



**Parliament**  
Republic of Trinidad and Tobago

Levels G - 9, Tower D, The Port-of-Spain International  
Waterfront Centre LA Wrightson Road, Port-of-Spain  
Telephone: (868) 624-PARL (7275) Fax: (868) 625-4672  
Email: [paac@ttrparliament.org](mailto:paac@ttrparliament.org)

**Public Administration and  
Appropriations Committee**

## **Public Hearing Summary**

Thursday April 27, 2017

### **Committee Members:**

The following Committee Members were present at the meeting:

- Mrs. Bridgid Annisette-George - Chairman
- Dr. Lackram Bodeo - Vice-Chairman
- Mr. Maxie Cuffie - Member
- Mrs. Ayanna Webster-Roy - Member
- Mrs. Allyson Baksh - Member
- Mr. Daniel Dookie - Member
- Dr. Dhanayshar Mahabir - Member

### **Witnesses who appeared:**

#### **Tobago House of Assembly**

- Mr. Raye Sandy - Chief Administrator
- Mrs. Claire Davidson-Williams - Administrator, Division of Finance and the Economy
- Ms. Esther Pilgrim-Soanes - Director of Finance
- Ms. Shelly Trim - Budget Analyst IV
- Ms. Petal-Ann Roberts - Senior Financial Analyst
- Mrs. Bernice Jack-Edwards - Accounting Executive I
- Mr. Allister Taylor - Chairman, Board of Survey
- Mr. Bobby Andrews - Planning Coordinator
- Ms. Cindy Hackett - Auditor III

## **Key Issues Discussed:**

- i. The realignment of Divisions within the THA and the impact on the operations of the THA;
- ii. The mechanisms in place to bridge the gap between the realignment and the challenges created by same;
- iii. The absence of a Risk Register within Divisions and plans to have it implemented;
- iv. The status of the THA's submission of Audited Financial Statements and Administrative Reports to Parliament;
- v. The reasons for the THA "occasionally" conducting checks on the Inventory Register;
- vi. The rationale for Divisions and Units not non-tagging inventory;
- vii. The use of a Web-Based-Solution to remedy the lack of Inventory Registers;
- viii. The procurement of the Web-Based-Solution and its intended implementation date;
- ix. The status of the THA's Inventory Control Procedure and the use of stock cards to monitor inventory;
- x. The use of a Vehicle Register;
- xi. The exclusion of vital information (depreciation of assets) from the Fixed Asset Register and how the Asset Management System will resolve the issue;
- xii. The status of the Comprehensive Reengineering Programme;
- xiii. Level of operational preparedness for the proclamation of the procurement legislation;
- xiv. The effectiveness of the three quote system and the absence of a pre-qualification list for suppliers;
- xv. The mechanisms put in place to ensure that assets are properly managed;
- xvi. The possibility of smaller Divisions of THA having merged Procurement Units;
- xvii. The plans to address the inadequate staffing of Internal Audit Units;
- xviii. The measures being undertaken to provide training to current and incoming staff involved in internal auditing;
- xix. The ways in which the THA ensures that the Internal Audits are free from bias;
- xx. The mechanisms to treat with differences of opinion between the Executive Council and the Central Government;
- xxi. The establishment of small Internal Audit Units within each Division;
- xxii. Whether the recommendations contained in the Internal Audit Report are implemented;
- xxiii. The progress made in filling the vacancies within the Internal Audit Unit;
- xxiv. The factors used to determine high risk areas;
- xxv. The lack of a formal Fraud Policy and the steps taken by Chief Administrator to prevent the recurrence of fraudulent activities;
- xxvi. The level of effectiveness of the Monitoring and Evaluation Units;

- xxvii. The mechanisms used to continuously monitor and evaluate projects;
- xxviii. The role of the of Community Liaison Unit;
- xxix. The issue of garbage collection;
- xxx. The prioritisation of the needs of the Assembly given the reduced allocation for Short-term Employment;
- xxxi. The ways in which persons on Short-term Employment are assessed;
- xxxii. The Assembly's selection and employment of students during the July/August vacation;
- xxxiii. The reasons for Internal Audit Reports not being completed for Minor Equipment Purchases;
- xxxiv. The measurement of value for money with respect to employees;
- xxxv. The effect of the current economic situation on the staffing needs of the Assembly;
- xxxvi. The mechanisms implemented to oversee the disposal of non-functional furniture;
- xxxvii. The ways in which Divisions ensure that selection of suppliers is free from biases;
- xxxviii. Clarification of what was meant by a "robust accounting system";
- xxxix. The status of the Processing Company of Fishing Tobago's (FIPCOT) modern processing plant and whether a feasibility study was conducted;
  - xl. Status of the 2015 and 2016 Audited Financial Statements for FIPCOT;
  - xli. The expansion of the Business Incubator Centres;
  - xl.ii. The process to determine the communities that get micro centres,
  - xl.iii. The monitoring of contracts between the THA and International Airlines;
  - xl.iv. The absence of a recent audit into airline subventions;
  - xl.v. The issues arising out of the THA's most recent Audited Financial Statements;
  - xl.vi. The reasons for the Divisional Heads not attending the Public Hearing; and
  - xl.vii. The recommendations to assist the THA in performing its duties and functions.

**View the Hearing:**

The hearing can be viewed on our YouTube Channel, ParlView via the following link:

<https://www.youtube.com/watch?v=2HZHd1OrwJU&t=38s>

**Next Meeting:**

The next Public Hearing of the Committee will be held on Thursday May 11, 2017 at 2:30 p.m. At this meeting, the Committee intends to commence its examination of the Ministry of Education as it relates to Inventory Control, Internal Audit, Accountability and Transparency, Sub - Head 02 - Goods and Services and Sub - Head 03 - Minor Equipment Purchases, Sub -

Head 04 - Current Transfers and Subsidies, Sub - Head 09 - Development Programme - Consolidated Fund and Infrastructure Development Fund for the Financial Year 2017.

**PAAC Secretariat**

**April 28, 2017**