricity, sewage and other services;
- (d) to carry out any business or undertaking in, or for the purpose of any housing development;
- (e) to make advances to persons on such conditions as securities as may be prescribed for any of the following purposes;
  - (i) acquiring houses and land or constructing houses;
  - (ii) acquiring buildings to be converted into houses;
  - (iii) converting into houses buildings already acquired;
  - (iv) altering, enlarging, repairing or improving houses.
- (f) to execute plans for slum clearance and redevelopment;
- (g) generally to carry out the provision of this Act.



## STAFF MATTERS

2. At the end of the financial period, the Corporation staff complement was categorised as follows:

	Monthly	Weekly	Total
Established	185	319	504
Unestablished	74	81	155
<b>Total</b>	259	400	659

### 2.1 New Employees

Name	Post	Date Employment Commenced
Rommel St. Hill	Legal Counsel	1 <sup>st</sup> April, 2010
Jimmel Browne	Labourer	13 <sup>th</sup> April, 2010
Mali King	Labourer	7 <sup>th</sup> May, 2010
Damian Gittens-Payne	Labourer	7 <sup>th</sup> May, 2010
Kyle Goddard	Electrician 'C'	28 <sup>th</sup> May 2010
Kimberley Skinner	Clerical Officer	6 <sup>th</sup> September, 2010
Seifert Brathwaite	Mason 'C' (Bi -weekly)	13 <sup>th</sup> September, 2010
Marcellus Sealy	" "	20 <sup>th</sup> September, 2010
Michael Watson	Electrician "C" Class	15 <sup>th</sup> October, 2010
Basil Phillips	Carpenter 'C'	3 <sup>rd</sup> December, 2010
Patrina Murrell	Labourer	10 <sup>th</sup> December, 2010
Ronchris Shillingford	Labourer	24 <sup>th</sup> January, 2011
Portia Garnes	Site Clerk	25 <sup>th</sup> January, 2011
Mr. Ernest Prescod	Technical Officer 11	7 <sup>th</sup> February, 2011
Mr. Brian Bayne	Watchman	14 <sup>th</sup> February, 2011
Mr. Michael Simmons	Clerical Officer	1 <sup>st</sup> March, 2011
Ms. Sheri Ann Burke	Labourer	28 <sup>th</sup> March, 2011
Mr. Orlando Waithe	Watchman	31 <sup>st</sup> March, 2011

### 2.2 Extension of Employment

Ms. Kimberley Skinner's temporary employment as a Clerical Officer was extended with effect from 6<sup>th</sup> march, 2011 to 5<sup>th</sup> September, 2011.

## 2.3 Retirement

Name	Post Held	Date of Retirement
Mr. Jonathan Edwards	Assistant Estates Supervisor	11 <sup>th</sup> April, 2010
Mrs. Eulenna Lewis	Labourer	7 <sup>th</sup> May, 2010
Mr. Rothstein Williams	Charge Hand	17 <sup>th</sup> August, 2010
Mr. Harold Greaves	Mason	27 <sup>th</sup> August, 2010
Ms. Heather Hunte	Accountant (Ag.),	25 <sup>th</sup> October, 2010
Caveton Shepherd	Capital Projects Administrator (ag)	1 <sup>st</sup> November, 2010
Mr. Winston Robinson	Painter	31 <sup>st</sup> December, 2010
Mr. Ernest Prescod	Technical Officer 11	21 <sup>st</sup> December, 2010
Mr. Vivian Griffith	Electrician	1 <sup>st</sup> January, 2011
Ms. Miriam Taylor	Labourer	7 <sup>th</sup> January, 2011
Mr. Terrance Phillips	Watchman	8 <sup>th</sup> January, 2011
Mr. Emerson Jones	Rent Collector	2011-02-01
Mrs. Marva Holder	Secretary	2011-02-15
Mr. George Howard	Mechanic 'A'	2011-02-21
Mr. Charles Winston Brathwaite	Supply Officer	12 <sup>th</sup> March, 2011

## 2.4 Obituaries

Mr. Glenroy Bannister, 'A' Class Electrician, died on April 24<sup>th</sup>, 2010 after 29 years, 5 months of service.

Mr. Vincent Gittens, 'A' Class Carpenter died on July 1, 2010 after 32 years, 8 months of service.

## 2.5 Job Attachments

The following students were offered job attachment under the Summer Student Work Experience Programme:

Name	Assigned Section	Date of Commencement
Peter Gooding	Accounts	12 <sup>th</sup> July, 2010 – 20 <sup>th</sup> August, 2010
Joel Marshall	Technical	13 <sup>th</sup> July, 2010 – 20 <sup>th</sup> August, 2010
Stephena Browne	Maintenance	13 <sup>th</sup> July, 2010 – 20 <sup>th</sup> August, 2010
Stephanie Haynes	Administration	13 <sup>th</sup> July, 2010 – 20 <sup>th</sup> August, 2010
Christopher Alleyne	Accounts	13 <sup>th</sup> July, 2010 – 20 <sup>th</sup> August, 2010
Skye Marshall	Loans	14 <sup>th</sup> July, 2010 – 13 <sup>th</sup> August, 2010
Kamisha Trotman	Housing Management	14 <sup>th</sup> July, 2010 – 20 <sup>th</sup> August, 2010
Junelle Brathwaite	Estate Warden	15 <sup>th</sup> July, 2010 – 20 <sup>th</sup> August, 2010
Crystal Inniss	Legal	15 <sup>th</sup> July, 2010 – 20 <sup>th</sup> August, 2010
Tonya Trotman	Registry	28 <sup>th</sup> July, 2010 – 20 <sup>th</sup> August, 2010
Demar Clarke	Loans	28 <sup>th</sup> July, 2010 – 20 <sup>th</sup> August, 2010
Kennifer Browne	MIS	28 <sup>th</sup> July, 2010 – 20 <sup>th</sup> August, 2010
Shenita Small	Customer	28 <sup>th</sup> July, 2010 – 20 <sup>th</sup> August, 2010

Mr. Lee Brathwaite and Mrs. Tamara Headley-Simmons were granted approval by the Board of Directors to be released on attachment to the Land and Surveys Department with effect from 17<sup>th</sup> January, 2011 for a period of six (6) months to facilitate their obtaining the necessary license to practice Land Surveying in Barbados.

## 2.6 Temporary & Acting Appointments

Ms. Toni Jones, Principal Legal Officer, acted as Chief Legal Officer during the period April 6<sup>th</sup>, 2010 – May 6<sup>th</sup>, 2010 vice Mrs. Henrietta Bourne-Forde who proceeded on vacation leave.

Mr. Cameron Springer, Foreman, was assigned to perform the duties of Maintenance Officer during the period April 6<sup>th</sup> 2010 until further notice.

Mr. Jonas Pierre, Machine Operator, performed the duties of Foreman during the period April 6<sup>th</sup> -16<sup>th</sup>, 2010 vice Mr. Cameron Springer who acted in the higher post of Maintenance Officer.

Mr. Lynden Jordan, Carpenter, performed the duties of Machine Operator during the period April 6<sup>th</sup> – 16<sup>th</sup>, 2010 vice Mr. Jonas Pierre who acted as Foreman.



Mr. Maurice Alleyne, Labourer, performed the duties of Messenger, during the period April 7<sup>th</sup> – 9<sup>th</sup>, 2010 vice Ms. Felicia Waithe who proceeded on vacation leave.

Mr. Jeffrey Husbands, Labourer, performed the duties of Messenger during the period April 9<sup>th</sup>, 2010 to May 7<sup>th</sup>, 2010 vice Mr. Prince Parris who proceeded on vacation leave.

Mr. Garvey Alleyne, Deputy General Manager (Ag.), performed the duties of General Manager during the period April 26<sup>th</sup>, 2010 to May 7<sup>th</sup>, 2010 vice Mrs. Lanette Napoleon-Young who proceeded on vacation leave.

Ms. Clovene Ward, Human Resources Manager, performed the duties of Deputy General Manager during the period April 26<sup>th</sup>, 2010 to May 7<sup>th</sup>, 2010 vice Mr. Garvey Alleyne who acted as General Manager.

Mrs. Polla Blackman, Human Resources Officer, performed the duties of Human Resources Manager during the period April 26<sup>th</sup>, 2010 to May 7<sup>th</sup>, 2010 vice Ms. Clovene Ward who acted as Deputy General Manager.

Mr. Therold Brathwaite, Foreman, performed the duties of Maintenance Officer during the period 17<sup>th</sup> to 31<sup>st</sup> May, 2010 vice Mr. Bentley Boxill who proceeded on vacation leave.

Mr. Edward Riley, Mason 'A', performed the duties of Foreman during the period 17<sup>th</sup> to 31<sup>st</sup> May, 2010 vice Mr. Therold Brathwaite who performed the duties of Maintenance Officer.

Ms. Sandra Franklyn, Stenographer, was appointed to act as Human Resources Officer vice Ms. Mercurius Moore and Mrs. Polla Blackman during the period 25<sup>th</sup> May, 2010 to 16<sup>th</sup> July, 2010.

Ms. Kaye E. Hinds, Accounts Executive, performed the duties of Manager-Customer Service during the period 26<sup>th</sup> May, 2010 to 2<sup>nd</sup> June, 2010 vice Mr. Walter Maloney who was on sick leave.

Mr. Edward Riley, "A" Class Mason, performed the duties of Foreman with effect from 2<sup>nd</sup> to 28<sup>th</sup> June, 2010 vice Mr. Rafael Harris who was on sick leave.

Mr. Dwight Thornhill, Senior Clerk of Works, performed the duties of Assistant Chief Technical Officer, during the period 7<sup>th</sup> June, 2010 to 5<sup>th</sup> July, 2010 vice Mr. Russell Armstrong who proceeded on vacation leave.

Approval has been granted for Mr. Adrian Drakes, Senior Legal Assistant (Ag.), to perform the duties of Legal Executive during the period 16<sup>th</sup> June, 2010 to 14<sup>th</sup> July, 2010 vice Mr. Roy Alleyne who proceeded on vacation leave.



Approval has been granted for Ms. Nicole Gibson, Clerical Officer, to perform the duties of Senior Legal Assistant during the period 16<sup>th</sup> June, 2010 to 14<sup>th</sup> July, 2010 vice Mr. Adrian Drakes who acted in the higher post of Legal Executive.

Mrs. Jacqueline Burke, Housing Officer, performed the duties of Senior Housing Officer with effect from 21<sup>st</sup> June, 2010 to 2<sup>nd</sup> July, 2010 vice Ms. Anita Chandler who proceeded on vacation leave.

Mr. Therold Brathwaite, Foreman performed the duties of Maintenance Officer during the period July 5, 2010 to August 6, 2010 vice Mr. Willis Maynard who proceeded on vacation leave

Mr. Andrew Nelson, Mason performed the duties of Foreman during the period July 5, 2010 to August 6, 2010 vice Mr. Therold Brathwaite who acted as Maintenance Officer during the same period.

Ms. Wilma Jordan, Assistant Housing Officer acted as Housing Officer during the period July 5-30, 2010 vice Ms. Monica Lowe-Smith who proceeded on vacation leave.

Ms. Sophia Sealy, Clerical Officer acted as Assistant Housing Officer during the period July 5 – 30, 2010 vice Ms. Wilma Jordan who acted as Housing Officer during the same period.

Mr. Bentley Boxill, Maintenance Officer (Ag.) period of acting as Assistant Estate Supervisor was extended from July 10 – 31, 2010 vice Mr. Dacosta Arthur who acted as Estate Supervisor.

Mr. Garlon Archer, Senior Forman period of acting as Maintenance Officer was extended from July 10-31, 2010 vice Mr. Bentley Boxill who acted as Assistant Estates Supervisor.

Mr. Edward Riley, Mason was appointed to act as Foreman during the period July 15, 2010 to August 27, 2010 vice Mr. Raymond Peters who was on sick leave.

Mr. Jeffrey Husbands, Labourer was appointed to act as Messenger during the period July 26, 2010 to August 27, 2010 vice Mr. Douglas Downes who proceeded on vacation leave.

Mrs. Wendy Norville-Rudder was appointed to act as Senior Clerk, Registry during the period July 26, 2010 to August 27, 2010 vice Ms. Althea Seale who proceeded on vacation leave.

Mrs. Marva Simmons, Stenographer was appointed to act as Secretary during the period July 26, 2010 to September 10, 2010 vice Mrs. Cecily Ann Hope who proceeded on vacation leave.

Mr. Bentley Boxill, Acting Maintenance Officer, acting appointment as Assistant Estates Officer, has been extended with effect from August 1, 2010 until further notice.

Ms. Thyra McIntosh, Executive Officer, acted as Manager of Administration and Office Services during the period August 4, 2010 to September 3, 2010 vice Mr. Jefferson Rock who proceeded on vacation leave.

Ms. Wendy Rock, Clerical Officer, acted as Assistant Accountant during the period August 16, 2010 to September 13, 2010 vice Mrs. Nelcia Thompson who proceeded on vacation leave.

Mr. Rodney Waldron, Carpenter A, was appointed to perform the duties of Foreman during the period August 16, 2010 to September 28, 2010 vice Mr. Hamilton Cox and Mr. Therold Brathwaite, who will be on vacation leave during the abovementioned period.

Mr. Bertie Dacosta Arthur, Estate Supervisor (Ag.), was appointed to perform the duties of Chief Estates Officer during the period August 30, 2010 to September 10, 2010 vice Mr. Grafton Alleyne who proceeded on vacation leave.

Ms. Diana Toppin, Clerical Officer, period of acting as Human Resources Officer was extended from September 1 - 24, 2010 vice Ms. Melanese Thomas who was granted vacation leave.

Mrs. Doreen Dalrymple, Assistant Accountant, acted as Supply Officer during the period September 6, 2010 to October 8, 2010 vice Mr. Winston Brathwaite who proceeded on vacation leave.

Ms. Andean Griffith, Clerical Officer, acted as Assistant Accountant during the period September 6, 2010 to October 8, 2010 vice Mrs. Doreen Dalrymple who acted as Supply Officer.

Mr. Ralph Clarke, Foreman, acted as Senior Foreman during the period September 6, 2010 to October 1, 2010 vice Mr. Martin Grimes who proceeded on vacation leave.

Ms. Kaye Hinds, Accounts Executive, period of acting as Manager of Customer Services was extended from September 11 - 17, 2010 vice Mr. Walter Maloney whose vacation leave was extended for the period under reference.

Mrs. Maxine London, Junior Accounts Executive, period of acting as Accounts Executive was extended from September 11 - 17 vice Ms. Kaye Hinds who acted as Manager of Customer Services.



Ms. Lisa Lee, Customer Service Officer, period of acting as Junior Accounts Executive was extended from September 11 -17, 2010 vice Mrs. Maxine London who acted as Accounts Executive for the period under reference.

Mr. Jeffrey Husbands, Labourer, acted as Messenger with effect from September 20, 2010 to October 22, 2010 vice Mr. Kurtis Rock who proceeded on vacation leave.

Mr. Therold Brathwaite (Ag.), Foreman, acted as Maintenance Officer during the period September 29, 2010 to October 22, 2010 vice Mr. Phillimore Reece who proceeded on vacation leave.

Ms. Clovistine Alleyne, Senior Clerk (Ag.), acted as Loans Supervisor during October 4<sup>th</sup>, 2010 to November 5<sup>th</sup>, 2010 vice Ms. Betty Haynes who proceeded on vacation leave.

Ms. Pauline Phillips, Clerical Officer, acted as Senior Clerk during the period October 4<sup>th</sup>, to November 5<sup>th</sup>, 2010 vice Ms. Clovistine Alleyne who acted as Loans Supervisor.

Mr. Garlon Archer, Senior Foreman, period of acting as Maintenance Officer, was extended from October 1<sup>st</sup>, 2010 until further notice.

Mr. Wayne Linton, Field Supervisor, acted as Senior Clerk of Works during the period October 1<sup>st</sup> - 29<sup>th</sup>, 2010 vice Mr. William Clarke who was on vacation leave.

Mr. Anthony Wiggins, Senior Estate Warden (Ag.), performed the duties of Senior Executive Officer during the period October 4<sup>th</sup> - 8<sup>th</sup>, 2010 vice Mr. Andrew Foster who proceeded on vacation leave.

Mrs. Maxine London, Junior Accounts Executive, acted as Accounts Executive during the period October 4<sup>th</sup>, 2010 to November 5<sup>th</sup>, 2010 vice Ms. Kaye Hinds who proceeded on vacation leave.

Mr. Elvon Small, Assistant Housing Officer, acted as Junior Accounts Executive during the period October 4<sup>th</sup> 2010 to November 5<sup>th</sup>, 2010 vice Mrs. Maxine London who acted in the post of Accounts Executive.

Ms. Diana Toppin, Clerical Officer, acted as Human Resources Officer during the period October 7<sup>th</sup>, 2010 to November 21<sup>st</sup>, 2010 vice Ms. Mercurius Moore who was on sick leave.

Approval granted for Mrs. Angela Springer to act as Board Secretary with effect from November 1<sup>st</sup> to November 29<sup>th</sup> 2010, vice Mr. Roger Ward who proceeded on vacation Leave.

Approval was granted for Mrs. Marva Simmons to perform the duties of Secretary with effect from November 1<sup>st</sup> to November 29<sup>th</sup> 2010 vice Mrs. Angela Springer who acted in the higher post of Board Secretary.

Mr. Jeffrey Husbands was granted approval to perform the duties of Record Sorter with effect from November 1<sup>st</sup> to 3<sup>rd</sup> December, 2010 vice Mr. Mark Greene who proceeded on vacation leave.

Approval was granted for Mr. Henderson King to act as Manager-Security with effect from November 1<sup>st</sup> 2010 to December 17<sup>th</sup> 2010 vice Mr. Jeffrey Grant who proceeded on vacation leave.

Mr. Lennis Cox's period of acting as Foreman was extended with effect from November 3<sup>rd</sup> to December 3<sup>rd</sup> 2010 vice Mr. Winston Griffith who proceeded on vacation leave.

Ms. Clovistine Alleyne's period of acting as Loans Supervisor was extended with effect from November 6<sup>th</sup> to November 12<sup>th</sup> 2010 vice Ms. Betty Haynes who was granted sick leave.

Ms. Pauline Phillips' period of acting as Senior Clerk was extended with effect from November 6<sup>th</sup> to November 12<sup>th</sup> 2010 vice Ms. Clovistine Alleyne who acted as Loans Supervisor.

Mrs. Polla Blackman was granted approval to act in the post of Human Resources Manager with effect from November 11<sup>th</sup> to December 12<sup>th</sup> 2010 vice Ms. Clovene Ward who proceeded on vacation and sick leave.

Ms. Diana Toppin acting appointment as Human Resources Officer was extended with effect from November 22<sup>nd</sup> to December 12<sup>th</sup> 2010 vice Mrs. Polla Blackman who acted in the higher post of Human Resources Manager.

Permission was granted to Miss Nikita Maynard Labourer, to perform the duties of Maid, with effect from November 22<sup>nd</sup> 2010 to December 10<sup>th</sup> 2010 vice Ms. Juanita Nurse who proceeded on vacation Leave.

Mrs. Jacqueline Burke was granted approval to act as Senior Housing Officer with effect from November 29<sup>th</sup> 2010 to January 14<sup>th</sup> 2011 vice Mrs. Anita Chandler who proceeded on study and vacation leave.

Approval was granted for Ms. Janelle Walrond to act as Accounts Executive with effect from 1<sup>st</sup> to 31<sup>st</sup> December, 2010 vice Mrs. Rosemary Clarke who proceeded on vacation leave.



Approval was granted for Mr. Elvon Small to act as Junior Accounts Executive with effect from 1<sup>st</sup> to 31<sup>st</sup> December, 2010 vice Ms. Janelle Walrond who acted in the higher post of Accounts Executive.

Mr. Lennis Cox's period of acting as Foreman was extended with effect from 4<sup>th</sup> December, 2010 to 20<sup>th</sup> January, 2011 vice Mr. Rafael Harris.

Approval was granted for Mr. Elvis Spooner to perform the duties of Electrician-Driver with effect from December 6<sup>th</sup>, 2010 until January 7<sup>th</sup>, 2011 vice Mr. Ralph Clarke who proceeded on vacation leave.

Mrs. Polla Blackman's period of acting as Human Resources Manager was extended with effect from 13<sup>th</sup> December, 2010 – 9<sup>th</sup> January, 2011 vice Ms. Clovene Ward who continued on sick leave.

Approval was granted for Ms. Pauline Vaughn, Clerical Officer, to be paid an acting allowance for performing the duties of Credit Control Supervisor with effect from 13<sup>th</sup> December, 2010 to 20<sup>th</sup> January, 2011 vice Mr. Ian Carrington who proceeded on vacation leave.

Approval was granted for Pauline Phillips Clerical Officer, to be paid an acting allowance for performing the duties of Credit Control Officer with effect from 13<sup>th</sup> December, 2010 to 20<sup>th</sup> January, 2011 vice Mrs. Pauline Vaughn who was recommended to perform the duties Credit Control Supervisor.

Approval was granted for Mr. Sinclair Grimes to act as Chief Electrical Officer with effect from 14<sup>th</sup> to 24<sup>th</sup> December, 2010 vice Mr. Charles Wood who proceeded on vacation leave.

Approval was granted for Mr. Kennedy Thompson to perform the duties of Site Clerk with effect from 20<sup>th</sup> December, 2010 to 20<sup>th</sup> January, 2011 vice Mr. Anthony Burrowes who proceeded on vacation leave.

Approval was granted for Mr. Russell Armstrong to act as Chief Technical Officer with effect from 21<sup>st</sup> to 31<sup>st</sup> December, 2010 vice Mr. Ian Foster who proceeded on vacation leave.

Mrs. Jacqueline Burke's period of acting as Senior Housing Officer was extended with effect from 1<sup>st</sup> to 14<sup>th</sup> January, 2011 vice Ms. Anita Chandler who was granted extended vacation leave.

Approval was granted for Ms. Lisa Lee to perform the duties of Junior Accounts Executive with effect from 3<sup>rd</sup> January, 2011 to 4<sup>th</sup> February, 2011 vice Ms. Maxine London who proceeded on vacation leave.

Mrs. Polla Blackman's period of acting as Human Resources Manager was extended with effect from 10<sup>th</sup> to 30<sup>th</sup> January, 2011 vice Ms. Clovene Ward who was granted extended sick leave.

Ms. Diana Toppin's period of acting as Human Resources Officer was extended with effect from 10<sup>th</sup> to 30<sup>th</sup> January, 2011 vice Mrs. Polla Blackman who acted in the higher post of Human Resources Manager.

Approval was granted for Mr. Ralph Clarke to act in the post of Senior Foreman with effect from 17<sup>th</sup> January, 2011 to 16<sup>th</sup> April, 2011 vice Mr. Sinclair Grimes who proceeded on pre-retirement leave.

Ms. Pauline Phillips, Clerical Officer, period of acting was extended with effect from 21<sup>st</sup> to 28<sup>th</sup> January, 2011.

Approval was granted for Mr. Jeffrey Husbands to act as Messenger with effect from 31<sup>st</sup> January, 2011 to 11<sup>th</sup>, February 2011 vice Mr. Oriel Odle who proceeded on vacation leave.

Approval has been granted for Mr. Bentley Boxill to act as Estates Supervisor with effect from 24<sup>th</sup> January, 2011 to 11<sup>th</sup> February, 2011 vice Mr. Dacosta Arthur who proceeded on vacation leave.

Ms. Carlyne Brathwaite was granted approval to perform the duties of Senior Legal Assistant with effect from 24<sup>th</sup> January, 2011 to 22<sup>nd</sup> February, 2011 vice Mr. Adrian Drakes who proceeded on vacation leave.

Ms. Nicole Gibson was granted approval to perform the duties of Legal Assistant with effect from 24<sup>th</sup> January, 2011 to 22<sup>nd</sup> February, 2011 vice Ms. Carlyne Brathwaite who acted in the higher post of Senior Legal Assistant.

Mr. Therold Brathwaite was granted permission to act as Maintenance Officer with effect from 24<sup>th</sup> January, 2011 to 24<sup>th</sup> April, 2011 vice Mr. Willis Maynard who is overseeing the houses damaged by tropical storm Tomas.

Approval was granted for Mrs. Polla Blackman's acting as Human Resources Manager to be extended with effect from 14<sup>th</sup> February, 2011 to 13<sup>th</sup> March, 2011 vice Ms. Clovene Ward who is on continuous sick leave.

Approval was granted for Ms. Diana Toppin to continue acting as Human Resources Officer with effect from 14<sup>th</sup> February, 2011 to 13<sup>th</sup> March, 2011 vice Mrs. Polla Blackman who acted in the higher post of Human Resources Manager.



Approval was granted for Mr. Jeffrey Husbands to perform the duties of Messenger with effect from 14<sup>th</sup> to 18<sup>th</sup> February, 2011 vice Mr. Prince Parris who proceeded on vacation leave.

Approval has been granted for Mr. Anthony Wiggins to perform the duties of Senior Executive Officer with effect from 28<sup>th</sup> February, 2011 to 29<sup>th</sup> April, 2011 vice Mr. Andrew Foster who proceeded on vacation leave.

Approval was granted to Mrs. Angela Springer to act as Board Secretary with effect from 1<sup>st</sup> March, 2011 to 30<sup>th</sup> August, 2011 vice Ms. Fiona Goodridge who is on study leave.

Approval was granted to Mrs. Marva Simmons to act as Secretary with effect from 1<sup>st</sup> March, 2011 to 30<sup>th</sup> August, 2011 vice Mrs. Angela Springer who is acting in the higher post of Board Secretary.

Approval has been granted to Mrs. Icilma Small to act in the post of Assistant Accountant with effect from 14<sup>th</sup> March, 2011 to 15<sup>th</sup> April, 2011 vice Mrs. Euline Worrell who was granted vacation leave.

Approval was granted for Mrs. Polla Blackman's acting appointment as Human Resources Manager to be extended with effect from 14<sup>th</sup> March, 2011 to 24<sup>th</sup> April, 2011 vice Ms. Clovene Ward who is on continuous sick leave.

Approval was granted for Ms. Diana Toppin's acting appointment as Human Resources Officer to be extended with effect from 14<sup>th</sup> March, 2011 to 24<sup>th</sup> April, 2011 vice Mrs. Polla Blackman who is acting in the higher post of Human Resources Manager.

Permission was granted for Mr. Ralph Clarke to act in the post of Chief Electrical Officer with effect from 21<sup>st</sup> March, 2011 to 8<sup>th</sup> April, 2011 vice Mr. Charles Wood who was granted vacation leave.

Approval was granted for Mrs. Doreen Dalrymple to act in the post of Supply Officer with effect from 14<sup>th</sup> March, 2011 to 30<sup>th</sup> September, 2011 vice Mr. Winston Brathwaite who retired.

Approval was granted for Ms. Wendy Rock to act in the post of Assistant Accountant with effect from 14<sup>th</sup> March, 2011 to 30<sup>th</sup> September, 2011 vice Mrs. Doreen Dalrymple who is acting in the higher post of Supply Officer.

## **2.7 Seminars/Workshops**

Ms. Althea Seale, Senior Clerk, and Mr. Leon Massiah, Assistant Superintendent attended a Seminar/Workshop on "Collective Bargaining and Grievance Handling" sponsored by the Barbados Workers Union Labour College during the period April 6<sup>th</sup> - 9<sup>th</sup>, 2010.

Mrs. Joan Griffith and Ms. Alicia Thompson, Clerical Officers, attended a course on Registry Procedures/Record Management sponsored by the Training Administration Division during the period April 12<sup>th</sup> -16<sup>th</sup>, 2010.

Mrs. Lanette Napoleon-Young, General Manager (Ag.), attended a Service Leadership Conference sponsored by NISE Barbados on April 20<sup>th</sup>, 2010 at the Hilton Barbados.

Mrs. Lanette Napoleon-Young, General Manager (Ag.) and Ms. Marilyn Rice-Bowen, Chairman, attended a seminar on "Corporate Governance" sponsored by the Productivity Council in collaboration with the Office of Public Sector Reform on April 22<sup>nd</sup>, 2010 at the Savannah Hotel.

Ms. Sherill Weekes, Stenographer, attended a Seminar/Workshop on Advanced IT-MS Word sponsored by the Training Administration Division during the period 10<sup>th</sup> to 19<sup>th</sup> May, 2010.

Mrs. Lanette Napoleon-Young, General Manager, attended a seminar entitled "Detecting, Mitigating and Fighting Bid Rigging in Public Procurement" held on 1<sup>st</sup> June, 2010 at the Savannah Hotel.

Mrs. Rosemary Clarke, Accounts Executive and Mrs. Angela Sandiford-Brooks, Clerical Officer, attended a seminar in "Customer Service Excellence" conducted by Barbados Institute of Management and Productivity on 4<sup>th</sup> June, 2010.

Mr. Jefferson Rock, Manager of Administration and Office Services and Ms. Diana Toppin, Human Resources Officer (Ag.) attended the "Inaugural Regional Tripartite Productivity Conference sponsored by the Productivity Council at the Hilton Barbados during the period July 14 – 16, 2010.

Mr. Jeffrey Grant, Manager-Security attended a Seminar/Workshop on "Employment Law and ILO Standards" sponsored by the Barbados Workers' Union Labour College during the period July 6-8, 2010.

Ms. Cyrilene Yearwood, Stenographer, attended a workshop on "Collective Bargaining and Grievance Handling" sponsored by the Barbados Workers Union Labour College during the period August 4 – 5, 2010.

Ms. Lynette Clarke and Sophia Sealy, Clerical Officers attended a Productivity Awareness Workshop entitled "Improving Productivity for Individual and National Prosperity" sponsored by the National Union of Public Workers during the period October 13<sup>th</sup> - 15<sup>th</sup>, 2010.



Mr. Kyle Goddard and Mr. Paul Gamble, Apprentice Electricians attended an Electrician Information Seminar on "Good Designs – Better Installations – Best-Way Forward" on October 22<sup>nd</sup>, 2010 sponsored by the Barbados Light and Power Co. Ltd.

Ms. Sherill Weekes Stenographer, was nominated to attend the workshop "Process Mapping" on the 10<sup>th</sup> and 11<sup>th</sup> November, 2010 at the Grand Barbados Beach Resort hosted by the Barbados Productivity Council.

The employees listed below attended the Productivity Awareness Workshop "Improving Productivity for Individuals and National Prosperity" at the National Union of Public Workers' Headquarters, Dalkeith, St. Michael.

PERIOD	NOMINEES
November 2 <sup>nd</sup> to 4 <sup>th</sup> November.2010	Ms. Cheryl Hinds Mr. Randy Belgrave
November 24 <sup>th</sup> to 26 <sup>th</sup> November, 2010	Mrs. Esther Marshall Mr. Patrick Browne

Mrs. Polla Blackman was nominated to participate in the Dynamic Speech Writing seminar from November 15<sup>th</sup> to 19<sup>th</sup> November, 2010 hosted by the Training Administration Division and held at the Cave Hill Campus.

Mr. Mervin Yearwood, Loans Administrator and Mrs. Hyacinth Blades, Credit Control Officer, attended the Seminar/workshop entitled "Effective Debt Collection and Fraud Awareness Seminar 2010" held on 8<sup>th</sup> – 9<sup>th</sup> December, 2010 at the Savannah Hotel and hosted by the Barbados Community College.

Messrs Milton Griffith and Leon Massiah were granted leave with pay to attend the workshop entitled "Public Sector Service Excellence" held on 10<sup>th</sup> – 14<sup>th</sup> January, 2011 at the Barbados Workers' Union Labour College.

Approval was granted for Mr. Ian Carrington to attend a one (1) day shop Steward Seminar held on Wednesday 26<sup>th</sup> January, 2011 at the National Union of Public Workers, Haratio Cooke Auditorium, Dalkeith Road, St. Michael.

The below mentioned employees attended a two (2) day seminar entitled "Effective Credit Management Debt Recovery" sponsored by the Caribbean Credit Bureau Ltd., which was held at the Hilton Barbados on 15<sup>th</sup> and 16<sup>th</sup> February, 2011.

Ms Betty Haynes – Loans Supervisor (Ag.)  
 Ms. Jennifer Greaves – Credit Control Supervisor  
 Mr. Ian Carrington – " " "

Mrs. Polla Blackman, Human Resources Manager (Ag.) and Mr. Rodney Corbin, Executive Officer (Ag.), were nominated to attend the week of Excellence Programme as outlined below:

- Monday, February 21, 2011 at the Grande Salle, Central Bank of Barbados from 8:15 a.m. – 12:40 p.m.
- Tuesday, February 22, 2011 at the Barbados Workers' Union, Solidarity House from 8:30 a.m. – 12:00 noon

Mr. Jeffrey Grant, Manager – Security (Ag.), attended the course “Training in Public Service Excellence for Middle Managers conducted February 21<sup>st</sup> – 23<sup>rd</sup>, 2011 at the Dining Club, #1 Newton Industrial Estate, Newton, Christ Church from 8:45 a.m. – 4:15 p.m. daily.

Approval was granted to the two (2) employees listed below to attend the 14<sup>th</sup> Annual Conference of the Barbados Association of Office Professionals on 24<sup>th</sup> and 25<sup>th</sup> February, 2011:

Mrs. Angela Springer - Secretary (Ag.)  
Ms. Sandra Franklyn - Stenographer

Mr. Grafton Alleyne, Chief Estates Officer (Ag.), was nominated to attend the workshop hosted by the Stitt Feld Handy Group entitled “Dealing with Difficult People” conducted at the Grand Barbados Hotel 2<sup>nd</sup> – 4<sup>th</sup> March, 2011.

Approval was granted to nominees Ms. Cyrilene Yearwood and Mr. Roderick Massiah to attend the seminar/Workshop entitled “Labour Education in a time of Economic Difficulty” during the period 7<sup>th</sup> and 8<sup>th</sup> March, 2011 at the Barbados Workers Labour College, Mangrove, St. Philip.

Approval was granted to Mr. Ian Foster, Chief Technical Officer, to attend the workshop entitled “Learning from Tomas” from 16<sup>th</sup> to 18<sup>th</sup> March, 2011 at the Garfield Sobers Gymnasium Conference Facility, Wildey, St. Michael and hosted by G. O. Lynch Consultancy Inc.

Ms. Lynett Clarke was selected to attend the course entitled “Orientation Training for Junior Officers” conducted at the Garfield Sobers Gymnasium, Wildey, St. Michael from 21<sup>st</sup> – 24<sup>th</sup> March, 2011.

Mrs. Lanette Napoleon-Young attended the course in “Counselling and Coaching for Leadership Development and Management Effectiveness” conducted at the Diamond Bay from 21<sup>st</sup> to 25<sup>th</sup> March, 2011 during hours of 8:45 a.m. to 4:15 p.m.



Permission was granted for Mesdames Juanita Clarke and Toneisha Forde to participate in the Symposium for young Public Officers, on Friday 25<sup>th</sup> March, 2011 from 8:30 a.m. to 4:00 p.m. at the Horatio Cooke Auditorium, Dalkeith, St. Michael.

Mr. Cameron Springer was nominated to attend the seminar entitled "Employee Engagement for Greater Workforce Productivity" on March 30<sup>th</sup>, 2011 at the Savannah Hotel from 9:00 a.m. to 3:30 p.m.

## **2.8 Extension of Employment**

Mr. Andre´ Campbell, Mr. Trevor Millington, Mr. Wendell Pinder and Mr. Evan Brooks period of employment has been extended until further notice.

## **2.9 Special Leave**

Ms. Heather Hunte, Accountant (Ag.) and Ms. Althea Seale, Senior Clerk, were granted special leave to perform the duties of Liasion Officer at the CTO Sustainable Tourism Conference during the period 10<sup>th</sup> to 14<sup>th</sup> May, 2010.

Mr. Simon Clarke, Clerical Officer, was granted special leave to facilitate his participation in the Pan American Cycling Championships in Mexico from 5<sup>th</sup> to 17<sup>th</sup> May, 2010.

Ms. Sharon Brandford, Clerical Officer, and Ms. Kathy-Ann Wiggins, Inspector (Ag.) were granted special leave to assist with the Regional and International Blind Cricket Championships held on 16<sup>th</sup> June, 2010.

Mr. Simon Clarke, Clerical Officer, was granted special leave to represent Barbados at Grenada Cycling Series with effect from 18<sup>th</sup> to 21<sup>st</sup> June, 2010.

Ms. Magna Holder, Clerical Officer, was granted special leave to assist in the "Providers Workshop and National Testing Day" hosted by the Ministry of Health on 22<sup>d</sup> and 25<sup>th</sup> June, 2010.

Mr. Fabian Cox, Clerical Officer, was granted special leave to attend training sessions with the Barbados National Volleyball Men's Team during the period 29<sup>th</sup> June, 2010 to 20<sup>th</sup> July, 2010.

Mr. Fabian Cox, Clerical Officer was granted special leave to participate in the following events:

- Caribbean and Central American Games in Puerto Rico during the period July 20-31, 2010; and
- The Caribbean Volleyball Championship during the period August 6-16, 2010 in Surinam.



Mr. Simon Clarke, Clerical Officer was granted Special Leave to participate in the Central American and Caribbean Games (CAC Games) during the period July 18-31, 2010 in Puerto Rico.

Mr. Lionel Rudder, Senior Foreman (Ag.), was granted leave during the period September 30, 2010 to October 11, 2010 to represent Barbados at the Huntsman World Senior Games 2010 in Utah, USA.

Mr. Jefferson Rock, Manager of Administration and Office Services was granted leave to be the facilitator for the following sessions sponsored by the Training Administration Division.

Date	Time	Topics
October 12, 2010	1:30 p.m. – 4:30 p.m.	Managing Diversity Individual Difference
October 18, 2010	8:45 a.m. – 4:14 p.m.	Managing the Group Individual Difference
October 20, 2010	8:45 a.m. – 12:15 p.m.	Managerial Decision Making

Ms. Althea Seale, Senior Clerk and Ms. Heather Hunte, Accountant (Ag.), were granted leave to provide liason services at the Caribbean Tourism Leadership Strategy Conference during the period October 7<sup>th</sup> – 12<sup>th</sup>, 2010.

Permission was granted to Mr. Jefferson Rock to be utilised as a Facilitator at the Garfield Sobers Complex, Wildey, St. Michael, for the sessions as outlined below which were sponsored by the Training Division:

Date	Time	Topics
February 15 <sup>th</sup> , 2011	1:30 p.m. – 4:15 p.m.	Managing Diversity Individual Difference
February 21 <sup>st</sup> , 2011	8:45 a.m. – 4:15 p.m.	Managing the Group Individual Difference
February 23 <sup>rd</sup> , 2011	8:45 a.m. – 12:15 p.m.	Managerial Decision Making

Permission was granted for Mrs. Antoinette Sealy-McGeary to officiate at the Special Olympic Annual National Games held on the dates and times outlined below:

<u>Date</u>	<u>Time</u>
Monday 7 <sup>th</sup> March, 2011	8:30 a.m. – 3:00 p.m.
Wednesday 9 <sup>th</sup> March, 2011	8:30 a.m. – 3:00 p.m.
Friday March 11 <sup>th</sup> , 2011	8:30 a.m. – 3:00 p.m.
Tuesday March 15 <sup>th</sup> , 2011	8:30 a.m. – 3:00 p.m.

## 2.10 Training Internal

The below mentioned employees were selected to attend the In-house Training – Microsoft Application – Power Point on 28th February, 2011 from 9:00 a.m. – 10:30 a.m. in the National Housing Corporation Training Room:

Mr. Mervin Yearwood	- Loans Administrator
Mr. Jefferson Rock	- Manager of Administration and Office Services
Mr. Ian Foster	- Chief Technical Officer (Ag.)
Mrs. Polla Blackman	- Human Resources Manager (Ag.)

All the Maids of the Corporation attended an In-house Training Session on General House Keeping (theory) held during the period 10<sup>th</sup> to 12<sup>th</sup> May, 2010.

The MIS Section started training in Microsoft Excel on 8<sup>th</sup> June, 2010 in which four (4) sessions were completed. Listed below are the following persons who were selected:

<b>Names</b>	<b>Names</b>
Sherrol Brathwaite-Foster	Rhodan Morris
Delores Thompson	Juanita Clarke
<b>Names</b>	<b>Names</b>
Shernel Best	Randy Belgrave
Evan Brooks	Ermina Watson
Claire Holder	Steven Mason
Debbie Mason	Ruth Mason-Trotman
Janelle Clarke	Kevin Philips
Alicia Thompson	Maresha Brathwaite

In an effort to improve the weakness in certain skill sets as well as personal development, the Human Resources Section conducted the following Seminar/Workshops:

- 1) Report Writing during the period August 16 and 17, 2010 facilitated by Ms. Toni A. Hunte, an Adjunct Lecturer at the University of the West Indies Open Campus. The following persons were selected for this seminar.

<b>Name</b>	<b>Post</b>
Mr. Neville Brathwaite	Senior Accountant
Mr. Trevor Millington	Site Clerk
Mr. Stephen Haynes	Technical Officer
Jeffrey Grant	Manager - Security
Mrs. Wendy Norville-Rudder	Senior Clerk (Ag.) Registry
Mr. Charles Thomas	Transport Officer (Ag.)
Mr. Edward Riley	Foreman (Ag.)
Ms. Marva Smith	Legal Assistant (Ag.)

Mr. Ainsley Barnett	Estate Warden
Mr. Leon Massiah	Assist. Superintendent – London Bourne
Mr. Anthony Wiggins	Senior Estate Warden (Ag.)
Ms. Janelle Walrond	Junior Account Executive
Mrs. Pamela Brathwaite-Went	Clerical Officer
Ms. Clovistine Alleyne	Senior Clerk (Ag.)
Mr. Ian Carrington	Credit Control Supervisor
Mr. Desmond Skinner	Inspector
Mrs. Polla Blackman	Human Resources Officer
Ms. Mercurius Moore	Human Resources Officer (Ag.)
Mr. Rodney Garnes	Clerical Officer
Ms. Patricia Griffith	Stenographer
Mr. Charles Wood	Chief Electrical Officer

Two (2) half-day Seminars on Personal Development facilitated by Ms. Marvo Manning, retired Tutor of Barbados Institute of Management and Productivity (B.I.M.A.P) on August 23 and 24, 2010. The following staff members attended these sessions.

August 23, 2010	
Name	Post
Sharon Brandford	Clerical Officer
Lakeita Ward	" "
Pheona Holder	Receptionist
Hallam Gittens	Clerical Officer
Simon Clarke	" "
Sharon Pooler	Stenographer
Sherida Pearce	Clerical Officer
Nicole Gibson	" "
Kemar Downes	" "
Adrian Hope	" "
Donelle Kirton	" "
Natasha Williams	" "
Janelle Clarke	" "
Kerry-Ann Forde	" "
Debbie Mason	" "
Ruth Mason- Trotman	" "
Shakira Wilkinson	" "
Stacy Hippolyte	" "
Allixandria Wiltshire	" "



<b>August 24, 2010</b>	
<b>Name</b>	<b>Post</b>
Desiree Bradshaw	Clerical Officer
Steven Mason	" "
Omar Smith	" "
Rodney Garnes	" "
Evan Brookes	" "
Marissa Archer	" "
Deseree Waldron	" "
Lynette Clarke	" "
Kelly Ann Lynch	" "
Sunita Maynard	" "
Immogene Marshall-Weekes	" "

The below mentioned employees were selected to attend the In-house Training – Microsoft Application – Power Point as outlined:

<b>Name</b>	<b>Date</b>	<b>Time</b>
Mr. Jefferson Rock Manager of Administration & Office Services	2 <sup>nd</sup> , 7 <sup>th</sup> , 9 <sup>th</sup> , March, 2011	9:00 – 10:30 a.m.
Mrs. Polla Blackman Human Resources Manager (Ag.)	2 <sup>nd</sup> , 7 <sup>th</sup> , 9 <sup>th</sup> , March, 2011	9:00 – 10:30 a.m.
Mr. Ian Foster Chief Technical Officer	2 <sup>nd</sup> , 7 <sup>th</sup> , 9 <sup>th</sup> , March, 2011	9:00 – 10:30 a.m.
Mr. Mervin Yearwood Loans Administrator	14 <sup>th</sup> , 16 <sup>th</sup> , 21 <sup>st</sup> , 23 <sup>rd</sup> , March, 2011	9:00 – 10:30 a.m.
Mr. Grafton Alleyne Chief Estates Officer (Ag.)	14 <sup>th</sup> , 16 <sup>th</sup> , 21 <sup>st</sup> , 23 <sup>rd</sup> , March, 2011	9:00 – 10:30 a.m.
Mr. William Clarke Senior Superintendent of Works (Ag.)	14 <sup>th</sup> , 16 <sup>th</sup> , 21 <sup>st</sup> , 23 <sup>rd</sup> , March, 2011	9:00 – 10:30 a.m.
Ms. Anita Chandler Senior Housing Officer	14 <sup>th</sup> , 16 <sup>th</sup> , 21 <sup>st</sup> , 23 <sup>rd</sup> , March, 2011	9:00 – 10:30 a.m.

## 2.11 Training External

The following employees were trained in the use of "Emergency Communications Radio", held on 7<sup>th</sup> June, 2010 at the Department of Emergency Management.

<b>Names</b>	<b>Names</b>
Anthony Burrowes	Cameron Springer
Philimore Reece	Darwin Cummins
Bentley Boxill	Robert Springer
Milton Griffith	Dwight Thornhill
Willis Maynard	

The Department of Inland Revenue conducted a one (1) day session on 14<sup>th</sup> January, 2011 in the National Housing Corporation's Training Room to educate Corporation's employees on the completion of on-line filing of Individual Income Tax Returns.

## 2.12 Upgrade

The below listed employees were upgraded as outlined

<b>Name</b>	<b>With Effect From</b>	<b>From</b>	<b>To</b>
Marlon Rochester	March 1 <sup>st</sup> , 2011	Operator 11	Operator 1
Paul R. Gamble	March 23 <sup>rd</sup> , 2011	3 <sup>rd</sup> Year Apprentice Electrician	Electrician 'C'
Charmaine Nicholls	" "	3 <sup>rd</sup> Year Apprentice Electrician	Electrician 'C'
Colin Alleyne	" "	2 <sup>nd</sup> Year Apprentice Electrician	Electrician 'C'
Rio A. Grazettes	" "	2 <sup>nd</sup> Year Apprentice Electrician	Electrician 'C'

## 2.13 End of Contract Period

Ms. Harriet Harewood's one (1) year contract as Loans Consultant ended on 17<sup>th</sup> May, 2010.

## 2.14 Termination of Employment

Mr. Glendon Pilgrim, Electrician, services were terminated with effect from 19<sup>th</sup> August, 2010.

Mr. Kenrick Ward, temporary Watchman, services were terminated from the employ of the National Housing Corporation with effect from 20<sup>th</sup> December, 2010.

Mr. Kelvin Jones services as a Watchman were terminated with effect from 31<sup>st</sup> March, 2011.

## 2.15 Suspension

Mr. Richard Holder, Labourer, was suspended on half pay for two (2) weeks with effect from 7<sup>th</sup> to 18<sup>th</sup> June, 2010. He was further suspended on no pay for another two (2) weeks with effect from 22<sup>nd</sup> June, 2010 to 5<sup>th</sup> July, 2010.

Mr. Terry Hunte, Labourer was suspended for two (2) weeks without pay for the period 30<sup>th</sup> August, 2010 to 13<sup>th</sup> September, 2010.

Mr. Mark Walton Mason was placed on one (1) month suspension on no-pay leave with effect from 1<sup>st</sup> to 31<sup>st</sup> March, 2011.

## 2.16 Recreational/Extra Curricular Activities

The National Housing Corporation participated in Barbados Postal Service Games 2010 and won the cricket match which was played against Post Office Central on 30<sup>th</sup> September, 2010.

## 2.17 Staff Matters

Approval was granted for the following officers to be sponsored under the MOU between the University of the West Indies (UWI) and National Housing Corporation to pursue the below listed programme for the academic year 2010/2011:

Name	Post	Programme
Mr. Roy Alleyne	Legal Executive	Masters in Corporate and Commercial Law
Ms. Nicole Gibson	Clerical Officer	Bachelor of Law
Mrs. Tamara Headley-Simmons	Surveying Technician	Masters of Science in Construction Management

Mr. Ian Smith, Senior Superintendent of Works, successfully completed one (1) year of a two (2) year contract with the Corporation on 3<sup>rd</sup> January, 2011.

The Corporation with effect from 1<sup>st</sup> February, 2011, instituted new security arrangements, attaching all Watchmen to the Security Section under the direct supervision of Mr. Jeffrey Grant, Manager - Security. Some Watchmen were also re-assigned.

Mr. Rommel St. Hill, Legal Counsel, completed one (1) year of a two (2) year contract with the Corporation on 31<sup>st</sup> March, 2011.

Ms. Carolyn Barton, Financial Controller successfully completed the academic requirements leading to the Master of Business Administration.

Ms. Marva Smith fulfilled the requirement for the award of the Associate Degree in Applied Arts (Para Legal Studies).



## **2.18 Resignation**

Ms. Vondean Went, Clerical Officer, tendered her resignation from the employ of the National Housing Corporation with effect from 12<sup>th</sup> April, 2010.

Ms. Shonelle Bourne, Clerical Officer tendered her resignation from the employ of the National Housing Corporation with effect from 29<sup>th</sup> July, 2010.

Mr. Alvin Taitt, Labourer, tendered his resignation from the employ of National Housing Corporation with effect from 27<sup>th</sup> January, 2011.

## **2.19 Jury Duty**

Ms. Charmaine Nicholls, Electrician, was summoned to serve as a Juror at the high Court of Barbados during the period 6<sup>th</sup> September, 2010 to 29<sup>th</sup> October, 2010.

Mr. Dwaine Moore was summoned to serve as a Juror in the High Court of Barbados from 1st November, 2010 to 17<sup>th</sup> December, 2010.

The following employees were summoned to serve as Jurors in the High Court during the period 4<sup>th</sup> January, 2011 to 25<sup>th</sup> February, 2011.

Ms. Erla Hope  
Mr. Elvon Small  
Mr. Wendell Cummins

Ms. Sharifa Bourne, Telephone Operator, was summoned to serve as a Juror at the Supreme Court of Barbados with effect from 1<sup>st</sup> March – 21<sup>st</sup> April, 2011.

## **2.20 Re-assignment**

Ms. Cylitta Neblett was re-assigned to Warrens Office with effect from November 1<sup>st</sup> to November 29<sup>th</sup> 2010 while Ms. Wendy Odwin proceeded on vacation leave.

Ms. Desiree Waldron was re-assigned to the Accounts Section with effect from Thursday November 25<sup>th</sup> 2010.

Ms Magna Holder was re-assigned to the Loans Section With effect from Thursday November 25<sup>th</sup> 2010.

Mr. Stephen Haynes, Technical Officer, was re-assigned to the Technical Section with effect from 11<sup>th</sup> June, 2010 until further notice.

Mr. Richard Greenidge, Watchman, was re-assigned to the Maintenance Section with effect from Monday 14<sup>th</sup> February, 2011 to perform duties of a Labourer.

Mr. Frank Harewood, Mason, was re-assigned to the Wildey Depot with effect from 28<sup>th</sup> February 2011.

Ms. Stephne Boyce was re-assigned from the Customer Service Section to the Loans Section with effect from 1<sup>st</sup> March, 2011.

Mr. Frank Harewood was re-assigned to the Wildey Depot with effect from 1<sup>st</sup> March, 2011.

Ms. Cyrilene Yearwood was re-assigned from the Technical Section to the Legal Section with effect from 1<sup>st</sup> March, 2011.

Ms. Petunia Cumberbatch was re-assigned from the Housing Management Section to the Technical Section with effect from 1<sup>st</sup> March, 2011.

Ms. Hazel Ann Chaplin was re-assigned from the Maintenance Section to the Housing Management Section with effect from 7<sup>th</sup> March, 2011.

Ms. Arlene Maynard was re-assigned from the Accounts Section to Administration with effect from 7<sup>th</sup> March, 2011.

Ms. Goldene Brathwaite was re-assigned from Administration to the Maintenance Section with effect from 11<sup>th</sup> March, 2011.