

Head 15:

Tobago House of Assembly

A summary of the Tobago House of Assembly's Expenditure, Divisions and
Projects

Financial Scrutiny Unit, Parliament of the Republic of Trinidad and Tobago

Table of Contents

About this Guide.....	3
Overview.....	4
Powers of the Assembly	6
Key Statement from 2016 Standing Finance Committee Debate.....	8
<i>2017-2018 Estimates of Expenditure</i>	9
Summary of Recurrent Expenditure for the period 2012-2018	10
Staff and Pay	15
Analysis of Summary of Expenditure.....	16
Analysis of Expenditure Unique to the Tobago House of Assembly.....	17
Summary of Development Programme Expenditure for the period 2012-2018	18
The Assembly's total allocation as a percentage of the National Budget for the period 2012 to 2018.	20
Auditor General Report Findings for the Fiscal year 2016	21
Noteworthy Development Programme Estimates in 2017-2018.....	23
Status of New Projects for the Financial Year 2016-2017.....	25
New Projects for the Financial Year 2017-2018.....	26
Committee Inquires Related to the Tobago House of Assembly.....	29
General Useful Information	31

About this Guide

This guide provides a summary of expenditure for Tobago House of Assembly (THA) for the period 2012-2018. It provides Members of Parliament and stakeholders with an overview of the Assembly's responsibilities. The primary purpose of this guide is to consolidate the information contained within the various Budget Documents pertaining to Tobago House of Assembly (THA) and provide readers with an analysis of same. This guide is based primarily on the Draft Estimates of Recurrent Expenditure, the Estimates of Development Programme, the Public Sector Investment Programme and the Auditor General's Report on the Public Accounts of the Republic of Trinidad and Tobago for the fiscal year 2016.

Overview¹

Chief Secretary: Assemblyman Kelvin Charles

Presiding Officer: Dr. Denise Tsoiafatt Angus

Deputy Presiding Officer: Assemblyman Ancil Dennis

The THA comprises two main arms, the Legislative Arm and the Executive Arm, and 10 divisions – nine with particular remits plus the Office of the Chief Secretary, which oversees the others. This Assembly was created by Act 37 of 1980 for “making better provision for the administration of Tobago and for matters therein.”

The Legislative arm (Assembly Legislature) is where all members of the Assembly meet in plenary and/or in select committees to make policy decisions for the operations of the Assembly. These functions are supported by the Assembly Legislature Secretariat and headed by the Presiding Officer. The Clerk of the Assembly is responsible for the efficient discharge of functions of the business of the Assembly.

The Executive arm of the Assembly is headed by the Chief Secretary in his capacity as leader of the Executive Council. The Council has individual and collective responsibility for carrying out the tasks of the Assembly through its divisions. Each division is led by a secretary, with an administrator serving as the accounting officer responsible for producing the desired results of the division. The Chief Administrator is the most senior public officer in the administration and is attached to the Office of the Chief Secretary.

¹ The Tobago House of Assembly website, accessed on September 22, 2017, <http://www.tha.gov.tt/about-the-assembly/>

In order to fulfil the responsibilities that fall under the remit of the THA, there are eleven (11) established Divisions²:

01- Assembly Legislature

02- Office of the Chief Secretary

03- Finance and Enterprise Development

05- Tourism and Transportation

06- Education, Youth Affairs and Sports

07- Community Development and Culture

08- Infrastructure and Public Utilities

09- Agriculture, Marine Affairs, Marketing and the Environment

10- Health and Social Services

11- Settlements and Labour

² Estimates of the Revenue and Expenditure of the Statutory Boards and Similar Bodies and of the Tobago House of Assembly for the Financial Year 2017. Accessed on September 27, 2017.

Powers of the Assembly³

The THA has 33 areas of responsibility:

- Finance, that is to say the collection of revenue and the meeting of expenditure incurred in the carrying out of the functions of the Assembly
- State Lands
- Land and marine parks
- Museums, archives, historical sites and historical buildings
- Public buildings and the maintenance of the residences of the President and the Prime Minister
- Tourism
- Sports
- Culture and the Arts
- Community Development
- Co-operatives
- Agriculture
- Fisheries
- Food Production
- Forestry
- Town and Country Planning
- Infrastructure, including air and sea transportation, wharves and airports and public utilities
- Telecommunications

³ The Tobago House of Assembly website, accessed on September 22, 2017, <http://www.tha.gov.tt/about-the-assembly/>

- Highway and Roads
- Industrial Development
- The environment
- Customs and Excise
- Licensing
- Health Services
- Library Services
- Education including Curriculum
- Social Welfare
- Marketing
- Valuations
- Postal services and collection of revenue
- Statistics and Information
- Housing
- Plant and Animal Quarantine
- Such other matters as the President may, by Order, assign to the Assembly.

Key Statement from 2016 Standing Finance Committee Debate

During the Standing Finance Committee debate of 2016, the following statement was made in relation to the emphasis of the Tobago House of Assembly for fiscal year 2016/2017⁴:

“...the Tobago House of Assembly which has responsibility for the management of the affairs and the provision of goods and services in Tobago, subject to the Constitution and the provisions of the Tobago House of Assembly Act.”

⁴ Minister of Finance, Standing Finance Committee Hansard of Tobago House of Assembly 19 Oct 16, Accessed September 22, 2017

WHERE THE ASSEMBLY SPENDS ITS MONEY

2017-2018 Estimates of Expenditure

The budget allocation of \$ **2,175,683,000.00** for the Tobago House of Assembly is comprised of:

- The Draft Estimates of Recurrent Expenditure in the sum of \$ **1,860,000,000**; and
- The Draft Estimates of Development Programme Consolidated Fund in the sum of \$ **315,683,000**

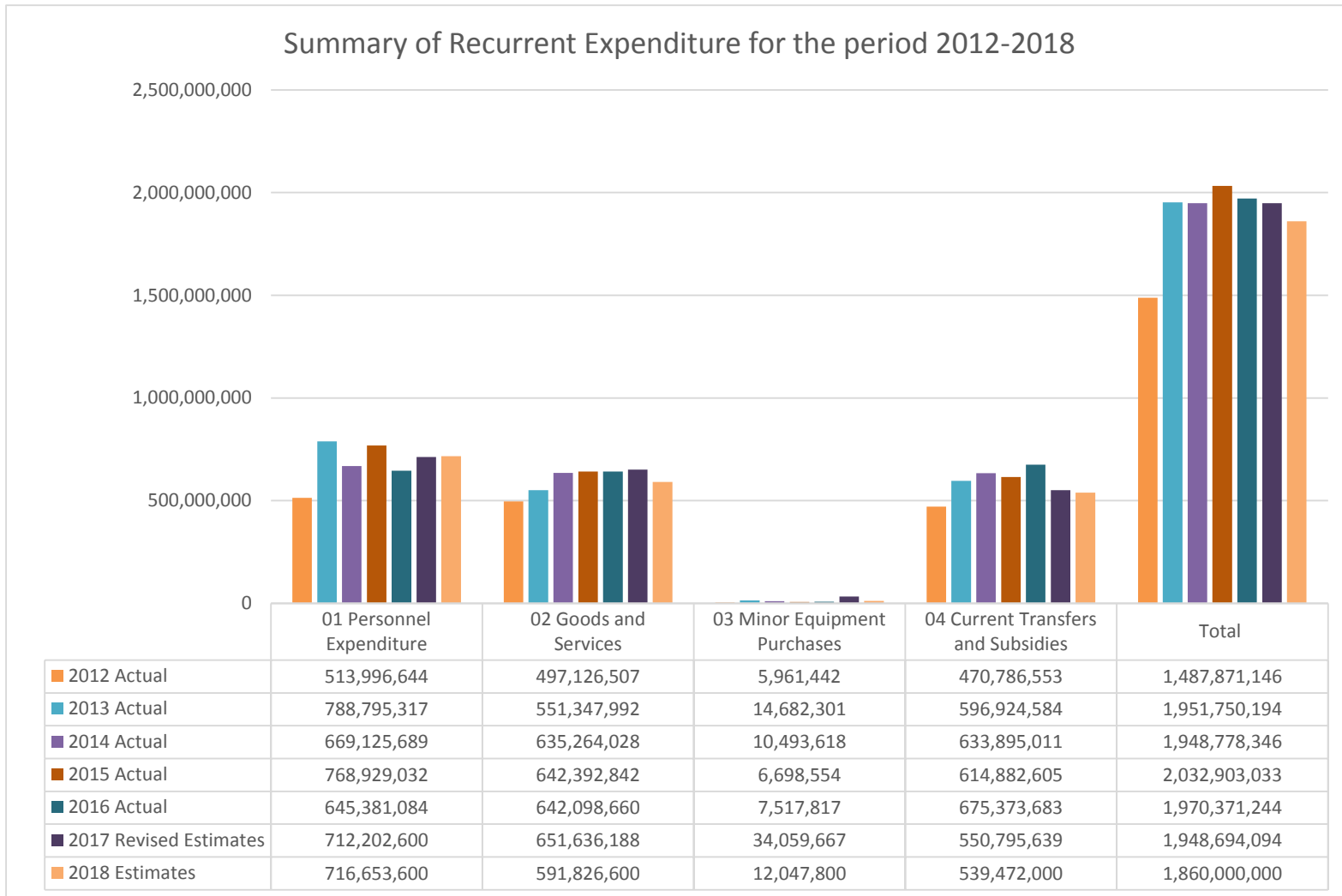
The Estimates of Recurrent Expenditure include:

- 01 Personnel Expenditure - \$ **716,653,600**;
- 02 Goods and Services - \$ **591,826,600**;
- 03 Minor Equipment Purchases \$ **12,047,800**; and
- 04 Current Transfers and Subsidies \$ **539,472,000**

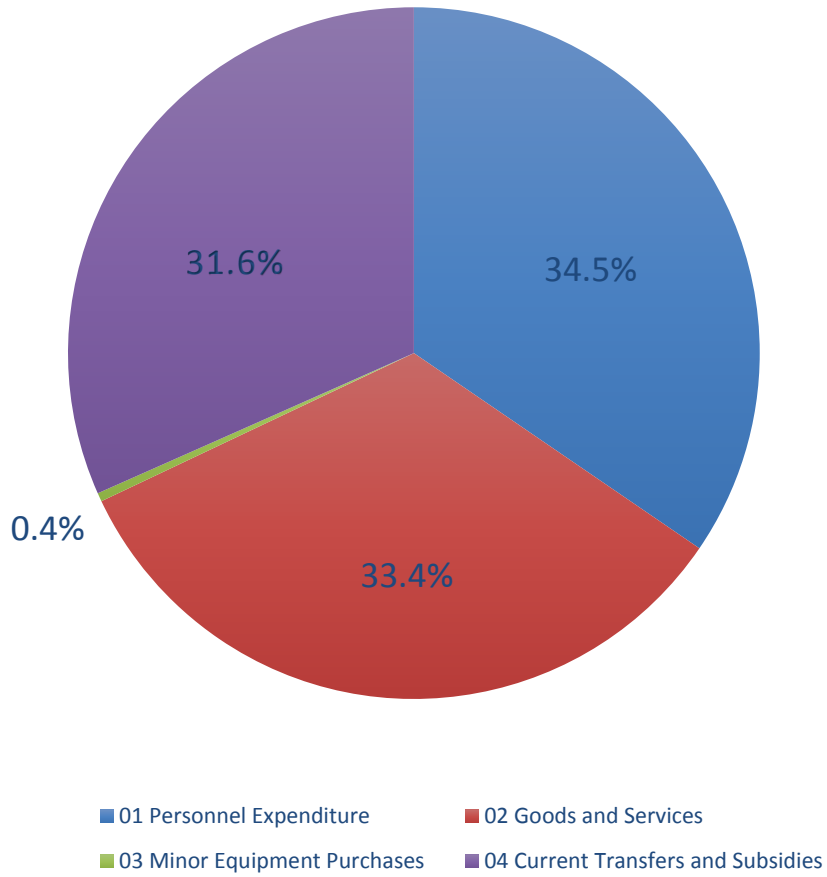
The Tobago House of Assembly's:

- Recurrent Expenditure as a percentage of the total Recurrent Expenditure budget is 3.5%
- Consolidated Fund allocation as a percentage of the total Consolidated Fund allocation is 12.9%

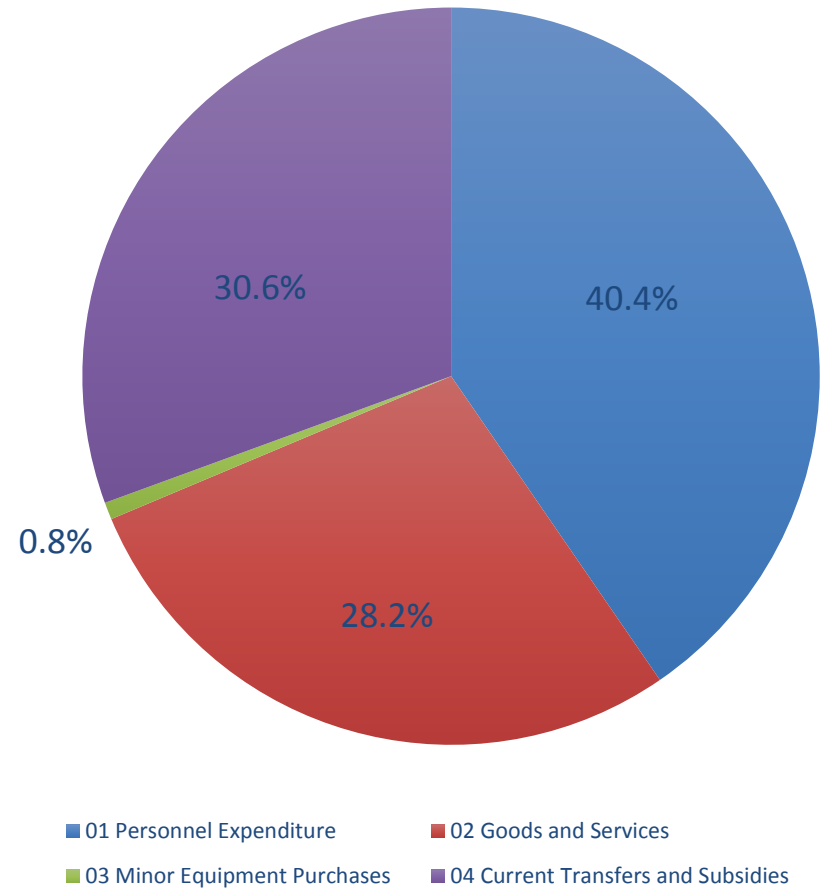
Summary of Recurrent Expenditure for the period 2012-2018



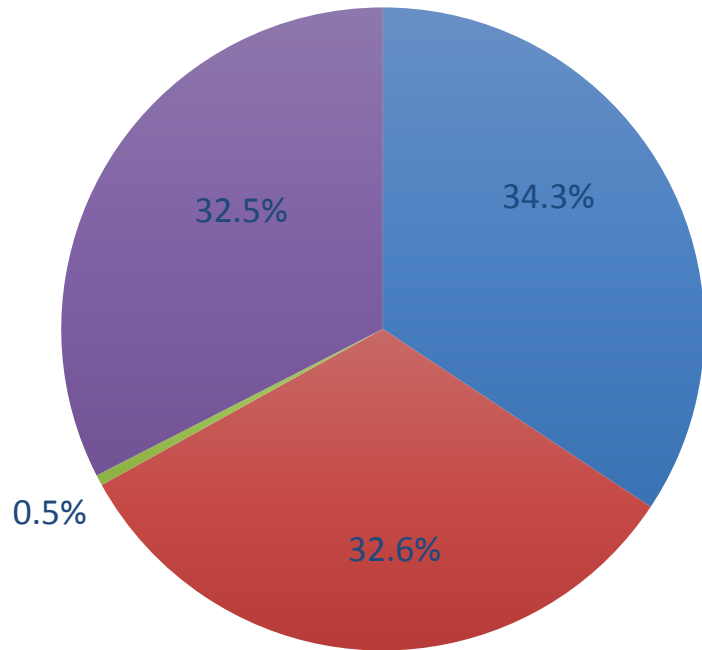
2012 Actual



2013 Actual

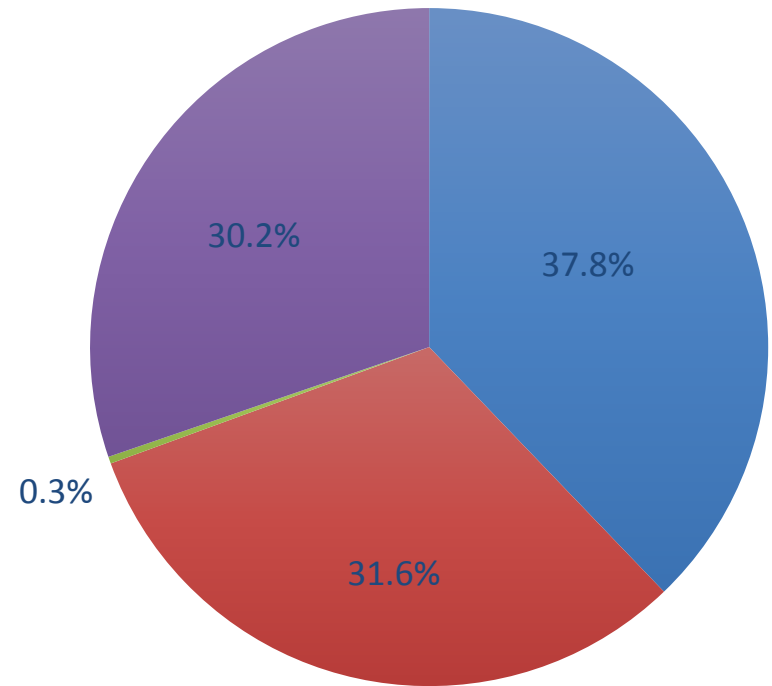


2014 Actual



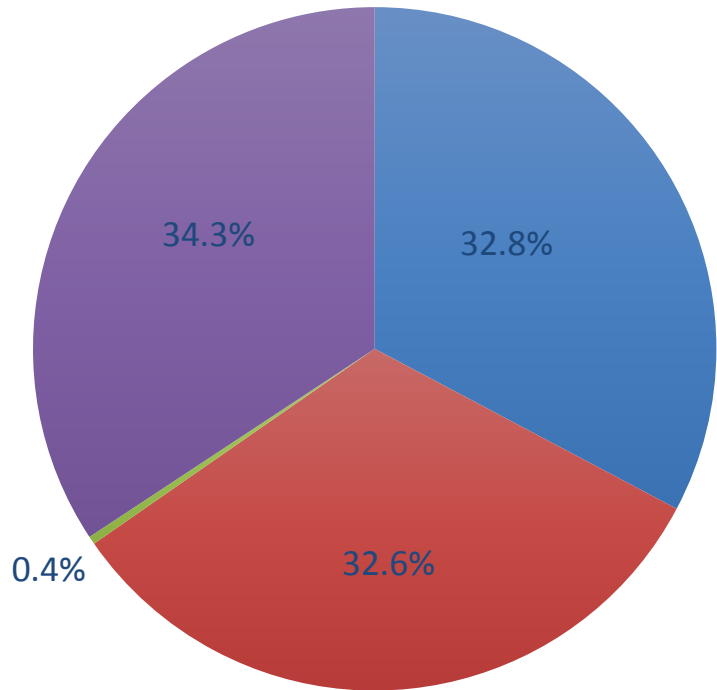
■ 01 Personnel Expenditure ■ 02 Goods and Services
■ 03 Minor Equipment Purchases ■ 04 Current Transfers and Subsidies

2015 Actual



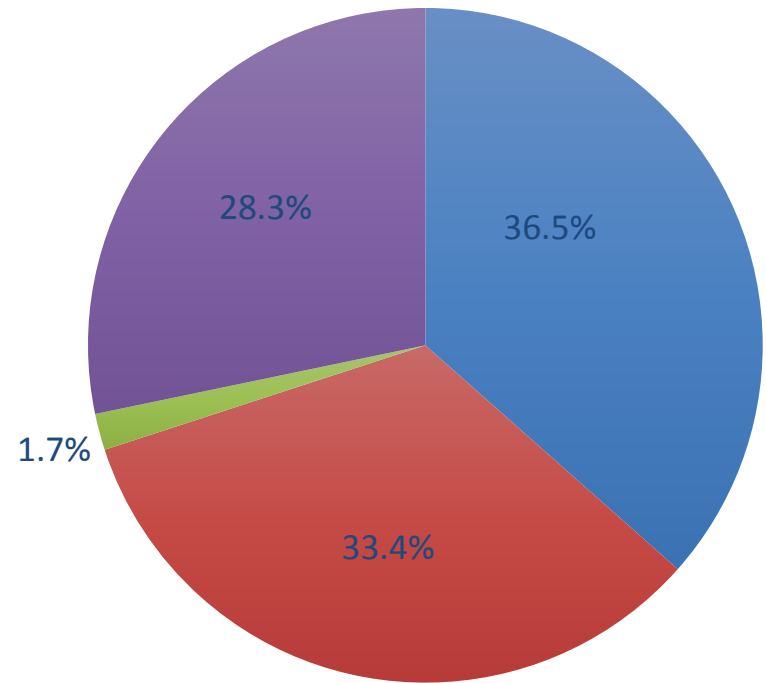
■ 01 Personnel Expenditure ■ 02 Goods and Services
■ 03 Minor Equipment Purchases ■ 04 Current Transfers and Subsidies

2016 Actual



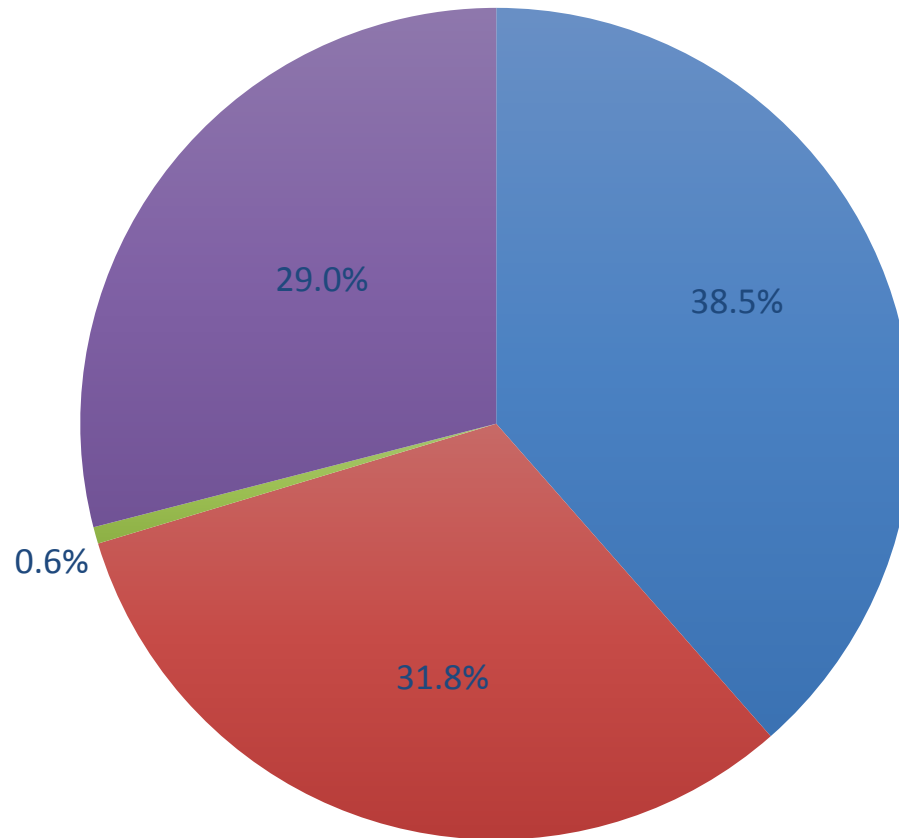
■ 01 Personnel Expenditure ■ 02 Goods and Services
■ 03 Minor Equipment Purchases ■ 04 Current Transfers and Subsidies

2017 Revised Estimates



■ 01 Personnel Expenditure ■ 02 Goods and Services
■ 03 Minor Equipment Purchases ■ 04 Current Transfers and Subsidies

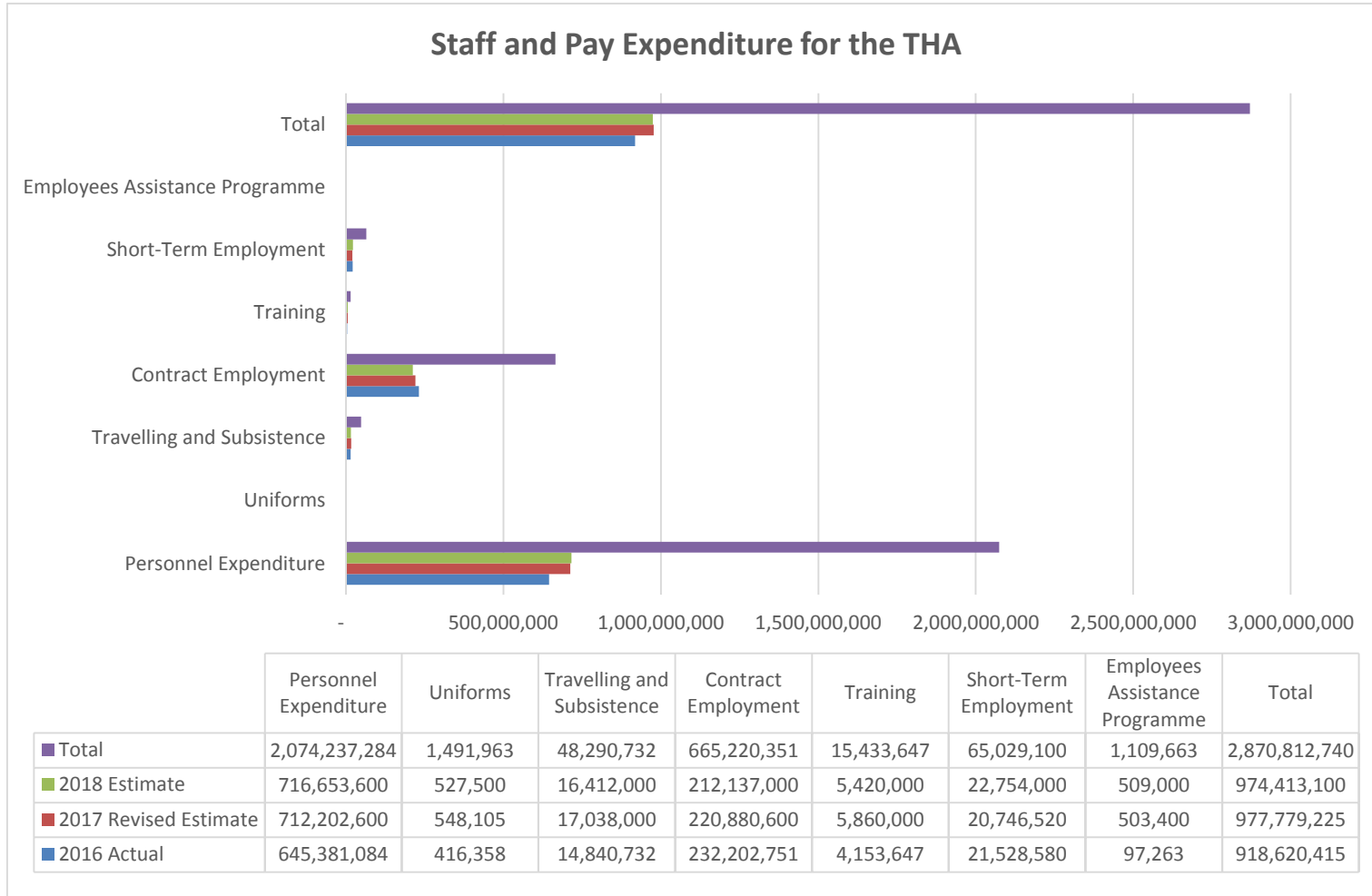
2018 Estimates



■ 01 Personnel Expenditure ■ 02 Goods and Services ■ 03 Minor Equipment Purchases ■ 04 Current Transfers and Subsidies

Staff and Pay ⁵

The allocation of staff expenditure for the fiscal year 2018 was \$ 974,413,100 which represents a decrease of approximately 0.3% from the last fiscal year 2017. The following chart provides a breakdown of all expenditure related to staff from 2016-2018.



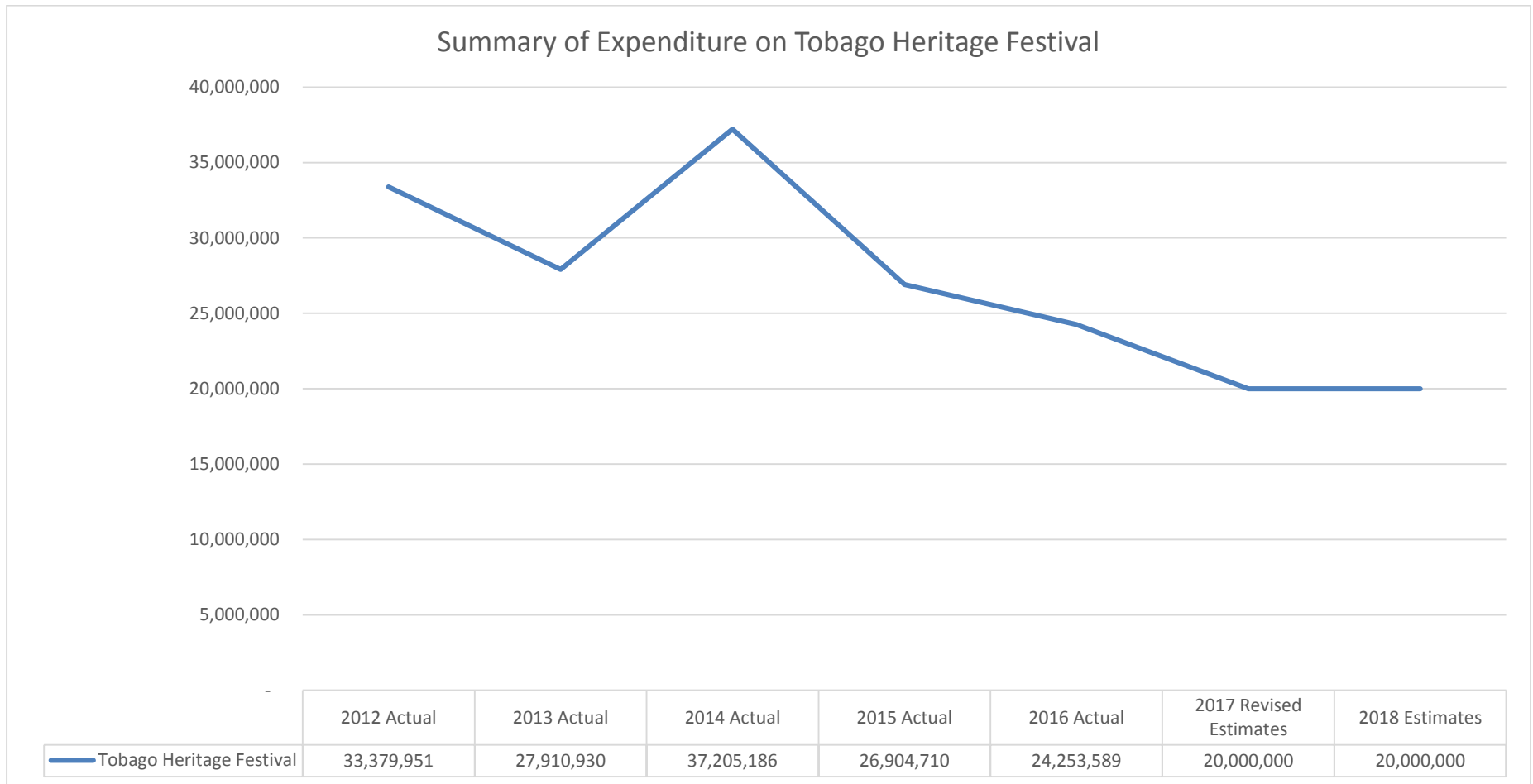
Analysis of Summary of Expenditure

Recurrent Expenditure refers to the payments for expenses which are incurred during the day-to-day operations of the Assembly for Personnel Expenditure, Goods and Services, Minor Equipment Purchases and Current Transfers and Subsidies. Recurrent Expenditure for Fiscal Year 2017/2018 is \$ 1,860,000,000.

- Recurrent Expenditure (Revised) for Fiscal Year 2016/2017 was \$ 1,948,694,094. Comparing this figure with Fiscal Year 2017/2018, there is a decrease of \$88,694,094 or 4.6%.
- The largest portion of the allocation has consistently gone to Sub-Head 01 Personnel Expenditure. This figure has been fluctuating over the period 2012-2018, accounting for approximately 38.5% of total funding for the Assembly for fiscal year 2017/2018 and receiving \$ 716,653,600 for the day to day operations of the Assembly.
- Minor Equipment Purchases received the lowest portion of the total allocation for the Assembly over the period 2012 to 2018.
- Goods and Services received the second largest portion of the allocation over the period 2012-2018. However, though an increasing trend was noted over the period 2012-2017, this allocation experienced a decline in the 2018 fiscal. Comparing 2016/2017 to 2017/2018, there was a decrease in the allocation by 9.2%.
- The actual/estimated expenditure for the four (4) Sub-Heads has been fluctuating over the seven (7) year period, from a low of \$ 1,487,871,146 in 2012 to a high of \$ 2,032,903,033 in 2015.

Analysis of Expenditure Unique to the Tobago House of Assembly

Unique Expenditure refers to expenditure items incurred by the THA that may not feature in other ministries or departments.



Summary of Development Programme Expenditure for the period 2012-2018

Development Programme is capital expenditure aimed at improving and enhancing development in different areas of Trinidad and Tobago which includes; human resources, economic and social development.

The Public Sector Investment Programme (PSIP), which represents the capital expenditure component of the National Budget, is the instrument used by Government to effect its vision and policies. It is a budgeting and strategic planning tool made up of projects and programmes, designed to realise the goals set out in the Government's overarching policy.

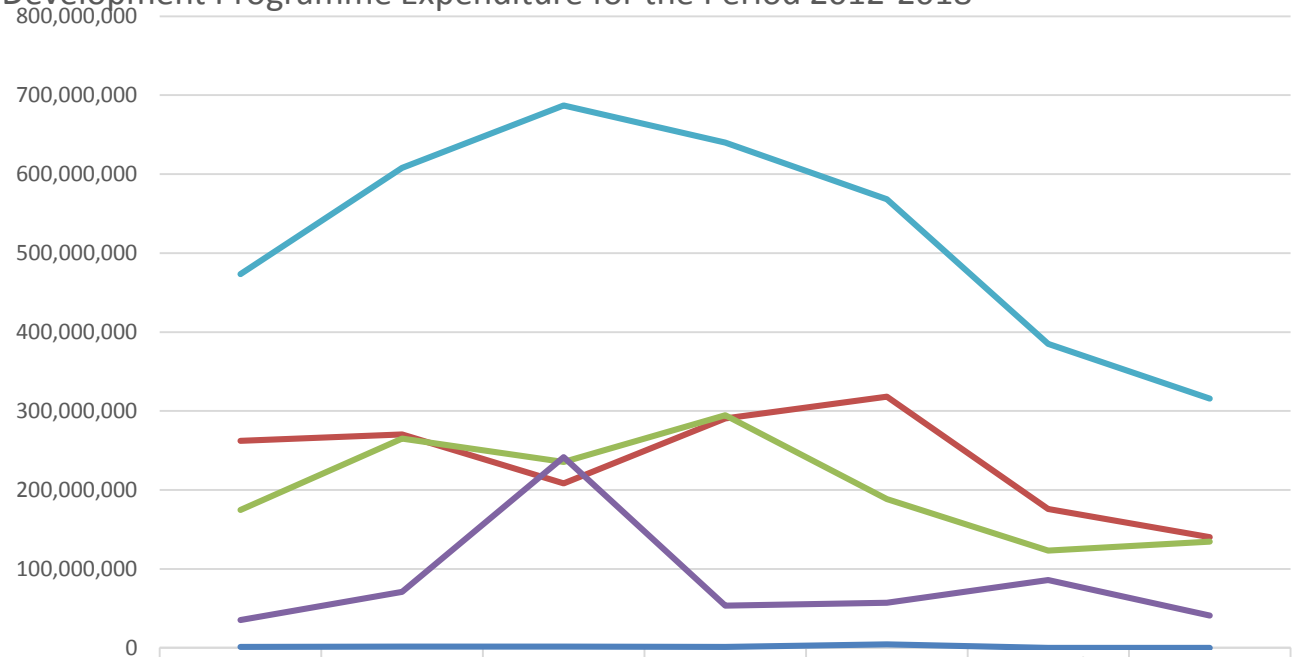
The PSIP budget document provides a detailed description of the programmes and projects and includes a review of the implementation of projects and programmes in the previous financial year and highlights the major projects and programmes to be implemented in the upcoming financial year.

- The Public Sector Investment Programme is intended to achieve:
 - the country's social and economic development goals; and
 - enhance the quality of life of all citizens.

The estimates for the development programme are presented in two parts as follows:

- Funds appropriated by Parliament and disbursed directly from the Consolidated Fund; and
- Funds disbursed from the Infrastructure Development Fund.

Summary of Development Programme Expenditure for the Period 2012-2018



	Actual 2012	Actual 2013	Actual 2014	Actual 2015	Actual 2016	Revised Estimates 2017	Estimates 2018
Productive Sectors- Consolidated Fund	1,200,000	1,700,000	1,680,000	1,300,000	4,400,000	0	0
Economic Infrastructure- Consolidated Fund	262,350,000	270,447,394	208,195,825	290,694,365	318,282,162	175,927,126	140,333,000
Social Infrastructure- Consolidated Fund	174,628,000	264,919,868	235,517,033	294,737,439	188,517,531	123,241,080	134,400,000
Multi-Sectoral and Other Services- Consolidated Fund	35,320,000	70,945,644	241,549,300	53,421,392	57,202,236	85,727,700	40,950,000
Total	473,498,000	608,012,906	686,942,158	640,153,196	568,401,929	384,895,906	315,683,000

The Assembly's total allocation as a percentage of the National Budget for the period 2012 to 2018.

Year ⁶	Total Allocation ⁷	National Budget ⁸	Percentage of National Budget
2012	\$ 2,076,532,056.00	\$ 55,718,271,573.00	3.7%
2013	\$ 2,559,763,100.00	\$ 59,174,226,196.00	4.3%
2014	\$ 2,635,720,504.00	\$ 65,020,886,424.00	4.1%
2015	\$ 2,673,056,229.00	\$ 61,966,922,675.00	4.3%
2016	\$ 2,538,773,173.00	\$ 56,573,913,053.00	4.5%
2017	\$ 2,333,590,000.00	\$ 55,598,436,912.00	4.2%
2018	\$ 2,175,683,000.00	\$ 54,955,041,591.00	4.0%

- Total allocation to THA as a percentage of the national budget decreased by 0.2% between the period 2016/2017 and 2017/2018.

⁶ For the Fiscal Years 2012-2016, actual figures were used to calculate total allocation. However, estimates were used to calculate the total allocation for the Fiscal Years 2017 and 2018.

⁷ Total Allocation for Tobago House of Assembly = Recurrent Expenditure + Consolidated Fund

⁸ The National Budget = Total Recurrent Expenditure + Total Development Programme Expenditure Consolidated Fund

Auditor General Report Findings for the Fiscal year 2016

Ref: Auditor General's Report⁹

15 - TOBAGO HOUSE OF ASSEMBLY (ADMINISTERED BY CENTRAL ADMINISTRATIVE SERVICES - TOBAGO)

Expenditure

Actual Expenditure under Head 15/06 – Current Transfers to Statutory Boards and Similar Bodies totalled \$2,134,973,173.00. The corresponding figure reflected on the Abstract of payments and the Vote Books amounted to \$1,970,371,243.53, a difference of \$164,601,929.47.

Development Programme

There was no agreement among Sections A and B of the Appropriation Account and the Abstract of Payments and the Vote Books, with respect to Development Programme expenditure as follows:

Document	Expenditure
Section A of the Appropriation Account	\$ 2,192,175,409.00
Section B of the Appropriation Account	2,587,292,940.00
Abstract of Payments, Vote Books and Schedule of Accounts	2,538,773,172.50

⁹ Report of the Auditor General on the Public Accounts of the Republic of Trinidad and Tobago for the Financial Year ended September 30, 2016, pgs 31-32
http://www.auditorgeneral.gov.tt/sites/default/files/Auditor%20General%27s%20Report%20on%20the%20Public%20Accounts%202016_0.pdf

- Contracts were not produced to support payments to service providers for the following:
 - i. Transport - \$605,649.80
 - ii. Special Projects - \$1,460,583.25

- A permanent public officer employed with the Division of Infrastructure and Public Utilities supplied transport services to the Division in contravention of Regulation 16(1) of the Central Tenders Board Regulations and the Civil Service Regulations 137(1).

- Bank Reconciliations were not prepared on a regular and timely basis. Further, the List of Unpaid Cheques was incomplete in that some cheques were omitted. In addition, the Cash Book figure differed from the corresponding figure in the Bank Reconciliation Statement by \$92,617.51.

Noteworthy Development Programme Estimates in 2017-2018

The table below lists the projects that have been noted due to uncharacteristic variances in estimates for funding: ¹⁰

Sub-Item Description	Project	2017 Estimate	2017 Revised Estimate	2018 Estimate
003-01-D143	Improvement to Beaches and Landing Facilities	-	\$127,800	\$7,000,000
003-01-F454	Sub-Division of Estates	-	\$80,000	\$2,000,000
003-01-H580	Urban Forestry Programme	\$500,000	\$500,000	\$1,000,000
003-11-A737	Darrel Spring Drain	-	\$500,000	\$1,000,000
003-11-D268	Fort King George Heritage Park	-	-	\$2,500,000
003-11-D310	Restoration of Historical Sites	-	-	\$1,400,000
004-04-B769	Establishment of Research Unit for Primary School Teachers	-	\$4,200	\$100,000
004-07-B404	Construction of New Health Centres	\$4,090,000	\$4,090,000	\$10,000,000

¹⁰ Estimates of Development Programme 2018, accessed on October 4, 2017: <http://www.finance.gov.tt/wp-content/uploads/2017/10/Numbered-Draft-Estimates-Development-Programme-2018.pdf>

Sub-Item Description	Project	2017 Estimate	2017 Revised Estimate	2018 Estimate
004-08-B454	Courland Estate Land Development	\$10,000,000	\$6,068,422	\$15,000,000
004-08-B480	Shirvan Road Land Development	-	\$700,000	\$9,000,000
004-13-C718	Upgrading Canaan/ Bon Accord Recreation Ground	-	\$9,000	\$500,000
004-13-C730	Construction of Regional Indoor Centre	\$1,000,000	\$736,500	\$2,000,000
004-13-C738	Shaw Park Sporting Complex	-	\$400,000	\$1,000,000
004-14-A299	Upgrading of Belle Garden Community Centre	\$1,500,000	\$1,500,000	\$7,000,000
005-06-F568	Expansion of Calder Hall Administrative Complex	\$5,000,000	\$5,000,000	\$8,000,000

Status of New Projects for the Financial Year 2016-2017

The following new projects that received funding in the 2016/2017 financial year¹¹:

Sub-Item Description	Project -Item	2017 Estimate	2017 Revised Estimate	2018 Estimate
003-01-H607	Friendship Estate Agro-Park Development	\$1,000,000	\$870,300	-
005-06-F643	Speyside Beach Facility	\$800,000	\$800,000	-
006-06-F644	Establishment of Innovation Centre	\$500,000	\$500,000	-

¹¹ Estimates of Development Programme 2018, accessed on October 4, 2017: <http://www.finance.gov.tt/wp-content/uploads/2017/10/Numbered-Draft-Estimates-Development-Programme-2018.pdf>

New Projects for the Financial Year 2017-2018

The following new projects that received funding in the 2017/2018 financial year¹²:

Sub-Item Description	Project	2018 Estimate
003-11-D349	Tobago Tourism Agency	\$10,000,000
004-04-B838	Seamless Education Programme (IDB) Tobago	\$21,000,000
005-06-F645	CERT Speyside Emergency Response Sub-Office	\$300,000
005-06-F646	Restoration of CAST Building	\$300,000
005-06-F647	Bucco Beach Boardwalk	\$1,955,000
005-06-F648	THA Records and Archive Centre	\$500,000
005-06-F649	Upgrading of Hansard Unit	\$495,000

¹² Estimates of Development Programme 2018, accessed on October 4, 2017: <http://www.finance.gov.tt/wp-content/uploads/2017/10/Numbered-Draft-Estimates-Development-Programme-2018.pdf>

Major Programmes and Development for the Period 2016 to 2018

The following table shows a list of the significant expenditure items, based on the proportion of the budgetary allocation assigned.

Development Programme 2017	PROJECTS	2016 Actual	2017 Revised Estimate	2018 Estimate
003-01-F463	Agriculture access roads, Tobago	\$47,000,000	\$40,835,596	\$24,000,000
003-11-A748	Construction of Sea Defence Walls	\$12,900,000	-	\$2,000,000
003-11-D298	Trinidad and Tobago Hospitality and Tourism Institute, Tobago Campus	\$1,000,000	\$1,500,000	\$1,500,000
003-11-G002	Enterprise Development	\$5,000,000	\$5,000,000	\$1,500,000
003-11-G017	Tobago Cold Storage and Warehouse Facility	\$3,000,000	\$2,000,000	\$1,000,000
003-15-D523	Major Improvement Works on Secondary Roads	\$21,800,000	\$27,101,330	\$11,000,000

Development Programme 2017	PROJECTS	2016 Actual	2017 Revised Estimate	2018 Estimate
003-15-D678	Milford Road Bridges	\$7,000,000	\$9,000,000	\$10,000,000
003-15-D690	Resurfacing Programme	\$30,500,000	\$23,500,000	\$12,000,000
003-15-D696	Rehabilitation of Claude Noel Highway	\$4,000,000	-	\$11,883,000
003-15-D708	Plymouth/ Arnos Vale Road	\$2,000,000	\$5,800,000	\$3,000,000
003-15-D712	Milford Road Bypass to Smithfield	\$2,000,000	-	\$10,000,000
004-04-B770	New Construction of Scarborough R.C	\$15,000,000	\$59,739,450	\$14,000,000
004-04-B812	Improvement/Refurbishment/Extension to Primary School	\$4,000,000	\$6,738,780	\$4,000,000
004-07-B404	Construction of New Health Centres	\$4,000,000	\$4,090,000	\$10,000,000

Committee Inquires Related to the Tobago House of Assembly

Inquiry	Report Status	Ministerial Response	Key Recommendations ¹³
<p>1. <i>The Second Report of the Joint Select Committee on Local Authorities, Statutory Authorities and Service Commissions (including the THA) on an inquiry into certain aspects of the Administration of the Tobago House of Assembly</i></p>	<p>Report Presented: 07.12.16</p>	<p>Presented on: 13.03.17</p>	<ul style="list-style-type: none"> • The Committee recommends that the THA consult with the Central Government, in particular the Ministry of Finance on the impact the current financial conditions has had on the ability of the Assembly to meet its obligations and pursue its development agenda. These discussions should take into account the prevailing economic circumstances and the impact on Central Government to satisfy the provisions of Section 47 of the THA Act which states that “monies appropriated by Parliament for the service of the financial year of the Assembly shall be credited to the Fund in quarterly releases in advance en bloc. • The THA has an obligation to develop a Revenue Generation Plan in the short-term in order to adopt a more proactive approach to meeting some of its financial needs.

¹³ Key Recommendations relate to recommendations that may have a financial impact on the Assembly

			<ul style="list-style-type: none"> • We recommend that the THA engage the Central Government on the options available to the Assembly to benefit from funding outside the remit of the treasury. Consideration should be given to permitting the THA to issue bonds as a means of raising funds and to engage in Public-Private Partnerships (PPP). • The THA must collaborate with the Government to encourage foreign direct investment in the island of Tobago. This would involve the identification and marketing of investment opportunities in Tobago.
<p>2. <i>The Third Report of the Public Accounts Committee for the First Session of the Eleventh Parliament on the Examination of The Report of the Auditor General on the Public Accounts of the Republic of Trinidad and Tobago for the financial year 2014 with specific reference to the Tobago House of Assembly</i></p>	<p>Report Presented: 03.02.17</p>	<p>Outstanding</p>	<ul style="list-style-type: none"> • The THA must also provide training for staff transferred between departments, whether it is a permanent or acting/temporary transfer;

General Useful Information

- House of Assembly, BARBADOS: https://www.barbadosparliament.com/main_page_content/show_content/7
- Lagos State House of Assembly, NIGERIA: <https://www.lagoshouseofassembly.gov.ng/>
- House of Assembly, NEW FOUNDLAND AND LABRADOR: <http://assembly.nl.ca/>