Head 30: Ministry of Labour and Small Enterprise Development

A summary of the Ministry of Labour and Small Enterprise Development’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 Ministry of Labour and Small Enterprise Development for the period 2012-2018. 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 Ministry of Labour and Small Enterprise Development 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.
Head 30: Ministry of Labour and Small Enterprise Development

Overview

Mission
To facilitate an enabling environment that supports employment creation, sustainable enterprise development and employee well-being in a safe, peaceful and productive work environment.

Vision
To be the leader in promoting entrepreneurship and Decent Work for all.

Minister: Senator the Honourable Jennifer Baptiste-Primus

Permanent Secretary (Ag.): Ms. Natalie Willis

The Ministry of Labour and Small Enterprise Development provides a host of services for employers, Labour Unions, and individual workers. These functions include Administrative Services, Conciliation Services, Occupational Safety and Health Issues, Labour Inspectorate Services, Library Services, Research and Planning Services, Trade Union Services, and, Friendly Societies Services. In addition, Co-operative Activities and Employment Services are also provided by the Ministry.

The Ministry engages in wide ranging programmes that affect labour market policy both at home and abroad. Such activities include Trinidad and Tobago's seat on the International Labour Organisation.

The Ministry of Labour and Small Enterprise Development is assigned the following areas of responsibility as published in the Trinidad and Tobago Gazette:\(^2\)

- Micro Development Cooperatives including Credit Unions
- Employment and Manpower Placement
- Factories
- Labour Education
  - Health and Safety Awareness
  - HIV/AIDS in the Workplace
  - Labour Laws
  - Small and Micro Enterprise Development
- Labour Inspectorate
- Labour Registry
- Labour Relations
- Labour Standards
- Occupational Safety and Health
- Overseas Employment
- Trade Disputes

State Enterprises, Statutory Boards and Other Bodies

The list of Statutory Board and Other Bodies taken from the Trinidad and Tobago Gazette:

- Boilers Examiners Board
- Cipriani College of Labour and Cooperative Studies
- Friendly Societies
- Minimum Wages Board
- National Productivity Council
- Occupational Safety and Health Authority
- Registration Recognition and Certification Board
- National Entrepreneurship Development Company

Programmes:
- On The Job Training

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3 Trinidad and Tobago Gazette no 125 of 2015, accessed August 29, 2017
http://www.news.gov.tt/archive/E-Gazette/Gazette%202015/Gazette/Gazette%20No.%20125%20of%202015.pdf
Key Statement from the 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 Ministry of Labour and Small Enterprise Development for the fiscal year 2016/2017:

“In fiscal year 2016/2017, the Ministry proposes to finalize amendments to these items on its agenda, as well as to address amendment to the Occupational Safety and Health Act and the Cipriani College of Labour and Co-operative Studies Act. The Ministry has also utilized this economic downturn as an opportunity to reach out to the public at large, by addressing the issues of employee and employer rights and responsibilities. It is a proactive approach to industrial relations that present the services of the Ministry and innovative means of providing guidance to those in need.”

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Where the Ministry spends its money

2017-2018 Estimates of Expenditure

The budget allocation for the Ministry of Labour and Small Enterprise Development is comprised of:

- The Draft Estimates of Recurrent Expenditure in the sum of $357,850,800;
- The Draft Estimates of Development Programme in the sum of $15,100,000;
  - Consolidated Fund in the sum of $14,600,000; and
  - Infrastructure Development Fund\(^5\) of the sum $500,000.

The Estimates of Recurrent Expenditure include:

- 01 Personnel Expenditure - $35,869,500;
- 02 Goods and Services - $277,236,300;
- 04 Current Transfers and Subsidies $23,745,000; and
- 06 Current Transfers to Stat. Boards and Similar Bodies $21,000,000.

The Ministry of Labour and Small Enterprises’:

- Recurrent Expenditure as a percentage of the total Recurrent Expenditure budget is 0.7%;
- Consolidated Fund allocation as a percentage of the total Consolidated Fund allocation is 0.6%; and
- Infrastructure Development Fund allocation as a percentage of the total Infrastructure Development Fund is 0.02%.

\(^5\) 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 Ministry of Labour and Small Enterprise Development does not include IDF funding.)
Summary of Recurrent Expenditure for the period 2012-2018

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>02 Goods and Services</td>
<td>68,203,470</td>
<td>70,427,169</td>
<td>68,483,779</td>
<td>66,658,754</td>
<td>55,363,428</td>
<td>49,890,585</td>
<td>277,236,300</td>
</tr>
<tr>
<td>03 Minor Equipment Purchases</td>
<td>499,711</td>
<td>614,356</td>
<td>1,128,743</td>
<td>1,483,527</td>
<td>262,376</td>
<td>42,000</td>
<td>0</td>
</tr>
<tr>
<td>04 Current Transfers and Subsidies</td>
<td>20,165,272</td>
<td>22,610,157</td>
<td>33,710,214</td>
<td>27,050,882</td>
<td>380,393,706</td>
<td>261,063,512</td>
<td>23,745,000</td>
</tr>
<tr>
<td>05 Current Transfers to Stat. Boards &amp; Similar Bodies</td>
<td>30,400,347</td>
<td>28,667,030</td>
<td>29,824,000</td>
<td>26,349,070</td>
<td>34,369,000</td>
<td>22,100,000</td>
<td>21,000,000</td>
</tr>
<tr>
<td>Total</td>
<td>146,421,838</td>
<td>154,583,680</td>
<td>162,616,740</td>
<td>165,396,801</td>
<td>502,117,801</td>
<td>364,617,397</td>
<td>357,850,800</td>
</tr>
</tbody>
</table>
The allocation of staff expenditure for the fiscal year 2018 was $286,752,500.00 which represents an increase of approximately 364.3% from the last fiscal year 2017. The following chart provides a breakdown of all expenditure related to staff from 2016-2018.

Staff and Pay for the Ministry of Labour and Small Enterprise Development

<table>
<thead>
<tr>
<th>Personnel Expenditure</th>
<th>Uniforms</th>
<th>Travelling and Subsistence</th>
<th>Contract Employment</th>
<th>Training</th>
<th>Short Term Employment</th>
<th>Employees Assistance Programme</th>
<th>University Graduate Recruitment Programme</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018 Estimate</td>
<td>35,869,500</td>
<td>57,000</td>
<td>4,115,000</td>
<td>30,090,000</td>
<td>212,149,000</td>
<td>3,387,000</td>
<td>85,000</td>
<td>1,000,000</td>
</tr>
<tr>
<td>2017 Revised Estimate</td>
<td>31,521,300</td>
<td>30,690</td>
<td>4,450,000</td>
<td>22,115,000</td>
<td>26,000</td>
<td>3,596,000</td>
<td>25,000</td>
<td>-</td>
</tr>
<tr>
<td>2016 Actual</td>
<td>31,729,291</td>
<td>100,616</td>
<td>4,422,892</td>
<td>20,784,397</td>
<td>76,713</td>
<td>3,132,922</td>
<td>26,038</td>
<td>-</td>
</tr>
</tbody>
</table>
Analysis and 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 2017/2018 is $357,850,800.

- Recurrent Expenditure for Fiscal Year 2016/2017 (revised) was $364,617,397. Comparing this figure with Fiscal Year 2017/2018, there is a decrease of $6,766,597 or 1.9%.

- The largest portion of the allocation has gone to Sub-Head 02 Goods and Services. This figure has been fluctuating over the period 2012-2018, accounting for approximately 77.5% of total funding for the Ministry for fiscal year 2017/2018, and receiving $277,236,300 for the day to day operations of the Ministry.

- The Ministry did not receive any allocation for Minor Equipment Purchases in the 2018 fiscal year.

- Personnel Expenditure received the second largest portion of the allocation and has been fluctuating over the period 2012 – 2018. Comparing 2016/2017 to 2017/2018, there was an increase in the allocation by 13.8%.

- The actual/estimated expenditure for the five (5) Sub-Heads has been fluctuating over the seven (7) year period, from a low of $146,421,838 in 2012 to a high of $502,117,801 in 2016.
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

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Economic Infrastructure- Consolidated Fund</strong></td>
<td>7,951,831</td>
<td>9,055,486</td>
<td>9,995,502</td>
<td>11,562,356</td>
<td>8,049,000</td>
<td>2,701,000</td>
<td>2,200,000</td>
</tr>
<tr>
<td><strong>Social Infrastructure- Consolidated Fund</strong></td>
<td>305,947</td>
<td>20,690</td>
<td>1,061,330</td>
<td>1,504,417</td>
<td>242,633</td>
<td>100,000</td>
<td>500,000</td>
</tr>
<tr>
<td><strong>Multi-Sectoral and Other Services- Consolidated Fund</strong></td>
<td>11,265,275</td>
<td>7,301,633</td>
<td>3,164,956</td>
<td>6,258,049</td>
<td>6,180,061</td>
<td>4,033,000</td>
<td>11,900,000</td>
</tr>
<tr>
<td><strong>Multi-sectoral and other services- Infrastructure Development Fund</strong></td>
<td>4,632,404</td>
<td>3,188,536</td>
<td>4,072,130</td>
<td>1,626,285</td>
<td>170,465</td>
<td>166,760</td>
<td>500,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>24,155,457</td>
<td>19,566,345</td>
<td>18,293,918</td>
<td>20,951,107</td>
<td>14,642,159</td>
<td>7,000,760</td>
<td>15,100,000</td>
</tr>
</tbody>
</table>
The Ministry’s total allocation as a percentage of the National Budget for the period 2012 to 2018.

<table>
<thead>
<tr>
<th>Year</th>
<th>Total Allocation</th>
<th>National Budget</th>
<th>Percentage of National Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>$ 165,944,891.00</td>
<td>$ 55,718,271,573.00</td>
<td>0.3%</td>
</tr>
<tr>
<td>2013</td>
<td>$ 170,961,489.00</td>
<td>$ 59,174,226,196.00</td>
<td>0.3%</td>
</tr>
<tr>
<td>2014</td>
<td>$ 176,838,528.00</td>
<td>$ 65,020,886,424.00</td>
<td>0.3%</td>
</tr>
<tr>
<td>2015</td>
<td>$ 184,721,623.00</td>
<td>$ 61,966,922,675.00</td>
<td>0.3%</td>
</tr>
<tr>
<td>2016</td>
<td>$ 516,589,495.00</td>
<td>$ 56,573,913,053.00</td>
<td>0.9%</td>
</tr>
<tr>
<td>2017</td>
<td>$ 371,451,397.00</td>
<td>$ 55,598,436,912.00</td>
<td>0.7%</td>
</tr>
<tr>
<td>2018</td>
<td>$ 372,450,800.00</td>
<td>$ 54,955,041,591.00</td>
<td>0.7%</td>
</tr>
</tbody>
</table>

- Total allocation for the Ministry as a percentage of the National Budget illustrated a constant trend in the allocation to the Ministry of Labour and Small Enterprise Development of 0.7% during the periods 2016/2017 and 2017/2018.

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7 For the Fiscal Years 2012-2016, actual figures were used to calculate the Ministry’s total allocation. However, estimates were used to determine the Ministry’s total allocation for the Fiscal Years 2017 and 2018.
8 Total Allocation for the Ministry of Labour and Small Enterprise Development = Recurrent Expenditure + Consolidated Fund
9 The National Budget = Total Recurrent Expenditure + Total Development Programme Consolidated Fund
Rent Lease – Office Accommodation and Storage

Cabinet approvals were not produced for five properties with an annual rental value of $7,851,851.48. During the period 1st September, 2015 to 31st August, 2016 a total of approximately $1,084,790.40 was paid for the rental of office space at Gulf City Lowlands Mall, Tobago. This property remained unoccupied until it was relinquished on 31st August, 2016.

10 Report of the Auditor General on the Public Accounts of the Republic of Trinidad and Tobago for the Financial Year ended September 30, 2016, pg 36
http://www.auditorgeneral.gov.tt/sites/default/files/Auditor%20General%27s%20Report%20on%20the%20Public%20Accounts%202016_0.pdf
## Recent Legislative Development

<table>
<thead>
<tr>
<th>Act No.</th>
<th>Short Title</th>
<th>Related Bill</th>
<th>Date of Assent</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 of 2017</td>
<td>The Fire Services (Amendment) Act, 2017</td>
<td>Progression</td>
<td>12-June-2017</td>
</tr>
</tbody>
</table>

The Bill seeks to amend the Fifth Schedule of the Fire Service Act, Chap. 35:50, which provides for the payment of pensions and gratuities to Fire Officers of the First and Second Division. Section 2 (1) of the Fifth Schedule stipulates that a contribution towards superannuation allowances ought to be deducted.
### Noteworthy Development Programme Estimates in 2017-2018

The table below lists the projects that have experienced irregular variances in estimates for funding received under the Ministry of Labour and Small Enterprise Development:  

<table>
<thead>
<tr>
<th>Sub-Head Description</th>
<th>Project</th>
<th>2017 Estimate</th>
<th>2017 Revised Estimate</th>
<th>2018 Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>005-06-A062</td>
<td>Occupational Health and Safety Programme</td>
<td>$2,000,000</td>
<td>$200,000</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>005-06-F006</td>
<td>Relocation and Upgrade of Occupational Safety and Health Authority</td>
<td>$1,000,000</td>
<td>$320,000</td>
<td>$1,000,000</td>
</tr>
</tbody>
</table>

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

The following new projects that received funding in the 2016/2017 financial year:\(^\text{12}\):

<table>
<thead>
<tr>
<th>Sub-Item Description</th>
<th>Project -Item</th>
<th>2017 Estimate</th>
<th>2017 Revised Estimate</th>
<th>2018 Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>005-03-M015</td>
<td>Cipriani College of Labour and Co-operative Studies- Restructuring the College to Deliver its Core Functions</td>
<td>$500,000.00</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>005-03-M017</td>
<td>Cipriani College of Labour and Co-operative Studies- Implementation of a Records Management Programme</td>
<td>$500,000.00</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>005-06-A085</td>
<td>Delinking the On The Job Training Programme from the National Training Agency</td>
<td>$2,000,000.00</td>
<td>-</td>
<td>$1,500,000</td>
</tr>
<tr>
<td>005-06-A087</td>
<td>Implementation of the MSE Development Policy- The MSE Portal</td>
<td>$300,000.00</td>
<td>$40,000</td>
<td>-</td>
</tr>
<tr>
<td>005-06-A089</td>
<td>Co-operative Development and Strengthening Programme</td>
<td>$500,000.00</td>
<td>$20,000</td>
<td>$100,000</td>
</tr>
<tr>
<td>005-06-A091</td>
<td>Development of a Child Labour Policy</td>
<td>$300,000.00</td>
<td>-</td>
<td>$150,000</td>
</tr>
</tbody>
</table>

\(^{12}\) Estimates of Development Programme 2018, accessed on October 5, 2017:
New Projects for the Financial Year 2017-2018

The following new projects that received funding in the 2017/2018 financial year:\n
<table>
<thead>
<tr>
<th>Sub-Head Description</th>
<th>Project</th>
<th>2018 Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>005-06-A093</td>
<td>Operationalization of the National Tripartite Advisory Council</td>
<td>$500,000</td>
</tr>
<tr>
<td>005-06-A095</td>
<td>Strategic Enhancement of the Friendly Societies Division and the Friendly Societies Movement</td>
<td>$150,000</td>
</tr>
<tr>
<td>005-06-F010</td>
<td>Cipriani College of Labour and Co-operative Studies- Retrofitting and Outfitting the Tobago Campus</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>005-06-F012</td>
<td>Cipriani College of Labour and Co-operative Studies- Upgrade of Security Systems</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>005-03-F005 IDF</td>
<td>Cipriani College of Labour and Co-operative Studies- Upgrades to Physical Infrastructure</td>
<td>$500,000</td>
</tr>
</tbody>
</table>

## 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\(^\text{14}\).

<table>
<thead>
<tr>
<th>Development Programme 2017</th>
<th>PROJECTS</th>
<th>2016 Actual</th>
<th>2017 Revised Estimate</th>
<th>2018 Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>003-11-G011</td>
<td>Establishment of Community-Based Business Incubators</td>
<td>$7,999,000</td>
<td>$2,500,000</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>005-06-A064</td>
<td>Information Communication Technology Implementation Plan for the Ministry of Labour and Small Enterprise Development</td>
<td>$910,311</td>
<td>$1,500,000</td>
<td>$1,800,000</td>
</tr>
<tr>
<td>006-06-F006</td>
<td>Relocation and Upgrade of Occupational Safety and Health Authority</td>
<td>$1,041,916</td>
<td>$320,000</td>
<td>$1,000,000</td>
</tr>
</tbody>
</table>

General Useful Information

- Ministry of Labour, Barbados: [https://labour.gov.bb/about-us](https://labour.gov.bb/about-us)
- United States Department of Labour, United States of America: [https://www.dol.gov/](https://www.dol.gov/)
- Ontario Ministry of Labour, Canada: [https://www.labour.gov.on.ca/english/](https://www.labour.gov.on.ca/english/)