



2018-2019

# Head 13: Office of the Prime Minister

A summary of the Office of the Prime Minister's Expenditure, Divisions and Projects Financial Scrutiny Unit, Parliament of the Republic of Trinidad and Tobago

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## About this Guide

This guide provides a summary of expenditure for the Office of the Prime Minister (OPM) for the period 2013-2019. It provides Members of Parliament and stakeholders with an overview of the Ministry's responsibilities. The primary purpose of this guide is to consolidate the information contained within the various Budget Documents pertaining to the Office of the Prime Minister, and provide readers with an analysis of same. This guide is based primarily on:

- the Draft Estimates of Recurrent Expenditure;
- the Draft 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 2017.

# Head 13: Office of the Prime Minister

## Ministry's Overview<sup>1</sup>

### **Mission**

To provide unstinting support to the Prime Minister in executing his constitutional responsibilities to Trinidad and Tobago

### **Vision**

To be the hallmark of excellence in the Public Service.

The Office of the Prime Minister (OPM) was established to assist the Prime Minister in executing his duties and responsibilities. This Office is not established by statute hence its business is largely dependent on the dictates of the Prime Minister. The Office of the Prime Minister (OPM) provides administrative and other support to the Prime Minister and the Cabinet and is responsible for co-ordinating the implementation of decisions taken by the Prime Minister and the Cabinet in order to ensure and promote the effective and efficient conduct of the business of Government.

**Prime Minister:** The Honourable Dr. Keith Rowley, MP

**Minister in the Office of the Prime Minister:** The Honourable Stuart Young, MP

**Minister of State in the Office of the Prime Minister:** The Honourable Ayanna Webster-Roy, MP

**Permanent Secretary to the Prime Minister and Head of the Public Service:** Mr. Maurice Suite

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<sup>1</sup> Office of the Prime Minister website, accessed September 17, 2018. <http://www.opm.gov.tt/about/>

The Office of the Parliament is responsible for the following Business and Departments<sup>2</sup>:

- Cabinet
- Citizen Facilitation
- Commissions of Enquiry
- Ecclesiastical Affairs
- Foreign Policy Oversight
- Gender and Child Affairs
- National AIDS Coordinating Committee (NACC)
- National Security Council
- Protocols of the State
- Sport and Culture Fund
- Central Administrative Services, Tobago (CAST)
- Civil Society Engagement
- Constitutional Matters
- Economic Advisory Board
- Freedom of Information
- Government Communications Oversight
- National Awards Committee
- Parliamentary Affairs
- Public Holidays

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<sup>2</sup> Office of the Prime Minister website. Accessed September 17, 2018. <http://www.opm.gov.tt/about/business-and-departments-of-government-under-the-opm/>

# Statutory Boards and Other Bodies

## **Children's Authority<sup>3</sup>**

The principles which underpin the execution of the Children's Authority's functions – the promotion of and respect for children's rights – are enshrined within the United Nations' Universal Declaration of Human Rights and the UN Declaration and Convention on the Rights of the Child (CRC). Consistent with these principles, a Package of Children's Legislation initiated in 2000 formed the basis for the creation of the Children's Authority. The pieces of legislation complement each other and provide for a robust system which brings Trinidad and Tobago in conformity with the provisions of the United Nations Convention on the Rights of the Child (UNCRC). The mandate of the Children's Authority is derived directly from the legislation. As such, the organisation will be responsible for, *inter alia*:

- Receiving and investigating reports of mistreatment of children
- Removing children from their homes where they are in imminent danger
- Making applications to the Court for the protection and placement of children received into the care of the Authority
- Establishing and maintaining places of safety, assessment and support centres, and reception centres
- Establishing and operating a foster care system
- Assuming conduct of the adoption process
- Establishing standards for community residences, foster care and nurseries
- Monitoring children's community residences, foster care providers, and nurseries
- Issuing and revoking licences for community residences and nurseries
- Supporting the youth justice system
- Providing assistance to the Counter-Trafficking Unit in respect of child victims
- Maintaining complete records

## **Sport and Culture Board of Management**

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<sup>3</sup> Children's Authority website, Accessed September 17, 2018. <http://www.ttchildren.org/about-us/what-we-do>

The Sport and Culture Fund was established by Act No. 31 of 1988 with amendments articulated in Act. No. 25 of 1993. The purpose of the Fund, as stated in Section 4 of the Act is as follows:

- To facilitate the provision of sporting and cultural facilities;
- To enable grants and loans to be made to deserving individuals, groups and organisations according to criteria prescribed by the Board;
- To undertake any other activity related to Sport and Culture; and
- To undertake or do all such things as are incidental or conducive to the attainment of the above purposes

The goals and objectives of the Fund are:

- To encourage and to facilitate the promotion of excellence in Sport and Culture by individuals and organisations involved in activities related thereto;
- To assist in the nurturing and development of human and technical resource capabilities in Sport and Culture;
- To encourage self-reliance of groups, associations and individuals;
- To facilitate the provision and upgrading of facilities for sporting and cultural activities; and
- To facilitate the promotion of research and development and to determine the feasibility of undertaking projects relating to Sport and Culture.

The Board will from time to time determine priority areas which it may wish to pursue in the development of Sport and Culture. Such priority areas include but are not limited to:

#### 1. Groups

- Community Development – Cultural and Sporting activities beneficial to wider community
- Training and Development in areas of Sport and Culture
- Facilities – Construction of buildings to facilitate Sporting and Cultural activities

## 2. Individuals

- Education
- Youth
- National Development

Assistance will be given solely in the form of grants as deemed appropriate by the Board. Funding is received from the Instant Lottery Surplus of the National Lotteries Control Board, a Board established under Section 3 of the National Lotteries Act. The Instant Lottery Surplus is the amount realised after defraying all the expenses and payments of prize money from the proceeds received from each instant lottery – Scratch game.



## Key Statement from 2017 Standing Finance Committee Debate

During the reading of the Appropriation (Financial Year 2018) Bill, 2017, the following statements were made in relation to the emphases of the Office of the Prime Minister for fiscal year 2017/2018<sup>4</sup>:

*“The Office of the Prime Minister as the centre of Government is committed to being the hallmark of excellence in the public service. OPM’s strategic plan focuses on achieving operational efficiency, while building and enhancing the ability of the office to provide the necessary support to the Prime Minister, the Cabinet and the public service in achieving our agreed mandate.”*

**- Minister of State in the Office of the Prime Minister**

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<sup>4</sup> Standing Finance Committee Hansard of the Office of the Prime Minister, 20 October 17, Accessed on September 21, 2018

# Where the Ministry spends its money

## *2018-2019 Estimates of Expenditure*

The budget allocation of **\$373,653,240** for the Office of the Prime Minister is comprised of:

- The Draft Estimates of Recurrent Expenditure in the sum of **\$262,653,240**;
- The Draft Estimates of Development Programme in the sum of **\$111,000,000**:
  - Consolidated Fund in the sum of **\$5,500,000**; and
  - Infrastructure Development Fund<sup>5</sup> of the sum of **\$105,500,000**.

The Estimates of Recurrent Expenditure include:

- 01 Personnel Expenditure- **\$27,894,600**;
- 02 Goods and Services - **\$85,810,704**;
- 03 Minor Equipment Purchases - **\$1,519,616**; and
- 04 Current Transfers and Subsidies - **\$147,428,320**.

The Office of the Prime Minister's:

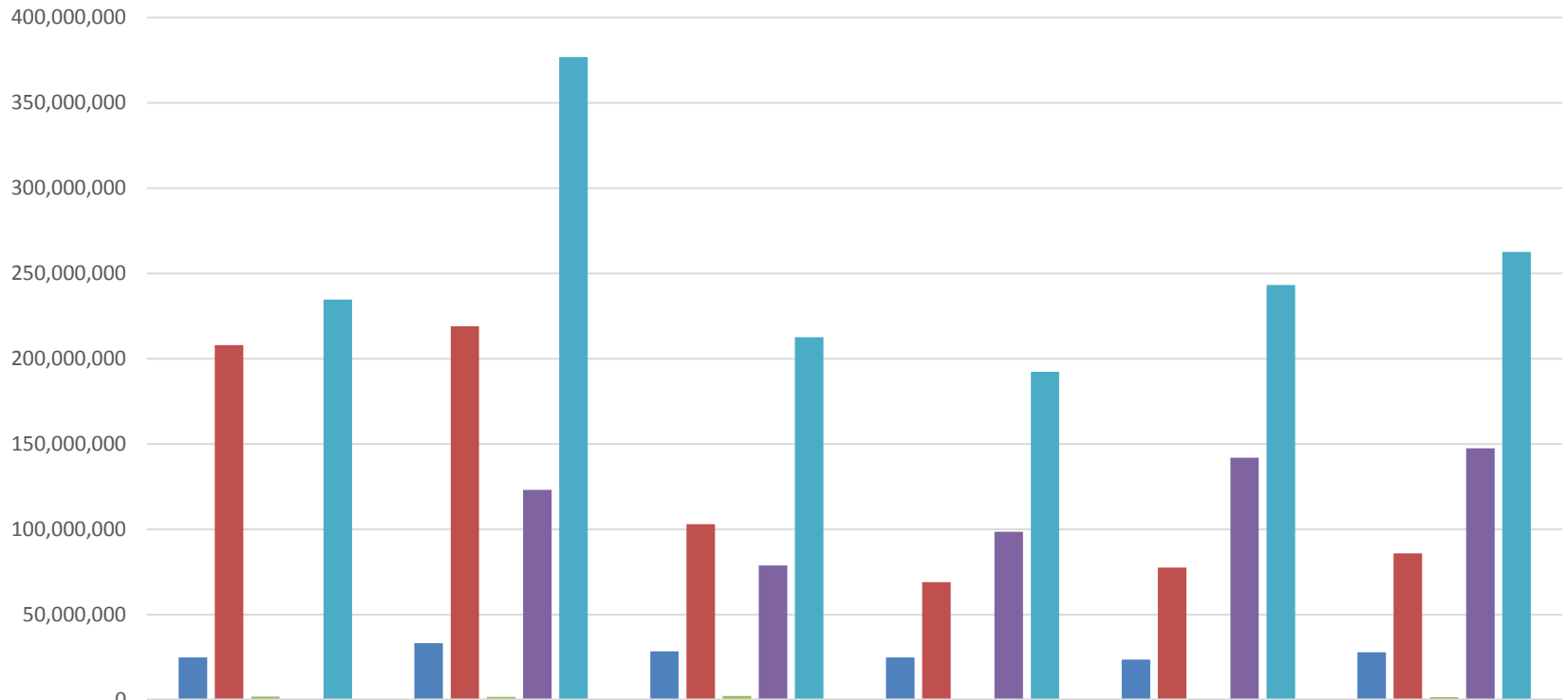
- Recurrent Expenditure as a percentage of the total Recurrent Expenditure is **0.49%**;
- Consolidated Fund as percentage of the total Consolidated Fund is **0.23%**; and
- Infrastructure Development Fund allocation as a percentage of the total Infrastructure Development Fund is **3.77%**.

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<sup>5</sup> Head 18 -Ministry of Finance, Sub-Head 04 - Current Transfers and Subsidies, Sub-Item 11- Infrastructure Development Fund (IDF) (Infrastructure Development Fund allocation is part of the Ministry of Finance allocation for the financial year. Therefore, the total recurrent expenditure for the Office of the Prime Minister does not include the IDF funding.

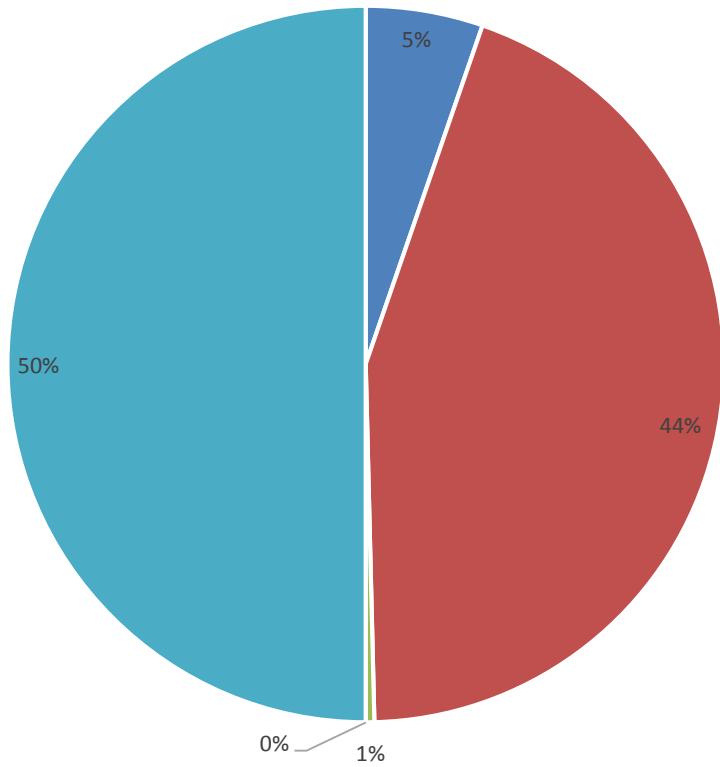
# Summary of Recurrent Expenditure for the period 2014-2019

Summary of Recurrent Expenditure for the Period 2014-2019



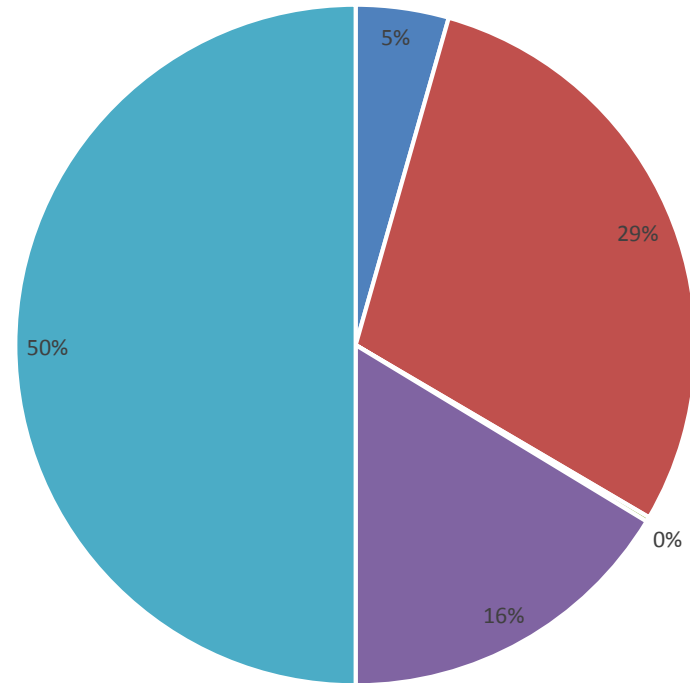
	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Revised Estimates	2019 Estimates
01 Personnel Expenditure	24,823,745	33,255,551	28,437,980	24,772,774	23,592,000	27,894,600
02 Goods and Services	208,010,719	218,955,948	103,002,379	69,003,413	77,519,275	85,810,704
03 Minor Equipment Purchases	1,816,086	1,693,076	2,289,742	110,547	81,000	1,519,616
04 Current Transfers and Subsidies	0	123,077,747	78,801,786	98,495,245	141,985,984	147,428,320
Total Allocation	234,650,550	376,982,322	212,531,887	192,381,979	243,178,259	262,653,240

2014 Actual



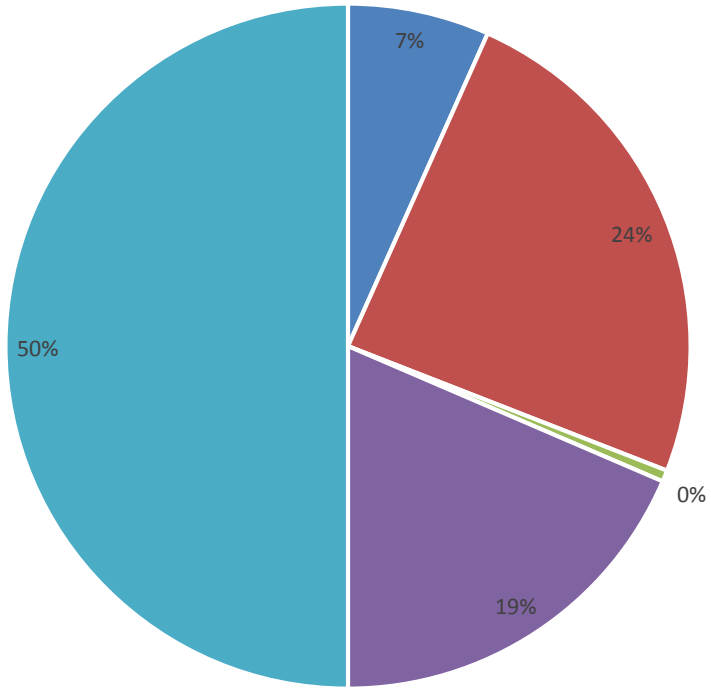
- 01 Personnel Expenditure
- 02 Goods and Services
- 03 Minor Equipment Purchases
- 04 Current Transfers and Subsidies
- Total Allocation

2015 Actual



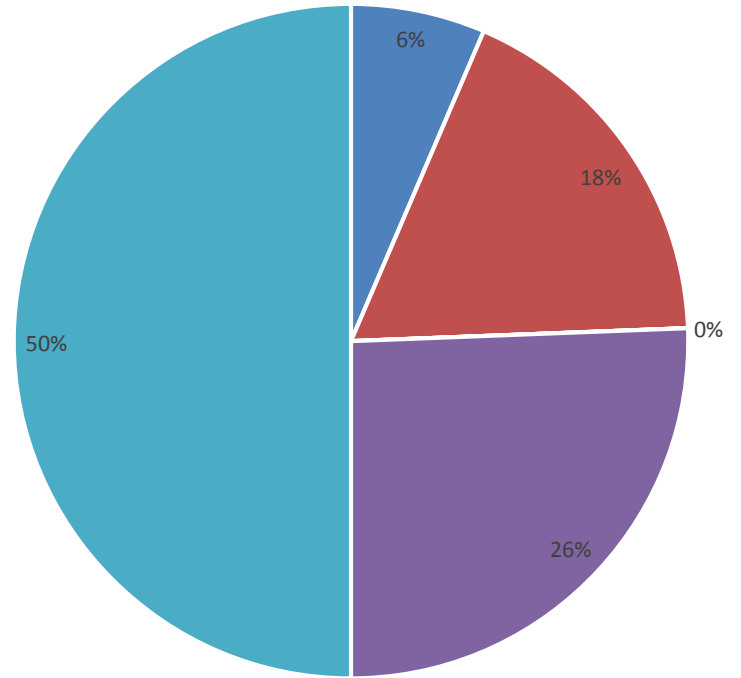
- 01 Personnel Expenditure
- 02 Goods and Services
- 03 Minor Equipment Purchases
- 04 Current Transfers and Subsidies
- Total Allocation

2016 Actual



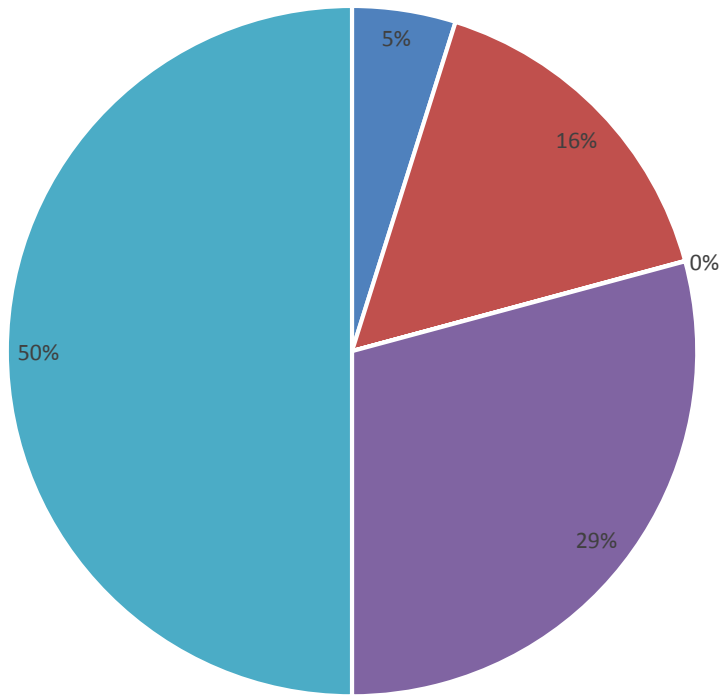
- 01 Personnel Expenditure
- 02 Goods and Services
- 03 Minor Equipment Purchases
- 04 Current Transfers and Subsidies
- Total Allocation

2017 Estimates



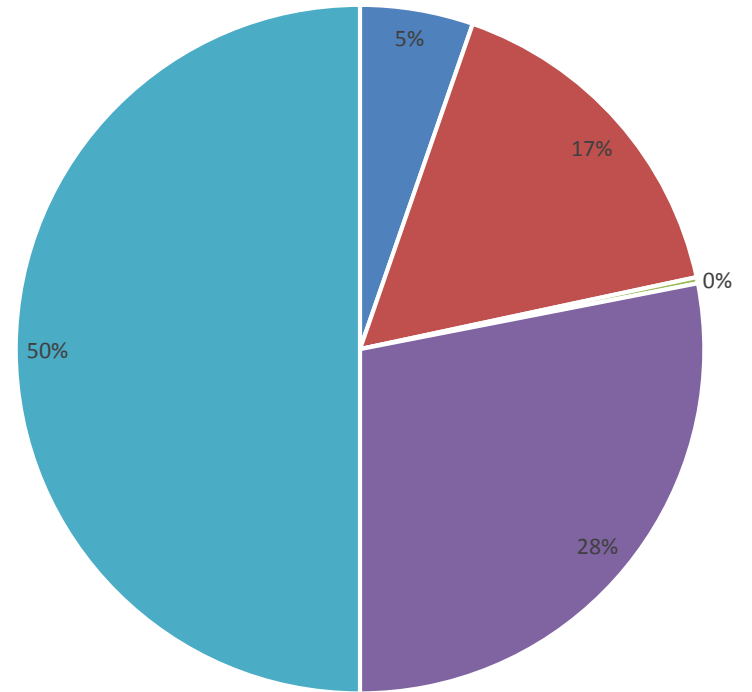
- 01 Personnel Expenditure
- 02 Goods and Services
- 03 Minor Equipment Purchases
- 04 Current Transfers and Subsidies
- Total Allocation

2018 Revised Estimates



- 01 Personnel Expenditure
- 02 Goods and Services
- 03 Minor Equipment Purchases
- 04 Current Transfers and Subsidies
- Total Allocation

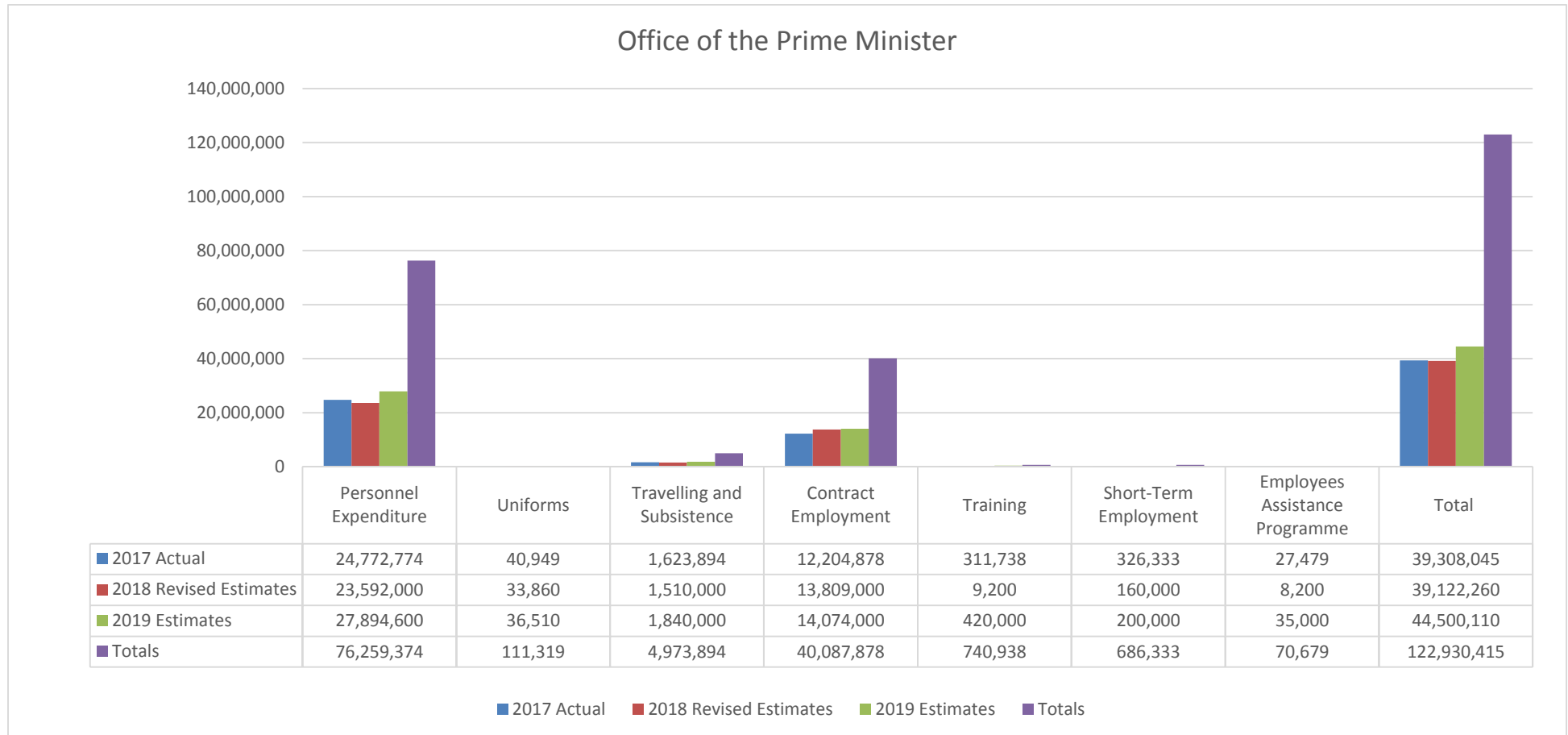
2019 Estimates



- 01 Personnel Expenditure
- 02 Goods and Services
- 03 Minor Equipment Purchases
- 04 Current Transfers and Subsidies
- Total Allocation

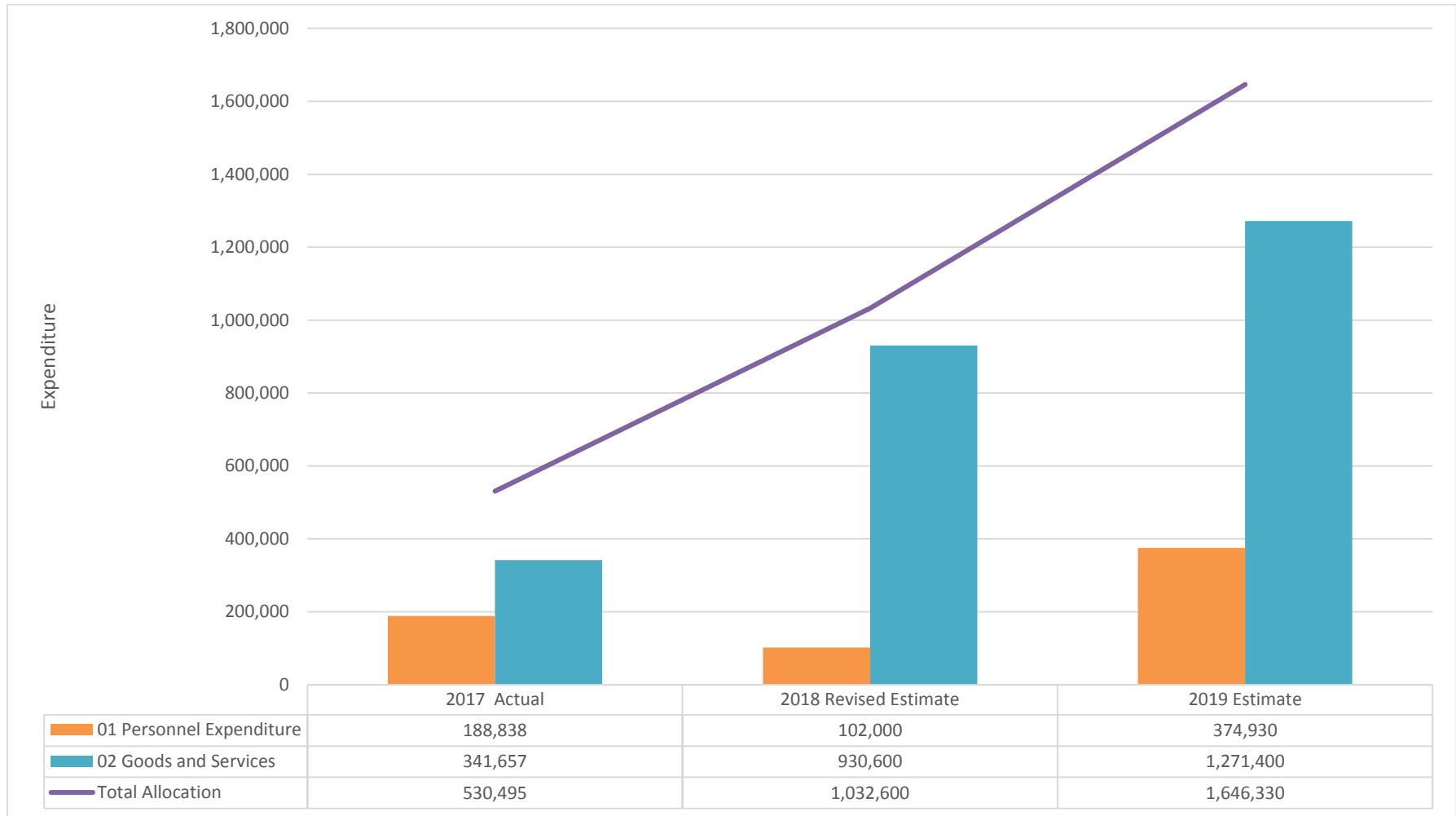
## Staff and Pay<sup>6</sup>

The allocation of staff expenditure for fiscal year 2019 is **\$44,500,110** which is a decrease of approximately **14%** from the last fiscal year 2017/2018. The diagram below provides a breakdown of all expenditure related to staff and pay for 2017-2019.



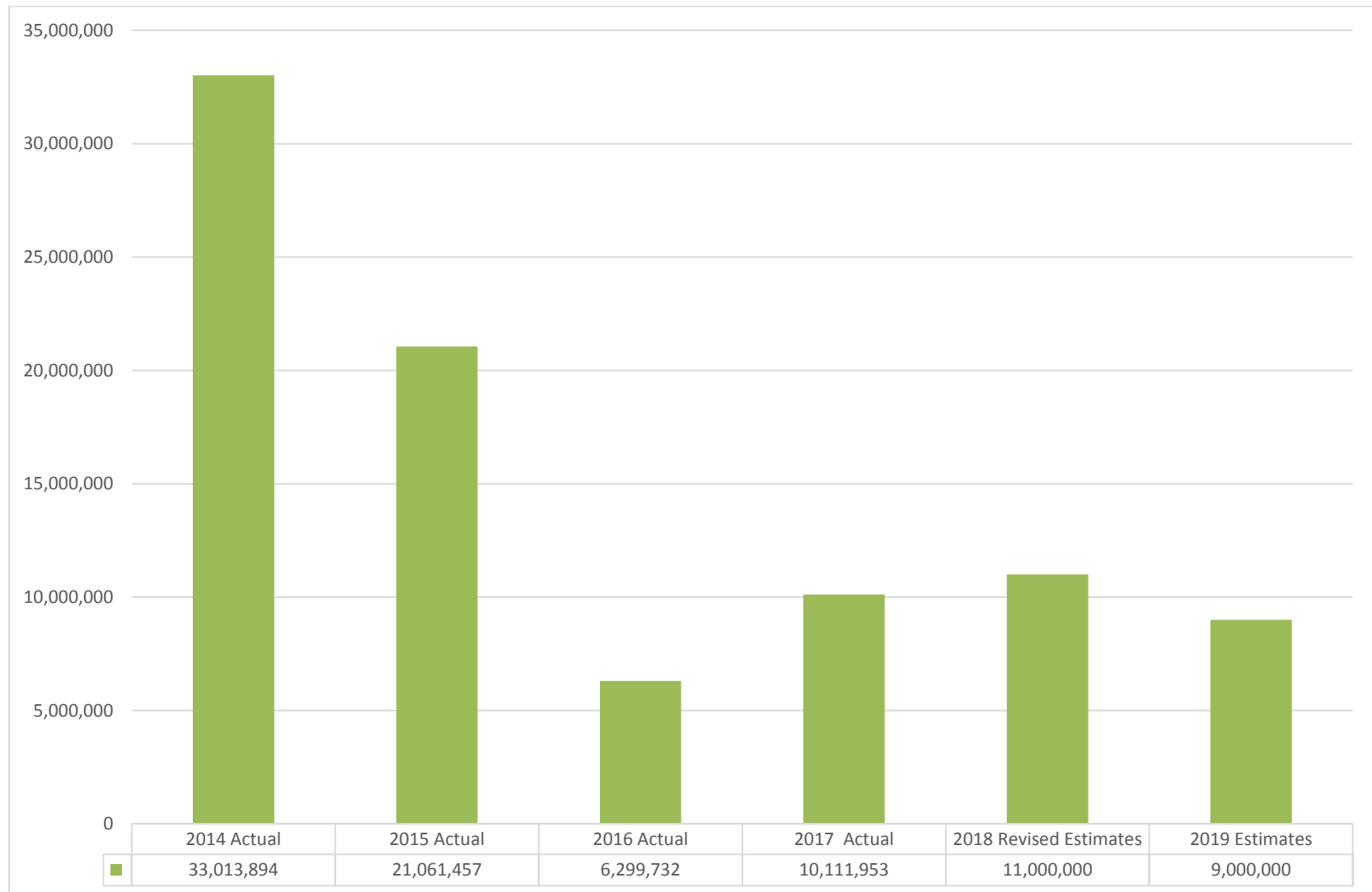
<sup>6</sup> Ministry of Finance website – Draft Estimates of Recurrent Expenditure for the financial year 2019 accessed on October 02, 2018: <https://www.finance.gov.tt/wp-content/uploads/2018/10/Numbered-Draft-Estimates-Recurrent-Expenditure-2019.pdf>

# Gender Affairs Division

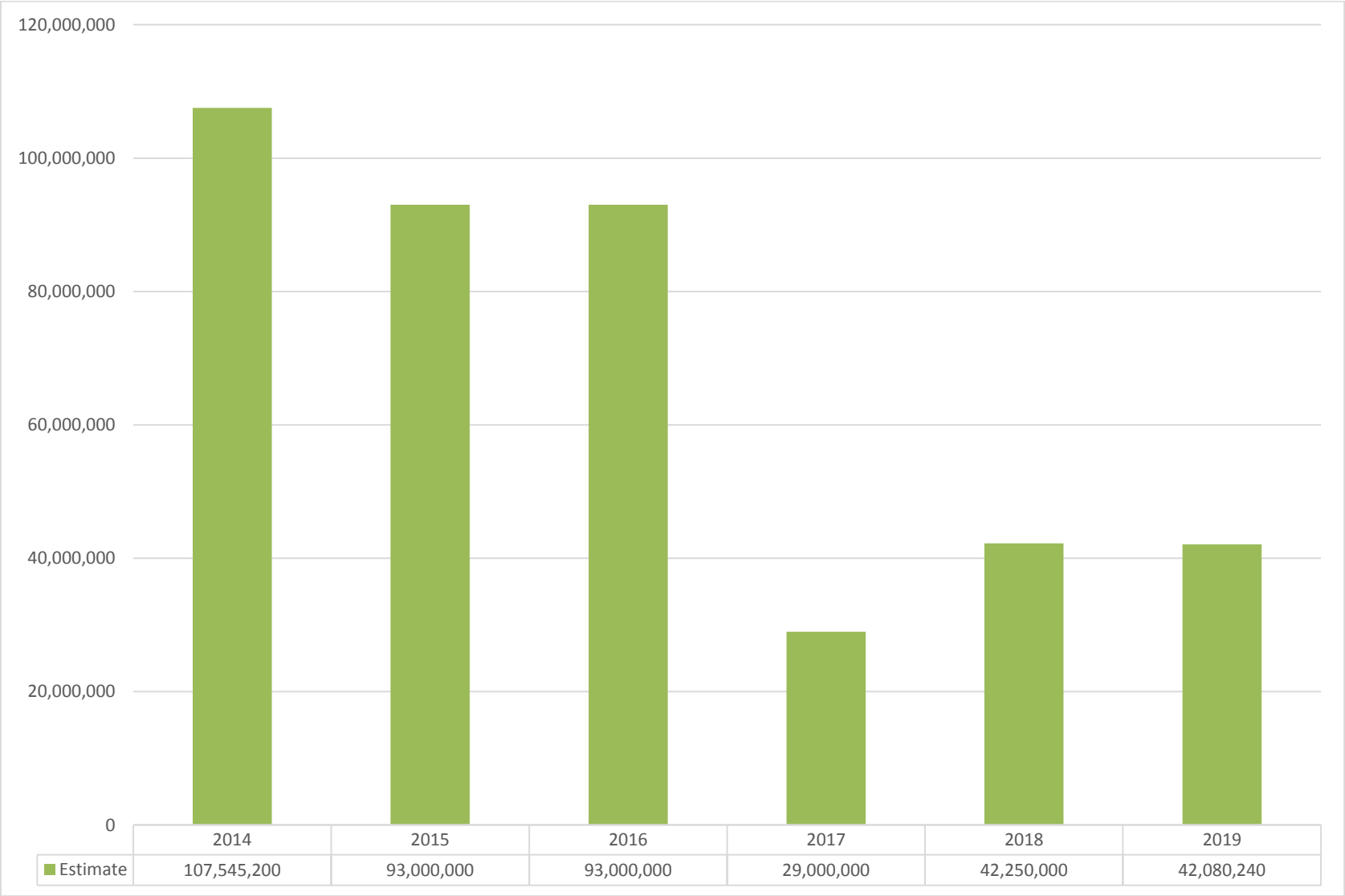




## Expenses of the Prime Minister's Establishment



# National Security Council



## Analysis of Summary of Expenditure

Recurrent Expenditure refers to the payments for expenses which are incurred during the day-to-day operations of the Ministry for Personnel Expenditure, Goods and Services, Minor Equipment Purchases and Current Transfers and Subsidies. Recurrent Expenditure for Fiscal Year 2018/2019 is **\$262,653,240**.

- Recurrent Expenditure (**Revised**) for Fiscal Year 2017/2018 was **\$243,178,259**. Comparing this figure with Fiscal Year 2018/2019, there is an increase of **\$19,474,981** or **8%**.
- The **largest portion** of the allocation has gone to **Sub-Head 04 Current Transfers & Subsidies**. This figure has been fluctuating over the period 2014-2019, **Current Transfers and Subsidies** accounted for approximately **56%** of total funding for the Ministry for fiscal year 2018/2019.
- **Minor Equipment Purchases** received the **lowest** portion of the total allocation for the Assembly over the period 2014 to 2019.
- **Goods and Services** received the **second largest** portion of the allocation over the period 2014-2019. However, has been fluctuating over the period 2014-2018, this allocation experienced an increase in the 2019 fiscal. Comparing 2017/2018 to 2018/2019, there was an increase in the allocation by **11%**.
- The actual/estimated expenditure for the **four (4) Sub-Heads** has been fluctuating over the **six (6) year period**, from a low of **\$192,381,979** in 2017 to a high of **\$376,982,322** in 2015.

## Summary of Development Programme Expenditure for the period 2014-2019

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.

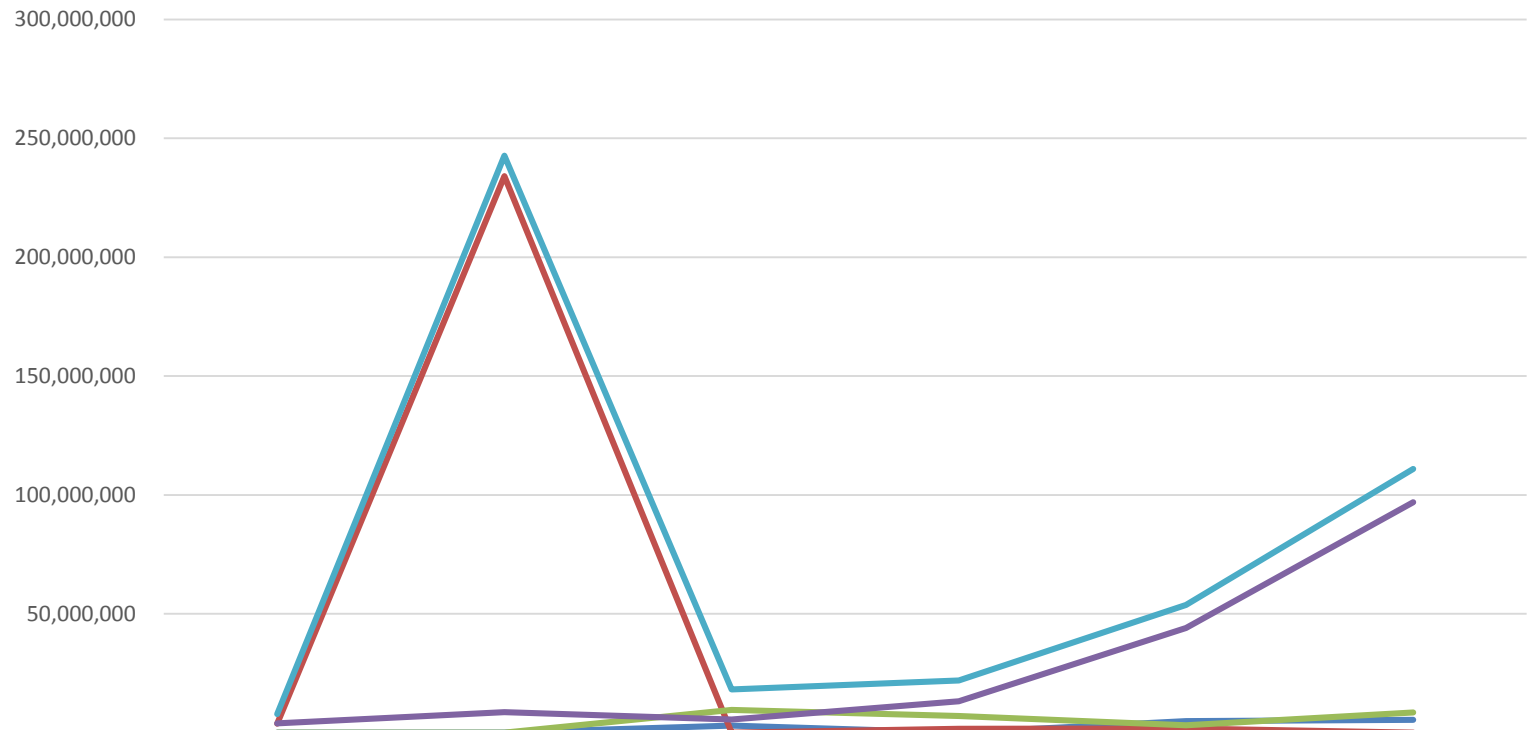
The PSIP budget document provides a detailed description of the programmes and projects and includes a review of the implementation of projects and programmes in the previous financial year and highlights the major projects and programmes to be implemented in the upcoming financial year.

- 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 allocation of **\$111,000,000** for development programmes and projects for fiscal year 2018/2019 are presented in two parts as follows:

- Funds appropriated by the Parliament and disbursed directly from the Consolidated Fund **5%**; and
- Funds disbursed from the Infrastructure Development Fund **95%**.

## Summary of Development Programme Expenditure for the period 2014-2019



	2014 Actual	2015 Actual	2016 Actual	2017 Estimates	2018 Revised Estimates	2019 Estimates
004 Social infrastructure (CF)	-	-	3,056,989	24,418	4,838,800	5,500,000
005 Multi- Sectoral and Other Services (CF)	3,859,113	234,038,709	0	1,670,150	1,800,000	0
004 Social infrastructure (IDF)	-	-	9,650,015	7,068,101	3,180,000	8,500,000
005 Multi Sectoral and Other Services (IDF)	3,971,087	8,635,281	5,502,847	13,204,896	44,000,000	97,000,000
TOTAL	7,830,200	242,673,990	18,209,851	21,967,565	53,818,800	111,000,000

## The Ministry's total allocation as a percentage of the National Budget for the period 2014 to 2019.

Year <sup>7</sup>	Total Allocation <sup>8</sup>	National Budget <sup>9</sup>	Percentage of National Budget
2014	\$238,509,663.00	\$65,020,886,424.00	0.4%
2015	\$611,021,031.00	\$61,966,922,675.00	1.0%
2016	\$215,588,876.00	\$56,573,913,053.00	0.4%
2017	\$194,076,547.00	\$55,883,153,410.00	0.3%
2018	\$249,817,059.00	\$54,330,404,592.00	0.5%
2019	\$268,153,240.00	\$55,582,977,415.00	0.5%

- Total allocation for the Assembly as a percentage of the National Budget illustrated a constant allocation of 0.5% between the period 2017/2018 and 2018/2019.

<sup>7</sup> For the Fiscal Years 2014-2017, actual figures were used to calculate the total allocation. However, estimates were used to calculate the total allocation for the Fiscal Years 2018 and 2019.

<sup>8</sup> Total Allocation for the Office of the Prime Minister = Recurrent Expenditure + Consolidated Fund

<sup>9</sup> The National Budget = Total Recurrent Expenditure + Total Development Programme - Consolidated Fund

# Auditor General Report Finding for the Fiscal Year 2017

Ref: Auditor General's Report<sup>10</sup>

## **13 - OFFICE OF THE PRIME MINISTER**

### **Contribution to Non-Profit Organizations**

2.41 Cabinet approved a policy that governs the disbursement of grants/funds to Non-Profit Organizations by the Office of the Prime Minister (CAST). This policy requires that the Planning, Monitoring and Evaluation Unit of CAST assign an officer to verify that the funds received by the NGO's, CBOs and FBOs were applied for the purpose stated. There was no evidence that this requirement was fulfilled. It was seen that funds of \$499,937.00 were disbursed for this financial year.



## **FINANCIAL STATEMENTS**

4.6 Financial Statements of the IDF were not received from the Office of the Prime Minister for amounts paid from the Fund totalling \$20,272,997.58.

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<sup>10</sup> Report of the Auditor General on the Public Accounts of the Republic of Trinidad and Tobago for the Financial Year ended September 30, 2017, pg 38,64 - <http://138.128.179.50/sites/default/files/Auditor%20Generals%20Report%20on%20the%20Public%20Accounts%202017.pdf>

# Recent Legislative Development

Act No.	Short Title	Related Bill	Date of Assent
8 of 2017	<p><a href="#">The Miscellaneous Provisions (Marriage) Act, 2017</a>  (177.2 kb)</p> <p>The Bill seeks to amend the following Acts:</p> <ul style="list-style-type: none"> <li>▪ The Marriage Act, Chapter 45:01;</li> <li>▪ The Muslim Marriage and Divorce Act, Chapter 45:02;</li> <li>▪ The Hindu Marriage Act , Chapter 45:03;</li> <li>▪ The Orisa Marriage Act, Chapter 45:04; and</li> <li>▪ The Matrimonial Proceedings and Property Act, Chapter 45:51.</li> </ul> <p>The Bill also seeks harmonise the aforementioned marriage statutes across the board by :</p> <ul style="list-style-type: none"> <li>▪ raising the legal age of marriage to eighteen (18) years;</li> <li>▪ repealing any parental consent for a marriage;</li> <li>▪ creating an offence where it is illegal to solemnise a marriage of a person who is under the age of eighteen years, and</li> <li>▪ extending the hours in which a marriage can be solemnised; <sup>11</sup></li> </ul>	<a href="#">Progression</a>	22-Jun-2017
6 of 2016	<p><a href="#">The Family and Children Division Act</a>  (181.7 kb)</p> <p>The Bill seeks to make jurisdiction for all family matters and children matters exercisable in a Division of the High Court to be called the Family and Children Division and to make provision for matters connected therewith<sup>12</sup>.</p>	<a href="#">Progression</a>	5-Jul-2016

<sup>11</sup> The Acts of Parliament, The Miscellaneous Provisions (Marriage) Act, 2017, Accessed September 17, 2018. <http://www.ttparliament.org/legislations/a2017-08.pdf>

<sup>12</sup> The Acts of Parliament, The Family and Children Division Act, 2016, Accessed September 17, 2018. <http://www.ttparliament.org/legislations/a2016-6.pdf>



## Noteworthy Development Programme Estimates in 2017-2019

The table below lists the projects that have been noted due to uncharacteristic variances in estimates for funding: <sup>13</sup>

Item No.	Project	2017 Actual	2018 Estimates	2018 Revised Estimates	2019 Estimates
<b>005-06-F010 (IDF)</b>	Restoration of President's Residence	2,206,685	10,000,000	10,000,000	40,000,000
<b>005-06-F012 (IDF)</b>	Cabildo Retrofit	-	2,000,000	2,000,000	35,000,000

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<sup>13</sup> Estimates of Development Programme 2018, accessed on October 2, 2018: <https://www.finance.gov.tt/wp-content/uploads/2018/10/Numbered-Draft-Estimates-Of-Development-Programme-New-2019.pdf>

## Status of New Projects for the Financial Year 2016-2017

The following new projects received funding in the 2016/2017 financial year<sup>14</sup>:

Item No.	Project	2017 Actual	2018 Estimates	2018 Revised Estimates	2019 Estimates
<b>0004-14-C084</b>	Refurbishment of two Safe Houses	8,398	-	239,550	-
<b>004-14-C085</b>	Customisation and Outfitting of an Assessment Center in Tobago	-	-	2, 195,20	-
<b>IDF-13-004-14-C010</b>	Refurbishment of the Salvation Army- Josephine Show House	-	3,000,000	100,000	3,00,000
<b>IDF-13-005-06-F011</b>	Construction of Prime Minister's (Tobago) Residence	-	5,000,000	5,000,000	5,000,000

<sup>14</sup> Estimates of Development Programme 2018, accessed on October 2, 2018: <https://www.finance.gov.tt/wp-content/uploads/2018/10/Numbered-Draft-Estimates-Of-Development-Programme-New-2019.pdf>

## Status of New Projects for the Financial Year 2017-2018

The following new projects received funding in the 2017/2018 financial year<sup>15</sup>:

Item No.	Project	2018 Estimates	2018 Revised Estimates	2019 Estimates
09-004-14-C99	Child Justice Assessment Centre	1,500,000	408,000	-
09-004-14-C100	Juvenile Justice Implementation	400,000	100,000	-

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<sup>15</sup> Estimates of Development Programme 2018, accessed on October 2, 2018: <https://www.finance.gov.tt/wp-content/uploads/2018/10/Numbered-Draft-Estimates-Of-Development-Programme-New-2019.pdf>

## New Projects for the Financial Year 2018-2019

The following new projects received funding in the 2018/2019 financial year<sup>16</sup>:

Item No.	Project	2019 Estimates
004-14-C101	Case Management Database Software	1,000,000
004-14-C102	Information Systems Disaster Recovery	1,000,000
004-14-C103	Records Management Systems - Phase 1	1,000,000

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<sup>16</sup> Estimates of Development Programme 2018, accessed on October 2, 2018: <https://www.finance.gov.tt/wp-content/uploads/2018/10/Numbered-Draft-Estimates-Of-Development-Programme-New-2019.pdf>

## Committee Inquires Related to the Office of the Prime Minister

Inquiry	Report Status	Ministerial Response	Key Recommendations
<p>First Report of the Joint Select Committee on Human Rights Equality and Diversity</p> <p>An inquiry into the Support Programs and Services for children whose parent or guardian was the perpetrator or victim of a violent offence.</p>	<p><a href="#">Report Laid</a></p> <p>HOR: 09.09.2016</p> <p>SENATE: 07.07.2016</p>	<p><a href="#">Presented</a></p> <p>HOR: 06.01.2017</p> <p>SENATE: 09.12.2016</p>	<ul style="list-style-type: none"> <li>✚ The Office of the Prime Minister to commission local research on the impact on primary and secondary school children, whose parent or guardian was the victim or perpetrator of a violent offence including the collection of data from the prison population.</li> <li>✚ The employment of additional research staff and funding to the Children's Authority to advance its research priorities.</li> </ul>
<p>Third Report of the Joint Select Committee on Human Rights Equality and Diversity</p> <p>An inquiry into the Treatment of Child Offenders at the Youth Training Centre, St. Michael's Interim Rehabilitation Centre for Young Male Offenders and St. Jude's Interim rehabilitation Centre for Young Female Offenders.</p>	<p><a href="#">Report Laid</a></p> <p>HOR: 03.02.2017</p> <p>SENATE: 31.01.2017</p>	<p><a href="#">Presented</a></p> <p>HOR: 21.04.2017</p> <p>SENATE: 25.04.2017</p>	<ul style="list-style-type: none"> <li>✚ Priority be placed on the creation of a long term solution for placement and rehabilitation of female child offenders.</li> <li>✚ The Office of the Prime Minister treat with the five (5) outstanding recommended works and conducts an assessment of works yet to be completed.</li> </ul>
<p>Fourth Report of the Joint Select Committee on Human Rights Equality and Diversity</p> <p>An inquiry into the Systems in Place to Protect Children from Abuse.</p>	<p><a href="#">Report Laid</a></p> <p>HOR: 02.06.2017</p> <p>SENATE:</p>	<p><a href="#">Presented</a></p> <p>HOR: 08.09.2017</p> <p>SENATE:</p>	<ul style="list-style-type: none"> <li>✚ The Office of the Prime Minister seek additional funding to address the infrastructural deficits at the Community Residences and Rehabilitation Centres.</li> <li>✚ The Office of the Prime Minister increase the funding to the Children's Authority to allow for increased child abuse programmes and services</li> </ul>

## General Useful Information

- Office of the Prime Minister, Jamaica: <http://opm.gov.jm/>
- The Department of the Prime Minister and Cabinet, Australia: <https://www.dpmc.gov.au/>
- Office of the Prime Minister, Dominica: <http://www.opm.gov.dm/>
- Office of the Prime Minister, Grenada: <http://www.gov.gd/ministries/opm.html>
- Office of the Prime Minister, St Lucia: <http://opm.govt.lc/>
- Office of the Prime Minister, St Vincent and the Grenadines: <http://www.pmooffice.gov.vc/pmooffice/>