

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 for the period 2012-2018. It provides the Members of Parliament and stakeholders with an overview of the Ministry's responsibilities. The primary purpose of this guide is to no consolidate the information contained within the various Budget Documents pertaining to the Office of the Prime Minister, but 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.

Head 13: Office of the Prime Minister

Ministry's Overview¹

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 of State 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

¹ Office of the Prime Minister website, accessed September 06, 2017. http://www.opm.gov.tt/about/

The Office of the Parliament is responsible for the following Business and Departments²:

- 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

² Office of the Prime Minister website. Accessed September 08, 2017. http://www.opm.gov.tt/about/business-and-departments-of-government-under-the-opm/

Statutory Boards and Other Bodies

Children's Authority³

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

³ Children's Authority website, Accessed September 11, 2017. http://www.ttchildren.org/about-us/what-we-do

Sport and Culture Board of Management⁴

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

⁴ Office of the Prime Minister website. Accessed September 11, 2017. http://www.opm.gov.tt/about/business-and-departments-of-government-under-the-opm/

- 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.

Tobago Regional Health Authority⁵

The Regional Health Authorities Act of 1994 is the Act which created the RHAs as legal entities. The Act was assented to by the President on the 19th December, 1994. The Tobago RHA is unique, in that it is subject to the THA Act. The RHA Act #5 of 1994, Part 11, Section 5.2 states that "In the exercise of its powers and functions. The Board of the Tobago Regional Health Authority is subjected to the provisions of the Tobago House of Assembly Act". National policies developed at the Ministry of Health are/maybe subject to review at the level of the THA. Within the THA, the Secretary for Health and Social Services has responsibility for the Health Sector. Management of the Community Health Services and the Hospital Services Sector has been delegated to the Tobago RHA. The duties of the Tobago RHA include:

➤ To provide efficient systems for delivery of healthcare;

⁵ Tobago Regional Health Authority accessed on September 21, 2017; http://trha.co.tt/delta/About/index.html

- > To collaborate with the University of the West Indies and any other recognized training institution of persons, in the educating and training of persons, and in research in medicine, nursing, dentistry, pharmacy and biomedical and health science fields, veterinarian medicine, as well as any related ancillary and supportive fields
- > To operate, construct, equip, furnish, maintain, manage, secure and repair all its property;
- > To facilitate new systems of healthcare;
- ➤ To provide the use of healthcare facilities for service, teaching and research;
- > To establish and develop relationships with national, regional and international bodies engaged in similar or ancillary pursuits; and
- To do all such things as are incidental or conducive to the attainment of the objects of the Authority.

Key Statement from 2016 Standing Finance Committee Debate

During the reading of the Appropriation (Financial Year 2017) Bill, 2016, the following statements were made in relation to the emphases of the Office of the Prime Minister for fiscal year 2016/2017⁶:

"...The Cabinet of Trinidad and Tobago took a decision to return the security arrangements for the residence, the Diplomatic Centre and the Office of the Prime Minister to the law enforcement agencies of Trinidad and Tobago, and in particular the Trinidad and Tobago Defence Force and the TTPS, Trinidad and Tobago Police Service. So, as a result of that, in returning the security arrangements for those establishments and the Prime Minister to the bodies that were set up originally to offer that protection at the expense of the State, it has meant a retrenchment in accordance with good industrial relations practice of the security services."

⁶ Minister in the Office of the Prime Minister, Standing Finance Committee 2016, Hansard: Appropriation (Financial Year 2017) Bill, 2016 Hansard 30 Sep 2016 http://www.ttparliament.org/hansards/hh20160930.pdf, Accessed September 08, 2017

Where the Ministry spends its money

2017-2018 Estimates of Expenditure

The budget allocation for the Office of the Prime Minister is comprised of:

- The Draft Estimates of Recurrent Expenditure in the sum of \$242,184,590;
- The Draft Estimates of Development Programme in the sum of \$61,580,000:
 - Consolidated Fund in the sum of \$7,890,000; and
 - Infrastructure Development Fund⁷ of the sum of \$ 53,690,000.

The Estimates of Recurrent Expenditure include:

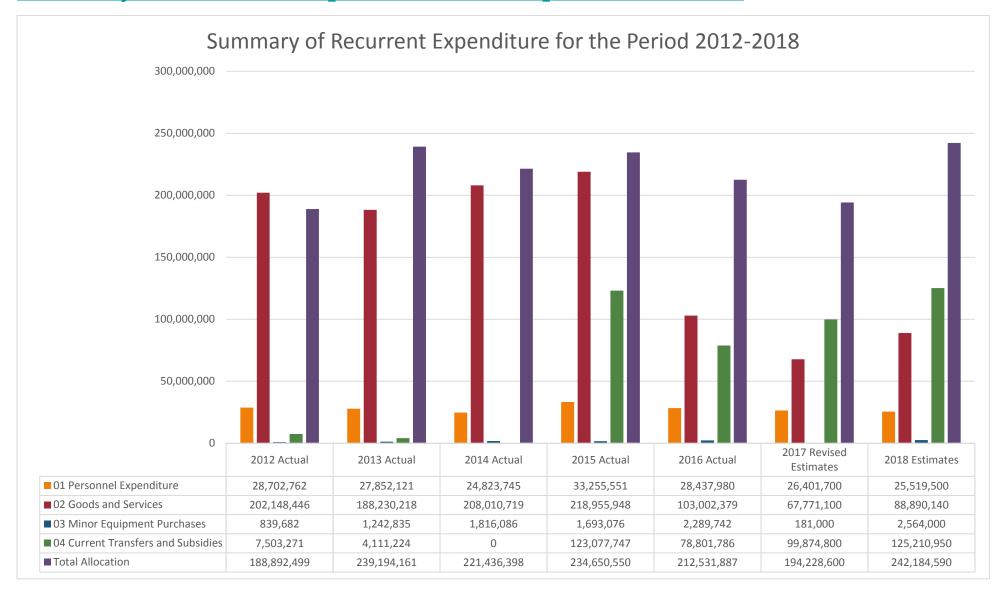
- 01 Personnel Expenditure- \$25,519,500;
- 02 Goods and Services \$88,890,140;
- 03 Minor Equipment Purchases \$2,564,000; and
- 04 Current Transfers and Subsidies \$125,210,950.

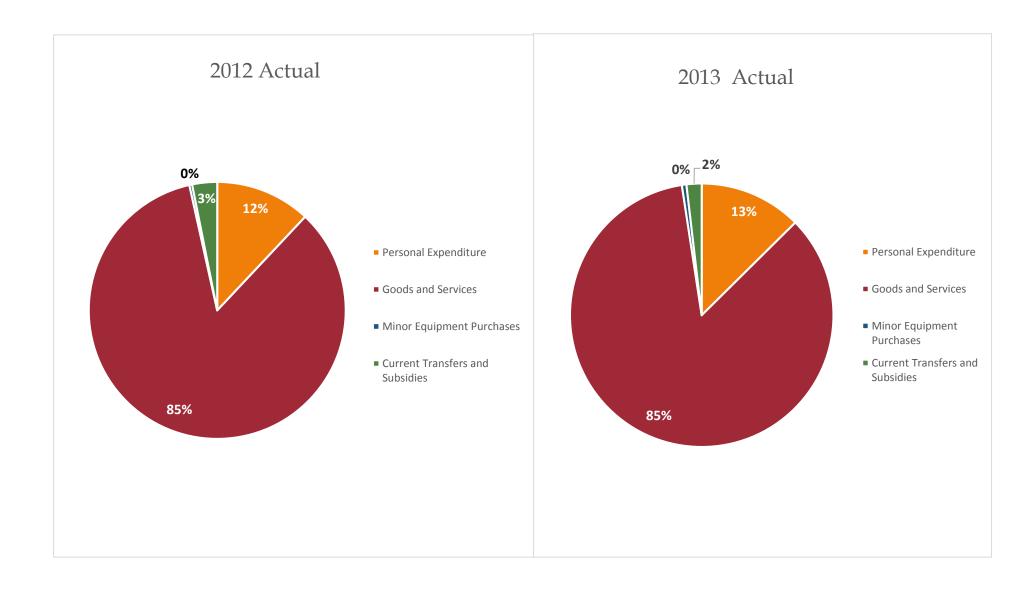
The Office of the Prime Minister's:

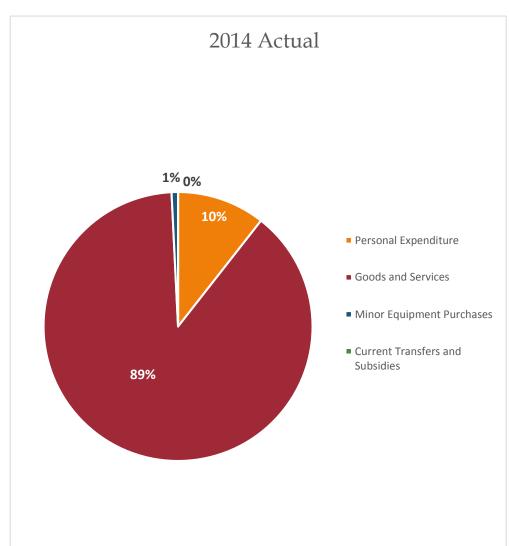
- Recurrent Expenditure as a percentage of the total Recurrent Expenditure is **0.5**%;
- Consolidated Fund as percentage of the total Consolidated Fund is 0.3%; and
- Infrastructure Development Fund allocation as a percentage of the total Infrastructure Development Fund is 2%.

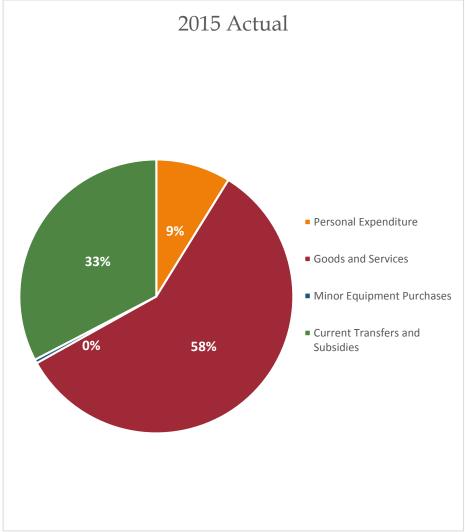
⁷ Head 18 -Ministry of Finance, Sub-Head 04 - Current Transfers and Subsidies, Sub-Item 11- Infrastructure Development Fund (IDF) (Infrastructure Development Fund allocation is part of the Ministry of Finance allocation for the financial year. Therefore, the total recurrent expenditure for the Office of the Prime Minister does not include the IDF funding.

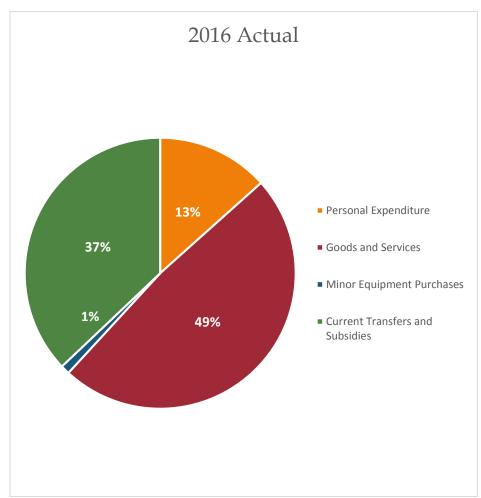
Summary of Recurrent expenditure for the period 2012-2018

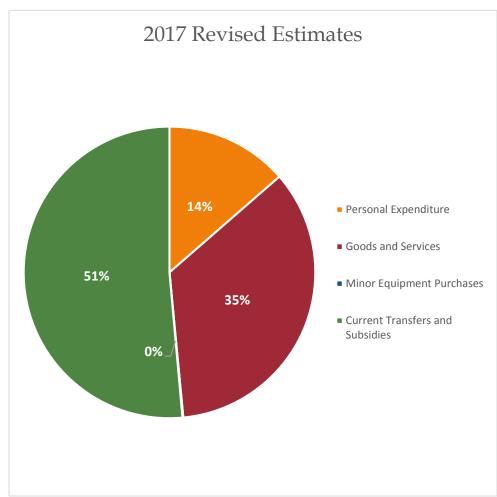


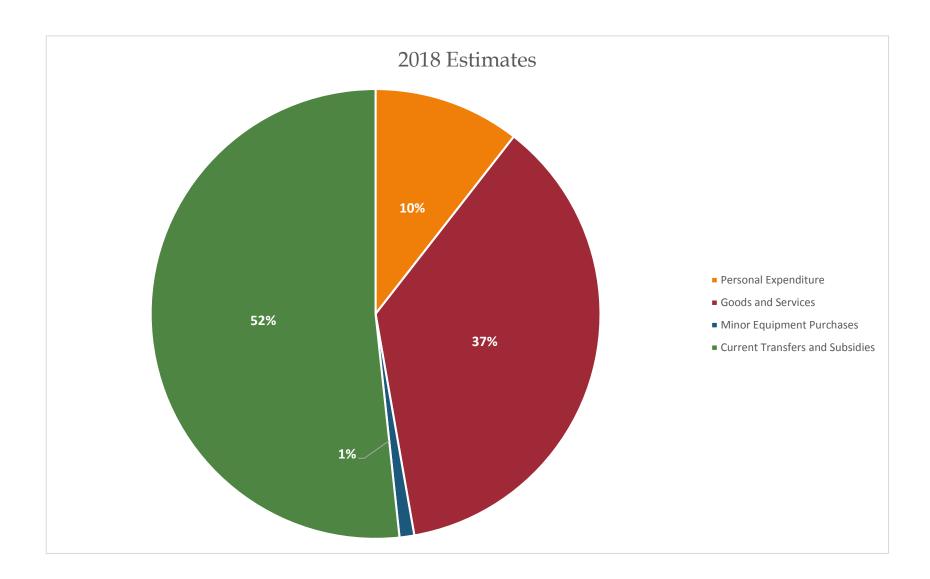






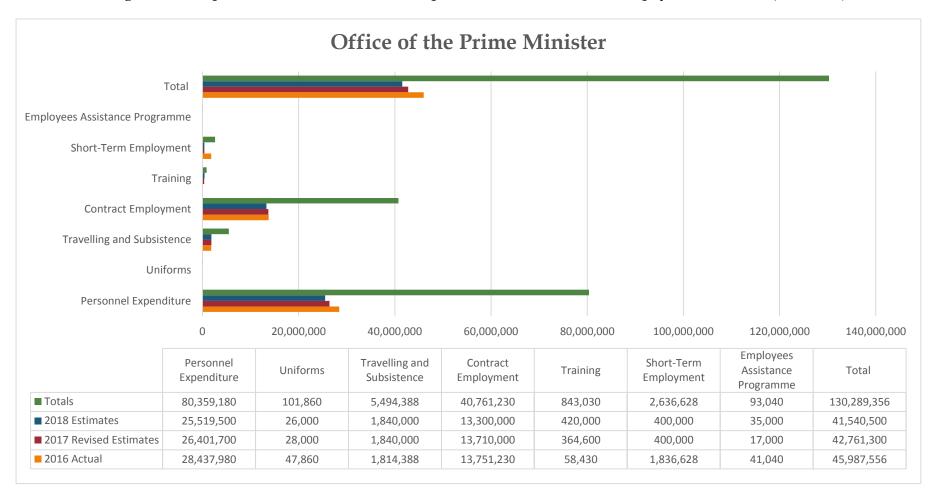






Staff and Pay8

The allocation of staff expenditure for fiscal year 2018 is \$41,540,500 which is a decrease of approximately **3**% from the last fiscal year 2016/2017. The diagram below provides a breakdown of all expenditure related to staff and pay for 2016-2018 (estimates).



 $^{^{8}\} Draft\ Estimates\ for\ Details\ of\ Estimates\ of\ Recurrent\ Expenditure\ for\ the\ Financial\ Year\ 2018\ \underline{http://www.finance.gov.tt/wp-content/uploads/2017/10/Numbered-Draft-Estimates-Recurrent-Expenditure-2018.pdf}$

Analysis of Summary of Expenditures

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, Current Transfers and Subsidies.

- ➤ Recurrent Expenditure for Fiscal Year 2017/2018 is \$ 242,184,590. This represents 0.46% of the total Recurrent Expenditure for the financial year 2017/2018.
- ➤ Recurrent Expenditure for Fiscal Year 2016/2017 was \$194,228,600 (Revised). Comparing this figure with Fiscal Year 2017/2018, there is an increase of 25%.
- For the period **2012 to 2016**, the largest portion of the allocation had consistently gone to **Goods and Services** with a steady **72**% of the total allocation. However, for the **2017/2018** the largest portion of the allocation is now represented by **Current Transfers** and **Subsidies** with **52**% of the total allocation.
- ➤ In 2018 the **Personnel Expenditure percentage** was **10**% of the Ministry's total recurrent allocation.
- ➤ Minor Equipment Purchases received the lowest percentage of the allocation for the period 2012 to 2018.
- **Current transfers and Subsidies** received a **25**% increase in its allocation when compared to the 2017 fiscal year.
- The percentage allocation of expenditure for the four (4) Sub-Heads has fluctuated over the seven (7) year period with a low of \$188,892,499 in 2012 to a high of \$242,184,590 in fiscal 2018.

Summary of Development Programme Expenditure for the period 2012-2018

Development Programme is a capital expenditure programme aimed at improving and enhancing development in different areas of Trinidad and Tobago which includes areas such as 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.

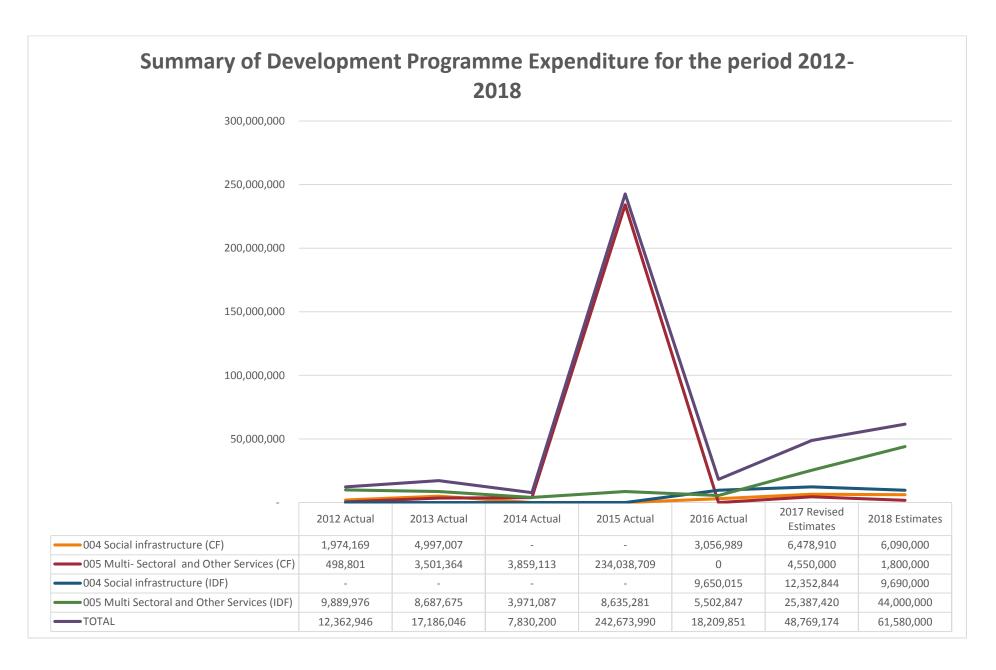
The PSIP budget document provides a detailed description of the programmes and projects and includes a review of the implementation of projects and programmes in the previous financial year and highlights the major projects and programmes to be implemented in the upcoming financial year.

The Public Sector Investment Programme is intended:

- to achieve the country's social and economic development goals; and
- to 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.



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

Year ⁹	Т	otal Allocation ¹⁰	National Budget ¹¹	Percentage of National Budget
2012	\$	241,667,131.00	\$55,718,271,573.00	0.4%
2013	\$	229,934,769.00	\$59,174,226,196.00	0.4%
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	\$	205,257,510.00	\$55,598,436,912.00	0.4%
2018	\$	250,074,590.00	\$54,955,041,591.00	0.5%

• Total allocation for the Ministry as a percentage of the National Budget illustrated an increase in the allocation to the Office of the Prime Minister by **0.1**% between the period 2016/2017 and 2017/2018.

⁹ For the Fiscal Years 2012-2016, actual figures were used to calculate the total allocation. However, estimates were used to calculate the total allocation for the Fiscal Years 2017 and 2018.

 $^{^{10}}$ Total Allocation for the Office of the Prime Minister = Recurrent Expenditure + Consolidated Fund

¹¹ The National Budget = Total Recurrent Expenditure + Total Development Programme - Consolidated Fund

Auditor General Report Finding for the Fiscal Year 2016

Ref: Auditor General's Report pg. 31¹²

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Expenditure Control

There were several instances of incorrect classification of expenditure totalling \$554,602.48 in contravention of Financial Regulation 65(1)-(2) which states: "Expenditure shall be classified in strict accordance with the estimates" and "A vote may not be applied to a purpose for which it is not intended."

Contract Employment

Documents were not produced to verify the entity's response to Auditor General's Circular Memorandum No. 9 dated 24th October, 2016, which stated that there were 184 contracted employees who were paid a total of \$25,046,995.49 for the financial year ended 30th September, 2016. This contravened Financial Instruction 43 which states: "All vouchers, paid cheques and other relevant documents shall on request for audit examination be made available to the Auditor General or his nominee."

Commitments

Total commitments as per the Appropriation Account was stated as \$4,043,163.91 whilst the audited figure as per Vote Books was \$2,891,580.82 resulting in a difference of \$1,151,583.09.

 $^{^{\}rm 12}$ Auditor General's Report accessed on the September 11, 2017

INFRASTRUCTURE DEVELOPMENT FUND - \$1,028,506,314.98

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Warrant No. 49 dated May 12th 2016 for \$288,876.00 was not presented for audit in contravention of Financial Instruction 43 which states: "All vouchers, paid cheques and other relevant documents shall on request for Audit examination be made available to the Auditor General or his nominee."

Restoration of Stollmeyer's Castle

Expenditure on this project since inception in 2005 totalled \$80,967,003.65. The project has not yet been completed. There was no expenditure in the financial year 2016.

Whitehall Restoration

Expenditure since inception of the project in 2009 totalled \$7,587,616.35. The project has not yet been completed. There was no expenditure in the financial year 2016.

¹³ Auditor General's Report accessed on the September 11, 2017

Recent Legislative Development

Act No.	Short Title	Related Bill	Date of Assent
8 of 2017	The Miscellaneous Provisions (Marriage) Act, 2017 (177.2 kb)	<u>Progression</u>	22-Jun-2017
	The Bill seeks to amend the following Acts:		
	 The Marriage Act, Chapter 45:01; The Muslim Marriage and Divorce Act, Chapter 45:02; The Hindu Marriage Act, Chapter 45:03; The Orisa Marriage Act, Chapter 45:04; and The Matrimonial Proceedings and Property Act, Chapter 45:51. 		
	The Bill also seeks harmonise the aforementioned marriage statutes across the board by :		
	 raising the legal age of marriage to eighteen (18) years; repealing any parental consent for a marriage; creating an offence where it is illegal to solemnise a marriage of a person who is under the age of eighteen years, and extending the hours in which a marriage can be solemnised; 14 		
6 of 2016	The Family and Children Division Act (181.7 kb)	<u>Progression</u>	5-Jul-2016
	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 ¹⁵ .		

¹⁴ Bill Essentials, The Miscellaneous Provisions (Marriage) Act, 2017, Accessed September 11, 2017. http://www.ttparliament.org/documents/2468.pdf

¹⁵ Bill Essentials, The Family and Children Division Act, 2016, Accessed September 11, 2017. http://www.ttparliament.org/documents/2336.pdf

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: 16

Item No.	Project	2016	2017	2017 Revised	2018
		Actual	Estimates	Estimates	Estimates
IDF. 004.14.C006	Refurbishment of St. Dominic's Home for	\$1,806,951	-	-	\$690,000
	Children				
IDF.005.06.F001	Restoration of Stollmeyer's Castle	\$4,177,059	\$2,000,000	\$6,387,420	-
IDF.005.06.F007	Whitehall Resoration	\$1,325,788	\$2,500,000	\$2,500,000	\$2,000,000

 $^{^{16}\} Estimates\ of\ Development\ Programme\ 2018,\ accessed\ on\ October\ 3,\ 2017: \\ \underline{http://www.finance.gov.tt/wp-content/uploads/2017/10/Numbered-Draft-}\\ \underline{Estimates-Development-Programme-2018.pdf}$

Status of New Projects for the Financial Year 2016-2017

The following new projects received funding in the 2016/2017 financial year¹⁷:

Item No.	Project	2017 Estimates	2017 Revised Estimates	2018 Estimates
09.004.14.C084	Refurbishment of two Safe Houses	\$ 2,000,000	\$12,494	-
09.004.14.C085	Customisation and Outfitting of an Assessment Center in Tobago	\$ 1,500,000	\$903,935	-
IDF.13.004.14.C010	Refurbishment of the Salvation Army- Josephine Show House	\$ 2,000,000	-	\$ 3,000,000
IDF.13.005.06.F011	Construction of Prime Minister's (Tobago) Residence	\$ 500,000	\$ 500,000	\$ 5,000,000

 $^{^{17}\} Estimates\ of\ Development\ Programme\ 2018,\ accessed\ on\ October\ 3,\ 2017:\ \underline{http://www.finance.gov.tt/wp-content/uploads/2017/10/Numbered-Draft-Estimates-Development-Programme-2018.pdf}$

New Projects for the Financial Year 2017-2018

The following new projects received funding in the 2017/2018 financial year¹⁸:

Item No.	Project	2018 Estimates
09.004.14.C99	Child Justice Centre	\$1,500,000
09.004.14.C100	Juvenile Justice Implementation	\$400,000
IDF.005.06.F012	Cabildo Retrofit	\$2,000,000

 $^{^{18}\} Estimates\ of\ Development\ Programme\ 2018,\ accessed\ on\ October\ 3,\ 2017:\ \underline{http://www.finance.gov.tt/wp-content/uploads/2017/10/Numbered-Draft-Estimates-Development-Programme-2018.pdf}$

Major Programmes and Development for the period 2016-2018

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

Item No.	Project	2016 Actual	2017 Revised Estimates	2018 Estimates
IDF.004.14.C.002	Modernization of St. Michael's School for Boys	\$548,887	\$ 2,500,000	\$ 3,000,000
IDF.004.14.C.007	Reconstruction of St. Mary's Home for Children	\$2,514,377	\$ 2,000,000	\$ 3,000,000
IDF.004.14.C.010	Refurbishment of the Salvation Army- Josephine Show House	-	-	\$ 3,000,000
IDF.005.06.F.008	Restoration of Red House	-	\$ 7,000,000	\$ 25,000,000
IDF.005.06.F.010	Restoration of President's Residence	-	\$ 7,000,000	\$ 10,000,000
IDF.005.06.F.011	Construction of Prime Minister's (Tobago) Residence	-	\$ 500,000	\$ 5,000,000

Committee Inquires Related to the Office of the Prime Minister

Inquiry	Report Status	Ministerial Response	Key Recommendations
First Report of the Joint Select Committee on Human Rights Equality and Diversity An inquiry into the Support Programs and Services for children whose parent or guardian was the perpetrator or victim of a violent offence.	Report Laid HOR: 09.09.2016 SENATE: 07.07.2016	Presented HOR: 06.01.2017 SENATE: 09.12.2016	 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. The employment of additional research staff and funding to the Children's Authority to advance its research priorities.
Third Report of the Joint Select Committee on Human Rights Equality and Diversity 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.	Report Laid HOR: 03.02.2017 SENATE: 31.01.2017	Presented HOR: 21.04.2017 SENATE: 25.04.2017	 Priority be placed on the creation of a long term solution for placement and rehabilitation of female child offenders. The Office of the Prime Minister treat with the five (5) outstanding recommended works and conducts an assessment of works yet to be completed.
Fourth Report of the Joint Select Committee on Human Rights Equality and Diversity An inquiry into the Systems in Place to Protect Children from Abuse.	Report Laid HOR: 02.06.2017 SENATE:	Presented HOR: 08.09.2017 SENATE:	 The Office of the Prime Minister seek additional funding to address the infrastructural deficits at the Community Residences and Rehabilitation Centres. The Office of the Prime Minister increase the funding to the Children's Authority to allow for increased child abuse programmes and services

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.pmoffice.gov.vc/pmoffice/