



Public Hearing Summary

Wednesday January 25, 2017

Committee Members:

The following Committee Members were present at the meeting:

- Mrs. Brigid Annisette-George - Chairman
- Dr. Lackram Bodoie - Vice-Chairman
- Mr. Wade Mark - Member
- Mrs. Ayanna Webster-Roy - Member
- Ms. Allyson Baksh - Member
- Mr. Maxie Cuffie - Member
- Mr. Clarence Rambharat - Member
- Dr. Dhanayshar Mahabir - Member

Witnesses who appeared:

Service Commissions Department (SCD)

- Ms. Anastasius Creed - Director of Personnel
Administration
- Ms. Prabhawatie Maraj - Deputy Director of Personnel
Administration
- Ms. Allison Hughes - Director of Corporate Services
- Mr. Feno Rampaul - Auditor I
- Ms. Judy Seepersad - Executive Director ICT (Ag.)
- Mrs. Gilliam Wilson - Office Manager
- Ms. Avril Camacho - Storekeeper

Key Issues Discussed:

- The steps taken to address the staff shortage within the Commission;
- The initiatives to improve the inventory control system;
- The legislation prohibiting the implementation of proper inventory control measures;
- The mechanisms in place to distinguish between fraud and error;
- The training of staff and the various measures being undertaken by the SCD to increase productivity and accountability;
- The impact of upgrading the security systems of the SCD;
- The measures being taken to stem the SCD's vulnerability given scarce resources;
- The organisational structure required to establish a Procurement Unit by March 31, 2017;
- The problems faced by the DPA in filling the necessary vacancies within the SCD;
- The procedure to dispose/liquidate assets to recover state resources; and
- The recommendations to assist the SCD in performing its duties and functions as it relates to the system of Inventory Control.

Ministry of Agriculture, Land and Fisheries

- Mrs. Angela Siew - Permanent Secretary (Ag.)
- Mr. John Lewis - ICT Director
- Ms. Catherine Ingrid Duncan - Administrative Officer V
- Ms. Sandra Ramoutar - Administrative Officer IV
- Mr. Alliston Walters - Auditor II
- Mr. Terrance Moore - Fleet Manager

Key Issues Discussed:

- The measures being taken by the Ministry to address the problem of understaffing;
- The various units responsible for inventory management control and the number of persons involved in inventory control;
- The mechanisms in place to protect items and assets not monitored by cameras;
- The instances of stolen items/fraudulent activities;

- The status of the Ministry's preparation in light of the impending proclamation of the Procurement Act;
- The use of informal guidelines for the acquisition of motor vehicles;
- The manner in which the Procurement Officer safeguards assets to ensure that said assets are being used for the purpose intended;
- The process for inviting selected suppliers to bid and the use of the three quote system;
- The status of the Tenders Committee;
- The role of the Accounting Officer in selecting suppliers of goods and services;
- The mechanisms in place to protect assets such as fuel;
- The Ministry's breach of Financial Regulations 55 (Stores) with respect to the non-tagging of items;
- The plans to tag items such as furniture which are not presently tagged;
- The policy to make disposed items available to persons who may require them i.e. farmers; and
- The recommendations to assist the Ministry in performing its duties and functions as it relates to the system of Inventory Control.

Ministry of National Security

- Ms. Lydia Jacobs - Permanent Secretary (Ag.) - Accounting Officer
- Mr. Vel Lewis - Permanent Secretary (Ag.)
- Ms. June Thomas - Director Finance and Accounts
- Ms. Ann Heeraman - Administrative Officer
- Col. Patrick Gomez - Trinidad and Tobago (TTDF)
- Ms. Marilyn Mc Donald - Prison Supervisor (Ag.) Trinidad and Tobago Prison Service
- Mr. Robert Williams - Trinidad and Tobago Fire Service (TTFS) Representative
- Mr. Dale Prescott - I.T. Manager

- Ms. Shalisha Mohammed - Internal Auditor

Key Issues Discussed:

- The time frame for establishing an electronic tagging system;
- The Inventory Control Management of the TTDF and the TTFS;
- The policy to determine when a vehicle is obsolete by the Ministry, TTDF, TTFS and the Trinidad and Tobago Prison Service;
- The disposal activity of vehicles within the Ministry, Trinidad and Tobago Prisons Service, TTFS and TTDF;
- The maintenance programmes in place to extend the life of motor vehicles;
- The average age of the Ministry's motor vehicles;
- The mechanisms enforced to ensure that confidential documents such as passports are safeguarded;
- The loss of the 2012-2015 Inventory Register;
- The size and competency of the Office Management Unit;
- The policy to acquire motor vehicles as opposed to actual firefighting vehicles and machinery; and
- The storage and safeguarding of arms and ammunition by the TTDF.

Ministry of the Attorney General and Legal Affairs

- Ms. Ingrid Seerattan - Permanent Secretary (Ag.)
- Ms. Nataki Atiba-Dilchan - Deputy Permanent Secretary (Ag.)
- Mr. Edwin St. John - Auditor II (Ag.)
- Ms. Helaine Boodoosingh - Administrative Officer V
- Ms. Kamini Dookoo - Administrative Officer IV
- Ms. Lena Bridgelal - Administrative Officer II (Ag.)
- Mr. Neil Ramrattan - Administrative Officer II

Key Issues Discussed:

- The factors contributing to the high staff turnover at the Ministry and measures to combat the issue;
- The measures to ensure a smooth transition to the new procurement regime;

- The steps taken to reduce expenditure on replacing equipment;
- The measures taken to reduce the yearly cost of repairs and maintenance;
- The mechanisms to determine whether missing items are as a result of fraud or error;
- The measures taken to reduce training costs; and
- The process of disseminating knowledge gained from training.

Integrity Commission

- Ms. Jasmine Pascal - Registrar (Ag)
- Mr. Davy Rajah - Director, Corporate Administration
- Mrs. Melissa Sooklal-Seecharan - Records Specialist
- Mrs. Beverly Ali-Pierre - Clerk III
- Ms. Isha George - Accounting Assistant
- Mrs. Natasha Elder-St. Louis - IT Specialist/ Webmaster
- Ms. Andella Ramroop - Legal Officer II (Corporate Lawyer & Policy Adviser)
- Ms. Taramattee Chadee - Auditing Assistant, President's House

Key Issues Discussed:

- The reasons for using the three quote system as opposed to open tender;
- The efficiency of the Inventory Control System; and
- The security of confidential documents.

Office of the Parliament

- Mrs. Jacqui Sampson-Meiguel - Clerk of the House
- Ms. Shelly Ann Bartholomew - Administrative Officer IV (Ag.)
- Mr. Garreth Ferguson - Information and Communication Technology Director
- Mr. Lester Thomas - Auditor I (Ag.)
- Mr. Stephen Boodhram - Manager, Constituency Management Operations Unit

Key Issues Discussed:

- The management of inventory within Constituency Offices;
- The steps being taken to prepare for the proclamation of the Procurement Act;
- The expected size of the Procurement Unit;
- The mechanisms in place to determine when assets are stolen from the Parliament building and at Constituency Offices;
- Cases of theft;
- The reasons for not completing the tagging of inventory using the QR Code;
- The maintenance plan for vehicles;
- The system for safeguarding internal and external electronic assets; and
- The steps taken to reduce expenditure for replacing equipment.

View the Hearing:

The hearing can be viewed on our YouTube page via the following link:

<https://www.youtube.com/watch?v=-f5Hf651ZiQ>

Next Meeting:

The next Public Hearing of the Committee will be held on Wednesday February 08, 2017 at 2:30 p.m. (*in public*). At that meeting, the Committee intends to continue its examination of the system of Inventory Control within the Public Service.

PAAC Secretariat

January 26, 2017