Committee Members:
The following Committee Members were present at the meeting:

- Mrs. Bridgid Annisette-George - Chairman
- Dr. Lackram Bodoe - 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 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;

xlii. The process to determine the communities that get micro centres,

xliii. The monitoring of contracts between the THA and International Airlines;

xliv. The absence of a recent audit into airline subventions;

xlv. The issues arising out of the THA’s most recent Audited Financial Statements;

xlvi. The reasons for the Divisional Heads not attending the Public Hearing; and

xlvii. 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