

## Request Form for Deputy Governor Consideration of HR Activity

This form should be used to request consideration by the Deputy Governor for HR activity requiring his approval. All sections should be completed and the form submitted electronically to [moratorium@gov.ky](mailto:moratorium@gov.ky). Submission deadline dates are the 1<sup>st</sup> and 11<sup>th</sup> working day of each month.

Details			
<b>Ministry/ Portfolio</b>	Legal	<b>Employee Name</b>	Claire Allen
<b>Department</b>	Solicitor General's Office	<b>Employee Age</b> [for employee requests]	██████
<b>Contact Person (s)</b>	Colleen Williams	<b>End Date of Current Contract</b>	2/9/2024
<b>Contact Numbers (s)</b>	244 2336	<b>Position/Post</b>	Deputy Solicitor General (Advisory and Administration)
<b>When was the post last advertised?</b>	September 2019	<b>Job Eval Number</b> [where known]	JE83

Type of Request	
<p><b>Contract Change/Renewal</b></p> <input checked="" type="checkbox"/> Renew fixed-term contract without external advertisement in past 12 months <input type="checkbox"/> Contract for Phased Retirement where reduction in hours is less than 20% <input type="checkbox"/> Renewal of contract for Phased Retirement <input type="checkbox"/> Convert temp/short-term contract (made without open competition) to long/open-term contract	<p><b>Appointments without open competition</b></p> <input type="checkbox"/> Returning Graduate <input type="checkbox"/> Temporary Staff (ie 3 months or less) <input type="checkbox"/> Urgent Appointment <input type="checkbox"/> Phased Retirement by taking a different role in a lower salary grade <input type="checkbox"/> Where advert will be internal to Dept. only
<p><b>Changing Budgeted Posts</b></p> <input type="checkbox"/> Create additional post(s) <input type="checkbox"/> Convert existing post(s)	<p><b>Other</b></p> <input type="checkbox"/> Transfer between civil service entities <input type="checkbox"/> Transfer to facilitate succession planning <input type="checkbox"/> Secondment <input type="checkbox"/> Other (specify) Click here to enter text.
<p><b>Other Remuneration</b></p> <input type="checkbox"/> Implement Job Evaluation (outside policy) <input type="checkbox"/> Within Grade Pay Increase (ie. increments)	
<p>Where the request relates to an individual, select the relevant check-box</p> <input type="checkbox"/> Caymanian <input type="checkbox"/> Married to Caymanian <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Awaiting Cayman Status/ PR decision <input checked="" type="checkbox"/> Non-Caymanian	
<p><b>Additional Details:</b> [Provide any relevant information not captured in the above section(s)]</p> <p>Ms. Allen has held the post of Deputy Solicitor General since 2019 following an open and competitive recruitment exercise (in which none of the 9 applicants were Caymanian). Prior to that, she held the post of Crown Counsel since 2016. Ms. Allen has expressed the desire to enter into a further employment agreement for the same role with the Cayman Islands Government on a part time basis. During her almost 4 years in her current post, she has provided legal advice and representation across CIG and other public bodies in a range of matters of varying complexity to an extremely high standard. She leads the SGO team involved in matters under the Children Act and had delivered training to the DCFS; her caseload has included sensitive, complex and contentious matters including matters before the Privy Council and Court of Appeal in relation to Bill of Rights challenges (some in her own capacity, with the Solicitor General and/or lead external counsel), appeals to the CSAC; she serves as the FOI Manager for the Portfolio; she provided valuable administrative support to the Solicitor General on matters including procurement, continuity of operations, preparation of the annual report, risk management, budget preparation, policy preparation and HR matters; and she has performance management responsibility for some of the SGO team. She has acted as Solicitor General and Attorney General on various occasions, attending Cabinet in the latter capacity. Both the quality and timeliness of her work have been consistently exemplary over the years. The demands on the current SGO team are such that it is imperative to maintain adequate personnel resources, particularly given the challenges in recent recruitment exercises of identifying suitably qualified candidates for vacant posts. As such, the retention of high quality staff is critical to the SGO's ability to provide the necessary legal support across CIG. Permission is therefore sought to offer her a further Employment Agreement on a part-time basis for a period of six months .</p>	

**Rationale:**

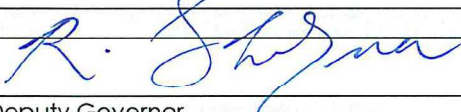
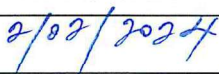
Provide a detailed rationale for the request: [Why is the change needed & what are the business benefits?]  
The stability and continuity of business operations of the SGO, along with the Civil Service of the Cayman Islands Government as a whole during these past four years has been challenged through internal and external forces. Ms. Allen has competently and confidently supported the work of the SGO in her post and her areas of responsibility, and the wider Portfolio and its client entities. Given the ongoing and heavy demands upon the Chambers, the Portfolio wishes to continue to employ Ms. Allen for a further period of 6 months through this request with a further duration to be determined closer to the conclusion of this time period.

This will provide a much-needed degree of stability and continuity of efficient operations within the Portfolio in both the legal and administrative matters which will cascade with a positive and professional impact for both the SGO and the Portfolio as a whole.

**Budget Implication:**

Outline any budget impact of the request and how it will be met:  
There are no budgetary impacts as a result of this request as this is already a budgeted post within the SGO

**Authorisation:**

Requested by:			
Signature:		Date:	
Approved by Deputy Governor			
Signature:		Date:	

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Details			
<b>Ministry/Portfolio</b>	Legal	<b>Employee Name</b>	Claire Allen
<b>Department</b>	Solicitor General's Office	<b>Employee Age</b> [for employee requests]	■
<b>Contact Person (s)</b>	Colleen Williams	<b>End Date of Current Contract</b>	8/9/2024
<b>Contact Numbers (s)</b>	244 2336	<b>Position/Post</b>	Deputy Solicitor General (Advisory and Administration)
<b>When was the post last advertised?</b>	September 2019	<b>Job Eval Number</b> [where known]	N/A

Type of Request	
<p><b>Contract Change/Renewal</b></p> <p><input checked="" type="checkbox"/> Renew fixed-term contract without external advertisement in past 12 months</p> <p><input type="checkbox"/> Contract for Phased Retirement where reduction in hours is less than 20%</p> <p><input type="checkbox"/> Renewal of contract for Phased Retirement</p> <p><input type="checkbox"/> Convert temp/short-term contract (made without open competition) to long/open-term contract</p>	<p><b>Appointments without open competition</b></p> <p><input type="checkbox"/> Returning Graduate</p> <p><input type="checkbox"/> Temporary Staff (ie 3 months or less)</p> <p><input type="checkbox"/> Urgent Appointment</p> <p><input type="checkbox"/> Phased Retirement by taking a different role in a lower salary grade</p> <p><input type="checkbox"/> Where advert will be internal to Dept. only</p>
<p><b>Changing Budgeted Posts</b></p> <p><input type="checkbox"/> Create additional post(s)</p> <p><input type="checkbox"/> Convert existing post(s)</p>	<p><b>Other</b></p> <p><input type="checkbox"/> Transfer between civil service entities</p> <p><input type="checkbox"/> Transfer to facilitate succession planning</p> <p><input type="checkbox"/> Secondment</p> <p><input type="checkbox"/> Other (specify)</p> <p><a href="#">Click here to enter text.</a></p>
<p><b>Other Remuneration</b></p> <p><input type="checkbox"/> Implement Job Evaluation (outside policy)</p> <p><input type="checkbox"/> Within Grade Pay Increase (ie. increments)</p>	
<p>Where the request relates to an individual, select the relevant check-box</p> <p><input type="checkbox"/> Caymanian    <input type="checkbox"/> Married to Caymanian    <input type="checkbox"/> Permanent Resident    <input type="checkbox"/> Awaiting Cayman Status/ PR decision    <input checked="" type="checkbox"/> Non-Caymanian</p>	
<p><b>Additional Details:</b> [Provide any relevant information not captured in the above section(s)]</p> <p>Ms Allen was appointed Deputy SG following an open recruitment exercise in 2019 and has held the post for over 4 years. She has been employed with the Portfolio for approximately 8 ½ years. Her fixed term contract will expire on 9 August 2024. She continues to be a highly productive employee with valuable contributions to the Solicitor General's Office in, among other things: 1) leading the SGO's team with responsibility for matters under the Children Act (which also involves training); 2) Providing advice on more complex legal matters; 3) Continued supervision and oversight of the work of other counsel and Articled Clerks; 4) Continuing to assist in revising standard form contracts and the CIG contract policy; 4) Providing administrative support to the SG in matters such as Risk Management and Business Continuity, procurement, Freedom of Information Management and preparation of the POLA's annual report. She has significant experience in CSAC appeals and often advises on matters under the PSMA/Regulations. She is currently involved in the ongoing litigation relating to the transfer of prisoners abroad (playing a key role in the disclosure of sensitive material) and the pending appeal to the Privy Council on the legality of the points system (which she defended before the Grand Court and Court of Appeal). This request is for renewal of her contract of employment until 30 April 2025.</p>	

### Rationale:

<p>Provide a detailed rationale for the request: [Why is the change needed &amp; what are the business benefits?]</p> <p>The demands across the SGO team are considerable and the volume of work has increased significantly over the past 2-3 years, in part, due to the volume of contracts required to be reviewed by Chambers and litigation matters</p>
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(including those under the Children Act and some highly contentious matters involving CIG entities). Further, the upcoming election will impact our resources as one Deputy SG will be required to provide dedicated support to the Supervisor of Elections; as demonstrated in previous years, this will affect her ability to take on other work. While a new Crown Counsel is expected in post in September 2024, there will likely be a learning curve as he eases into the role. Ms. Allen's continued employment with the SGO would provide a much needed degree of continuity of service which will be critical in the coming months. Ms. Allen continues to competently and confidently support the work of the SGO in her post and her areas of responsibility, and the wider Portfolio and its client entities.

**Budget Implication:**

Outline any budget impact of the request and how it will be met:  
There are no budgetary impacts as a result of this request as this is already a budgeted post within the SGO

**Authorisation:**

Requested by:			
<b>Signature:</b>		<b>Date:</b>	25 July 2024
Approved by Deputy Governor			
<b>Signature:</b>		<b>Date:</b>	