

Annual Report

2014-2015

MINISTRY OF THE ATTORNEY GENERAL AND LEGAL AFFAIRS

LEGAL AID AND ADVISORY AUTHORITY
MINISTRY OF THE ATTORNEY GENERAL AND LEGAL AFFAIRS

REPUBLIC OF TRINIDAD AND TOBAGO



LEGAL AID

AND

ADVISORY AUTHORITY

ANNUAL REPORT

2014-2015

REPORT

OF THE

LEGAL AID AND ADVISORY AUTHORITY

AS AT SEPTEMBER 30TH, 2015



MISSION

“To make our legal services accessible to persons of moderate means through loyal and competent staff, in a timely and professional manner within an environment where staff and clients are highly valued and advancing and fostering linkages and networks with relevant social service providers.”

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Legal Aid and Advisory Authority Report As At September 30th, 2015

Introduction

STATUTORY MANDATE

The Legal Aid and Advisory Authority has from its inception, planned its operations based on its Statutory Mandate, which is “...to make legal aid and advice in Trinidad and Tobago readily available for persons of small or moderate means, to enable the cost of legal aid and advice granted to persons to be defrayed wholly or partly out of moneys provided for by Parliament...”

VISION STATEMENT

“The leading, dynamic organization, providing quality and easily accessible legal services to valued clients by dedicated staff.”

MISSION STATEMENT

“To make Our Legal Services accessible to persons of moderate means through...

Loyal, Dedicated and Competent Staff,

In A Timely and Professional manner,

Within An Environment in which both Staff and Clients are Highly Valued and Respected
and

Advancing and Fostering Relationships and Networks with Relevant Stakeholders.”

CORE VALUES

Confidentiality, Integrity, Team Work, Client Care, Quality Service and Efficiency.

Chapter 1: Establishment of the Legal Aid and Advisory Authority

1.1. Legal and Social Framework

The Government of the Republic of Trinidad and Tobago, cognisant of its responsibility towards individuals who, because of limited financial means, would be deprived of the principles of justice and due process under the rule of law, established the Legal Aid and Advisory Authority as a body corporate through the Legal Aid and Advice Act, Chapter 7:07 (Act 25 of 1976) and Amendments thereto.

As prescribed in the Legal Aid and Advice Act, Chapter 7:07 of the Laws of Trinidad and Tobago, the Authority is mandated:-

“.....to make legal aid and advice in Trinidad and Tobago readily available for persons of small or moderate means, to enable the cost of legal aid or advice granted to persons to be defrayed wholly or partly out of moneys provided by Parliament, and for purposes connected therewith.”

Chapter 2: Summary Review of the Year as at September 30th, 2015

The Legal Aid and Advisory Authority continued to discharge its statutory responsibilities in meeting the needs of persons who, because of limited financial means would otherwise have been unable to access legal advice and representation.

The Authority agreed to post an advertisement inviting attorneys-at-law to join the Legal Aid Panel after admission to the Bar in 2014.

The Authority continued to pursue office space in Port-of-Spain since it was recognized that residents of western Trinidad and urban areas of Port-of-Spain were being underserved due to their reluctance to come to the Head Office situated at Barataria.

The Authority approved the renewal of a two-year lease of the Barataria Head Office since the previous lease had come to an end.

The interest in purchasing the building that housed the Head Office at Barataria continued to be pursued with an initial exchange of correspondence between the Authority and the Trinidad and Tobago Manufacturers Association.

The strategic plan continued to be actioned.

The Authority sought to have additional Commissioners of Affidavits appointed and same remained pending at the Ministry of Legal Affairs.

The Authority continued to seek the upgrading of the Board to an “A” Board.

The Authority became a member of the Employers’ Consultative Association in July, 2015.

The position of Head Legal was duly considered in terms of filling the post and a formal letter was sent by the Authority to former Magistrate, Mrs. Joan Eversley-Gill to fill same. Mrs. Eversley-Gill accepted the position and would take up duty in November, 2015.

A punctuality policy was approved for the Authority by the Board in September, 2015.

There was the continuation of data entry of manual files being entered in the open source Case Management System.

Multi-accused matters continued to be discussed. The Authority continued to remit fees in the Vindra Naipaul-Coolman matter throughout the fiscal period.

The proposed establishment of a Public Defenders Department was preliminarily discussed by the Authority.

The Authority held a staff retreat with all members of staff on April 17th, 2015.

The Authority approved the preparation of Annual Reports for 2013/2014 and audit of Financial Statements by Shaffick Hosein & Company.

Cabinet approved the lease of premises at Eleanore Street, Chaguanas for the establishment of a full time Chaguanas District Office. The Authority accepted said lease and approved plans for the renovation of the Chaguanas Office including the gutting and disposal of existing partitions.

Proposed training modules for Legal Officers with Senior Practitioners were discussed and were in the process of being finalized.

Security cameras were installed at the San Fernando Office.

Approval was given by the Board for the establishment of a Sports Club at the Authority.

As of the end of September 2015, a total of 13,181 persons accessed the services of the Authority at regional offices and the prison system. 12,797 persons accessed services at regional offices and 384 accessed services through the prison system. For further details please see Section 4.3.1.

The Financial Statement of the Authority for the Fiscal Year 2014/2015 is incorporated in this report.

Chapter 3: Policy and Management Framework

3.1. Ministerial Responsibility for Legal Aid

From October 2014 to September 2015, responsibility for the Legal Aid and Advisory Authority was with the Minister of Legal Affairs.

3.2. Policy-making

The Legal Aid and Advice Act, Chapter 7:07, states in section 9 that:

“9. In the exercise and performance of its functions under this or any other written law, the Authority shall act in accordance with any general directions of the Minister; but subject to this section, the Authority shall, when exercising and performing its functions, be subject to the control or direction of no other person or authority.”

The Authority, therefore, is guided by such provisions in determining policy and executing its responsibilities, as required.

3.3. Composition of the Authority

The composition of the Authority and the appointment of its Secretary, respectively, are provided for under the provisions of sections 3 and 3A, respectively, of the Legal Aid and Advice Act, as provided hereunder:

“3...

- (2) The Authority shall consist of eight members appointed by the President as follows:**
- a) an Attorney-at-Law of not less than seven years standing who shall be designated Director of Legal Aid and Advice and who shall be Chairman of the Authority;**
 - b) four Attorneys-at-Law nominated by the Law Association of Trinidad and Tobago, established under the Legal Profession Act, or in default of such nomination, by the Chief Justice, and at least one of whom has a resident practice in Tobago and is also nominated by the Tobago House of Assembly.**
 - c) the person for the time being holding the office of Chief Probation Officer;**
 - d) a member of the Board established by the National Insurance Act;**
 - e) a member, being a public officer attached to the Ministry.**

(2A) In nominating persons for appointments to the Authority due regard shall be given to regional representation.

xxx.....xxx.....xxx

(3A) The Authority shall appoint a suitably qualified person to be its Secretary.”

3.4. Membership of the Authority

The membership of the Authority for the period October 2014 to September, 2015 was as indicated hereunder:

Israel B. Khan S.C.	Director/Chairman
Mrs. Deborah Moore-Miggins	Member
Mrs. Ronda-Ann Parris-De Freitas	Member
Mr. Kemrajh Harrikissoon	Member
Mr. Anand Singh	Member
Mrs. Deokie Sintra Maharaj (Chief Probation Officer (Ag))	Member
Ms. Gwendoline McLaren	Member

Ms Nancy A. Arneaud – Secretary to the Authority.

Mr. Richard Ragoobarsingh – appointed Assistant Secretary as of June 23rd, 2014

A quorum of the Authority consists of four members.

Mr. Richard Ragoobarsingh acted as Secretary for the Authority’s 305th Meeting in October 2014 and for the 316th Meeting in September 2015.

3.5. Organizational Structure

The responsibilities of the Authority were effectively and efficiently discharged by the administrative entity comprising the following:

1. Legal/Investigations
2. Human Resources
3. Information and Communications Technology
4. Finance and Accounts
5. Administration
6. Communications and Public Engagement Specialist

A copy of the Present Organisational Chart of the Authority, showing the structural relationships, is attached hereto.

For the Present Organisational Charts see Appendix I.

3.6. Issues Pertaining to Staff of the Authority

A. Terms and Conditions of Service

a) Punctuality Reports/Policy

Staff punctuality reports were circulated monthly at meetings of the Authority.

B. Strategic Plan

The Authority continued to implement the approved Strategic Plan and proposed organization structure.

For further details of the Strategic plan please See Appendix II

Chapter 4: Operations

4.1. Offices

During the fiscal year 2014/2015 the operations of the Authority were conducted from its Offices in Trinidad and in Tobago at the following locations.

OFFICE	LOCATION	DAY	TIME
Barataria	TTMA Building 42 Tenth Avenue Barataria	Monday to Thursday Friday	8:00 a.m. – 4:15 p.m. 8:00 a.m. – 4:00 p.m.
San Fernando	6 Harris Street, San Fernando	Monday to Thursday Friday	8:00 a.m. – 4:15 p.m. 8:00 a.m. – 4:00 p.m.
Arima	1 st Floor Pennywise Building, 10-10A Devenish Street, Arima	Monday to Thursday Friday	8:00 a.m. – 4:15 p.m. 8:00 a.m. – 4:00 p.m.
Couva	Couva Social Services Centre, Camden Road, Couva	Monday to Thursday Friday	8:00 a.m. – 4:15 p.m. 8:00 a.m. – 4:00 p.m.
Tobago	Caribana Building, Bacolet Street, Scarborough, Tobago	Monday to Thursday Friday	8:00 a.m. – 4:15 p.m. 8:00 a.m. – 4:00 p.m.

4.2. Decentralization of Legal Aid Services

The Authority continued its search for suitable office space in Port of Spain.

4.3. Services

4.3.1. Number of Persons in Receipt of Legal Aid

As of the end of September 2015,

During the fiscal year 2014/2015 (up to September), the combined number of persons who received legal aid through the Offices of the Authority and the Prison System totalled 13,181.

Of these, 12,797 persons accessed services at regional offices and 384 accessed services through the prison system

Figure 1 refers.

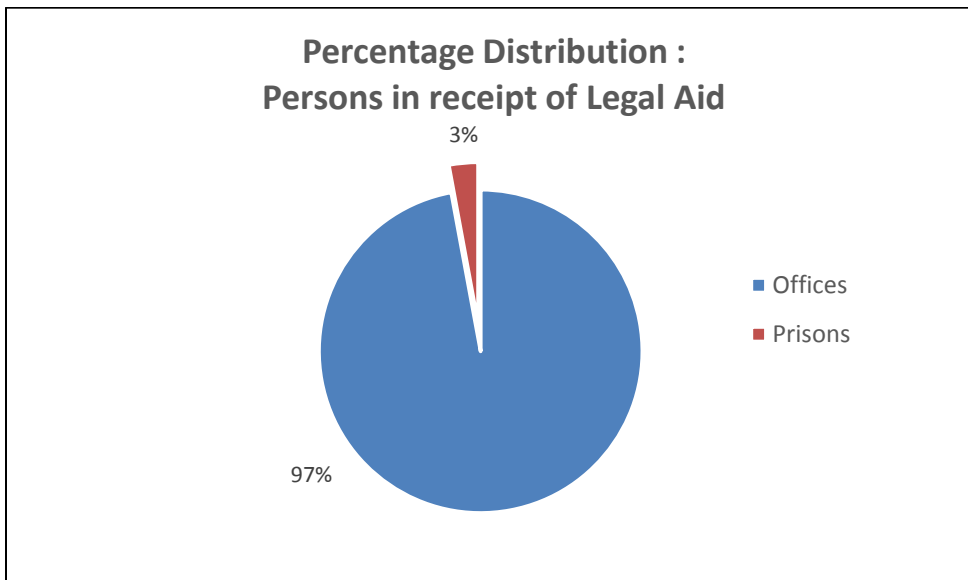


Fig. 1 Percentage Distribution of Persons in Receipt of aid through the Offices of the Authority and the Prison System – October 2014 to September 2015

A. Aid Granted through the Offices of the Authority

Office	2014-2015
Head Office	2879
San Fernando	4087
Couva	1739
Arima	3183
Sangre Grande	276
Scarborough	633
Total	12797

Of the 12,797 individuals who received legal aid through the services of the various Offices of the Legal Aid and Advisory Authority during the fiscal year 2014/2015 (up to September), more than half accessed this facility through the Offices located at Head Office (22%) and San Fernando (32%). The Arima/Sangre Grande Office attended to 25% of the Applicants; the Couva Office 14% and the Tobago Office 5%.

Figures 2 & 3 refer.

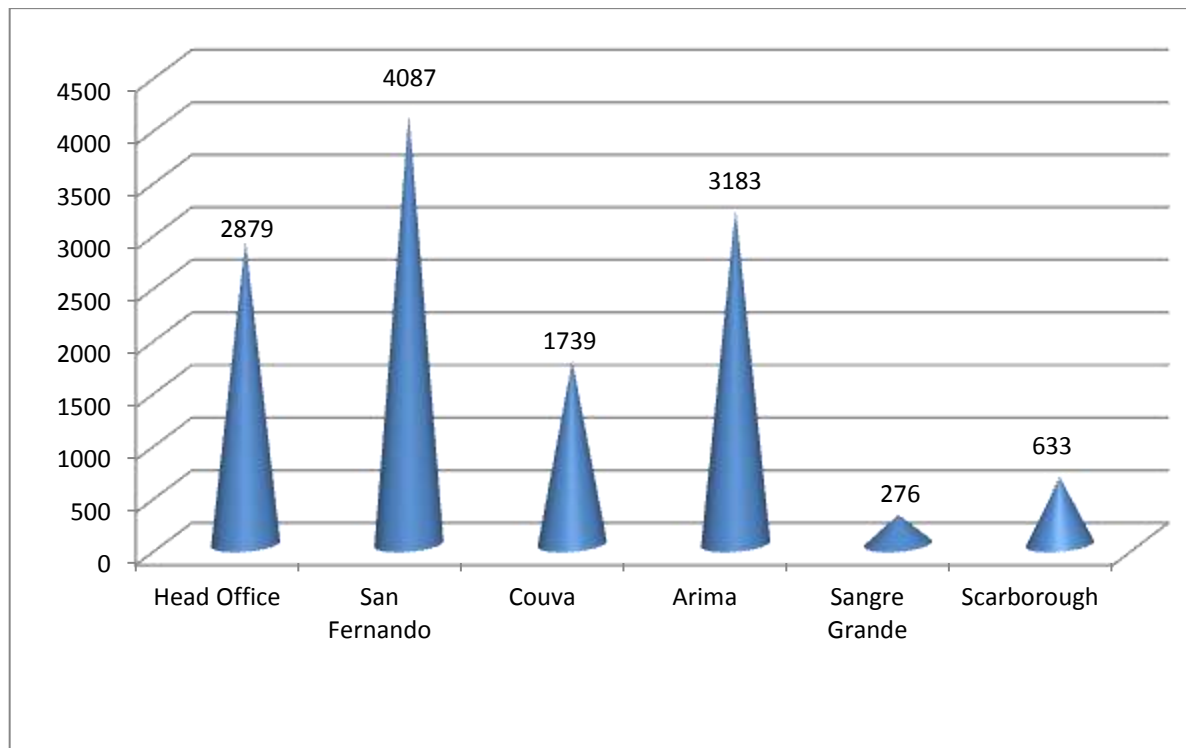


Fig. 2 Number of Persons in Receipt of Legal Aid through the Offices of the Authority – October 2014 to September 2015

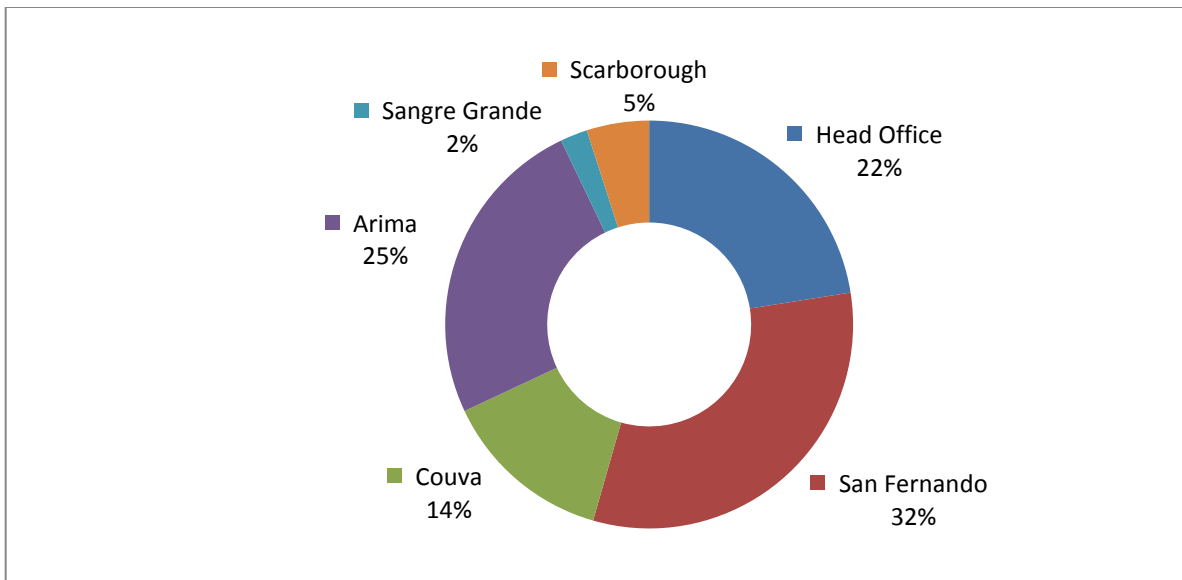


Fig. 3 Percentage Distribution of Legal Aid by Office 2014 – 2015

B. Aid Granted through the Prison System

Of the 384 persons who received legal aid through the Prison System, most were inmates of the Golden Grove (Men) Prison (GGM) (185 inmates); followed by 90 persons from the Maximum Security Prison, 63 inmates of the Port of Spain and Carrera Prisons and 46 inmates from the Golden Grove (Women) Prison (GGW).

Figure 4 refers.

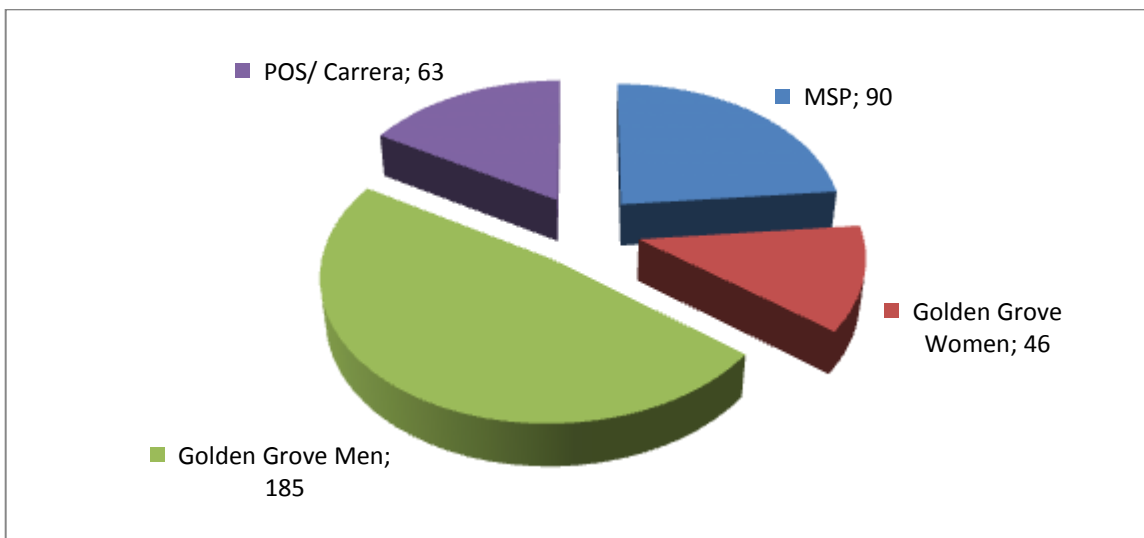


Fig. 4 Number of Persons in Receipt of Legal Aid through the Prison System – October 2014 to September 2015

4.3.2. Consideration of Civil Matters by the Authority

For the fiscal year 2014/2015, 1023 civil matters were considered by the Authority. Of these, 814 (80%) were granted, 185 (18%) were refused and 18 (2%) were deferred. No civil matters were withdrawn.

Figure 5 refers.

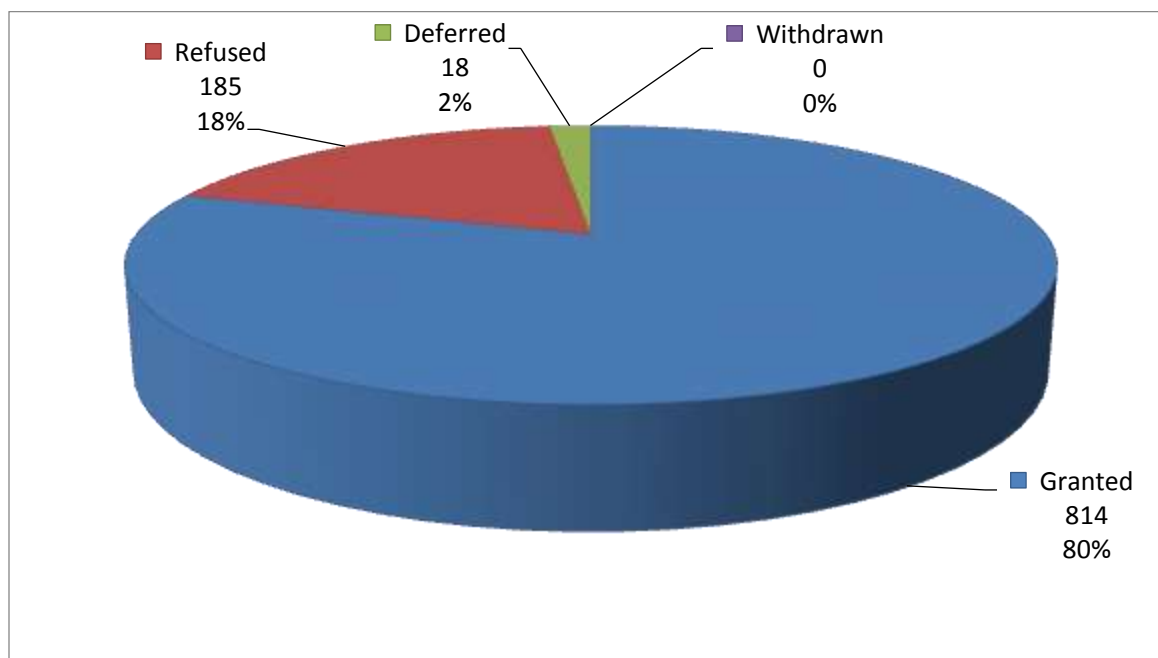


Fig.5 Number of Civil Matters Considered by the Authority – October 2014 to September 2015

**BOARD MEETING STATUS REPORT
FOR THE PERIOD:
October 2014 to September 2015**

Month	Board Meeting No.	No. of Applicants	Approved	Refused	Deferred	Withdrawn	Remarks
October-14	305	80	68	11	0	0	1 For discussion
November-14	306	49	41	7	0	0	1 Was Revoked
December-14	307	111	87	17	7	0	
January- 15	308	113	90	20	0	0	3 For Guidance
February-15	309	76	57	14	4	0	1 for Guidance
March-15	310	53	42	10	1	0	
April -15	311	88	73	15	0	0	
May -15	312	131	100	31	0	0	
June -15	313	111	90	20	1	0	
July -15	314	44	29	14	1	0	
August - 15	315	73	61	9	3	0	
September -15	316	94	76	17	1	0	
TOTALS	TOTALS	1023	814	185	18	0	

Table 1

4.3.3. Comparison of Number of Applications for Legal Aid

Table 1 shows the decisions taken by the Authority in Applications for legal aid in Civil High Court Matters. **Table 1 Comparison of Number of Applications for Legal Aid (October 2014- September 2015).**

Chapter 5: Funding for the Authority

5.1. Subvention and Expenses

In the 2014/2015 fiscal year the Authority received its full approved allocation of \$32,000,000.00. The Authority was able to maintain a consistent total expenditure level similar to the previous financial year. Nevertheless, the Authority still continued to spend a large amount of its subvention on the Naipaul-Coolman multi-accused matter. This expenditure amounted to approximately 17% of the 2014/2015 subvention allocation. In comparison to the 2013-2014 fiscal year, increased expenditure was recorded under the duty counsel scheme; this increase was recorded at almost half a million dollars more than the previous financial year.

During the fiscal year, the Authority spent a total of \$9,447,790.34 on fees to attorneys and other professional fees related to client matters. This figure represented 29.52% of the total subvention received. Furthermore, the Authority spent a total of \$22,088,011.58 on all other operational expenditure which amounted to 69.03% of the Authority's subvention release.

Overall, total expenditure amounted to \$31,535,801.92 thus resulting in a surplus of \$464,198.08 at the close of the financial year. The surplus represented a mere 1.45% of the total subvention received for the 2014/2015 financial year and was added to the Legal Aid Fund for future shortfalls.

Chapter 6: Other Administrative Matters

6.1. Duty Counsel Scheme

The Duty Counsel Scheme provides legal representation to:

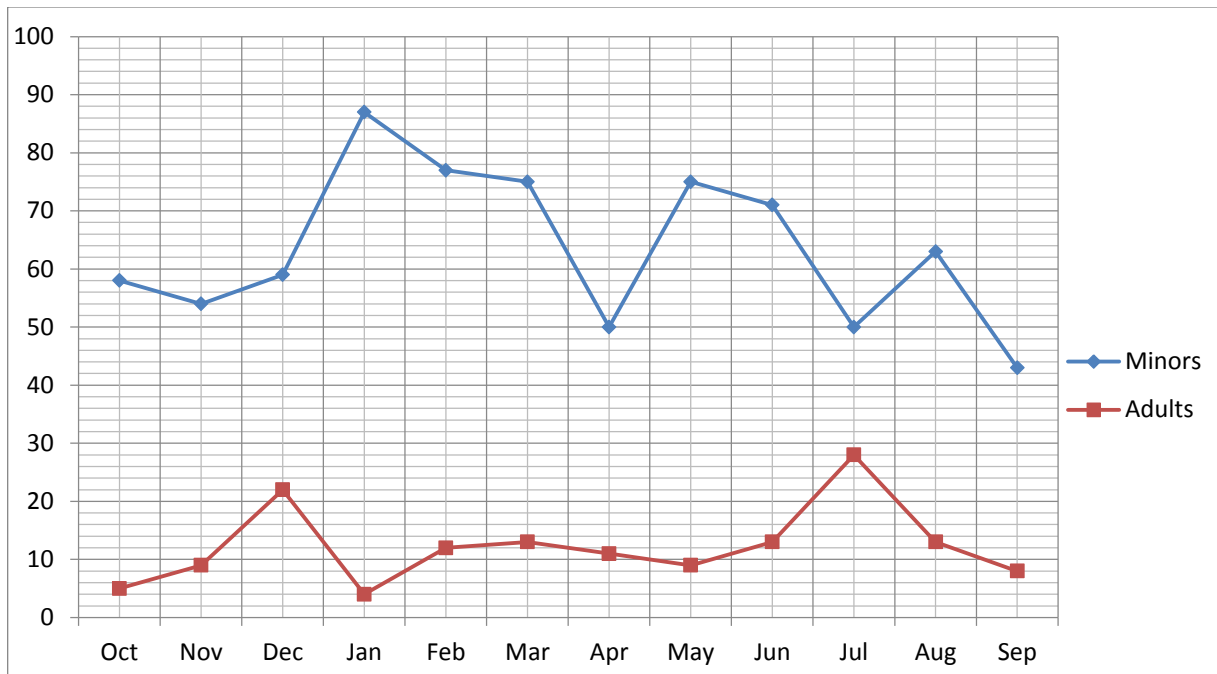
- Adults detained on suspicion of having committed a Capital offence.
- Minors (under eighteen) detained on suspicion of having committed any offence.

The Duty Counsel Scheme continued operations. The 24-hour Call Centre of the Duty Counsel Scheme continues to operate out of the San Fernando office.

LEGAL AID AND ADVISORY AUTHORITY
DUTY COUNSEL SCHEME
OCTOBER, 2014 TO SEPTEMBER, 2015

Month	Minors		Adults	
	Male	Female	Male	Female
October	51	7	3	2
November	50	4	9	0
December	57	2	18	4
January	74	13	4	0
February	71	6	11	1
March	69	6	12	1
April	43	7	10	1
May	69	6	7	2
June	61	10	13	0
July	43	7	25	3
August	57	6	12	1
September	39	4	8	0
TOTAL	684	78	132	15

**Table 2: Duty Counsel Assignments for the period
October 2014 – September 2015**



	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Minors - M	51	50	57	74	71	69	43	69	61	43	57	39
Minors - F	7	4	2	13	6	6	7	6	10	7	6	4
Adults - M	3	9	18	4	11	12	10	7	13	25	12	8
Adults - F	2	0	4	0	1	1	1	2	0	3	1	0

Fig.6 Duty Counsel Assignments for the period October 2014 – September 2015

6.2. Legal Aid Outreach

The new Communications and Public Engagement Specialist worked to foster outreach programs among the diverse publics served by the Authority.

6.3. General Matters

The Authority approved the Accounting Firm of Shaffick Hosein & Company to complete Annual Reports for the years 2013-2014

Chapter 7: HR Report

Introduction

This report encapsulates HR activities for the year 2015.

7.1. Staff Complement

As at 01 January, 2015 the Authority's Staff complement was one hundred and seven (107) employees.

At the 31 of December 2015 the Staff Complement stood at one hundred and three (103) employees.

7.2. New Recruits

Twenty-Seven (27) new employees entered the Authority for the year 2015. Three (3) on the establishment, nine (9) on contract employment, seven (7) Leave Reliefs and eight (8) OJT's as follows:

Name	Department/Position	Commencement Date
1. Nikesha Spann	Clerical Assistant, Registry Department	05 January, 2015
2. Michelle Williams,	OJT Clerical Assistant, Arima Office	19 January 2015.
3. Navin Mahabir	OJT- I C T,	12 February, 2015
4. Tamika De Gannes	OJT Clerical Assistant, San Fernando	02 March, 2015
5. Rene Luke- Ramdass	OJT- I C T,	02 March, 2015
6. Akeila Sydney	OJT, Accounts	03 March, 2015
7. Lori Kissoon	Clerical Assistant – Registry,	16 March, 2015
8. Emily Joshua	OJT, Paralegal, San Fernando	29 April, 2015
9. Irllyn Theodore	Clerical Assistant, Registry	01 May, 2015
10. Osei Brathwaite	IT Assistant, I C T	04 May, 2015
11. Sermoya Sandiford	Customer Service Representative	04 May, 2015
12. Soneille Rahim	OJT, I C T	18 May, 2015
13. Reshma Radoo	OJT, Accounts	22 June, 2015
14. Kadesh Duncan	Administrative Officer II	01 June, 2015
15. Ashya Gibbons-Moses	Legal Aid Investigator	01 June, 2015
16. Clive Richardson	Administrative Coordinator	20 July, 2015
17. Channel Dixon-Little	Clerical Assistant, Accounts	22 July, 2015
18. Jared Ali	Legal Officer, San Fernando	01 September, 2015
19. Quincy Francis	Clerical Assistant, Registry	28 September, 2015

7.3. Resignations and Retirement

Eleven (9) LAAA contract employees resigned and (2) OJT’S exited the Authority as follows:

NAME	DATE OF RESIGNATION	POSITION/LOCATION
1. Nigel Pilgrim	April 03, 2015	Legal Officer, San Fernando
2. Rene`-Luke Ramdass	April 08, 2015	OJT, Information And Communications Technology
3. Tisha Augustine	April 15, 2015	Clerical Assistant/Typist, Registry
4. Anslem Leander	May 04, 2015	Legal Officer, San Fernando
5. Giselle Landeau-Birmingham	May 04, 2015	Legal Officer, San Fernando
6. Shala Jankie-Mohamed	May 07, 2015	Senior Clerical Assistant 1, San Fernando
7. Irlyn Theodore	June 15, 2015	Clerical Assistant, Registry
8. Kamara Alleyne	September 07, 2015	OJT, Paralegal, Head Office
9. Candace Roberts	September 18, 2015	Clerical Assistant/Typist, San Fernando

Retirement – 1(LAAA Employee)

NAME	DATE OF RETIREMENT
1. Ellen Parris-Sandy	April 23, 2015

7.4. Acting Arrangements and Additional Duties

Employee/Substantive Position	Acting Position	Period
Daron Maynard – Accounting Assistant	Accountant II	September 02, 2014 – March 01, 2015, March 02, 2015 – April 01, 2015, April 02, 2015 – May 29, 2015,
Althea Alexander Clerk II	Accounting Asst.–	September 02, 2014 – March 01, 2015, March 02, 2015 – April 01, 2015, April 02, 2015 – May 29, 2015 & June 01, 2015 – November 30, 2015
Richard Ragoobarsingh Assistant Secretary	Secretary	September 23, 2015 – December 04, 2015

Additional Duties

Employee/Substantive Position	Additional Duties	Period
Karlene Inniss-Salandy, Senior Clerical I	Office Manager	January 23, 2015 to May 08, 2015 September 03, 2015 – October 08, 2015
Keisha Vidale, HR Assistant	HR Specialist	March 17, 2015 to April 14, 2015
Arlene Hamilton, Cleaner –	Kitchen Aid	September 17, 2014 to August 22, 2015
Hadassah Jackson, Office Manager	Call Centre	July 15, 2012 – December 31, 2015

7.5. Industrial Relations

One matter was heard in the Industrial Court. Details are listed in the table below:

Name/No	Matter	Comments
<u>GSD TD</u> <u>031/2013</u> National Workers Union v Legal Aid & Advisory Authority Yohan Winter Roach	Failure to pay gratuity to worker Yohan Winter Roach . The worker was employed by the Authority on three (3) consecutive one year contract as follows: i. 05 March 2003 to 04 March 2004 ii. 05 March 2004 to 04 March 2005 iii. 03 April 2006 to 02 April 2007	One matter outstanding for contract period 03 April 2006 to 02 April, 2006. Two other contract periods settled. The Hon. D. Rambally advised the Authority to absorb the cost as a result of the identified Administrative error involving vacation leave for the contract 03 April 2006 to 02 April, 2006. The Authority agreed to this. Copies of documents were sent to Comptroller of Accounts after the Auditor's review. The union advised that the matter will be withdrawn at the next conciliation scheduled for 28/1/16 before the Hon Mr. D. Rambally

7.6. Disciplinary Procedures

Several workers were found culpable for Non adherence to the Dress Code Policy and Leaving the Office without Authorization.

a. Non Adherence to Dress Code Policy

Three (3) employees were addressed regarding non adherence to the dress code guidelines for the period under review. One incident escalated for Board intervention.

b. Leaving Office without Authorization

Letters were issued to eight (8) employees for leaving the office before the stipulated time. Employees were cautioned that the behaviour displayed was unacceptable and they were encouraged to desist from any reoccurrence of in the future.

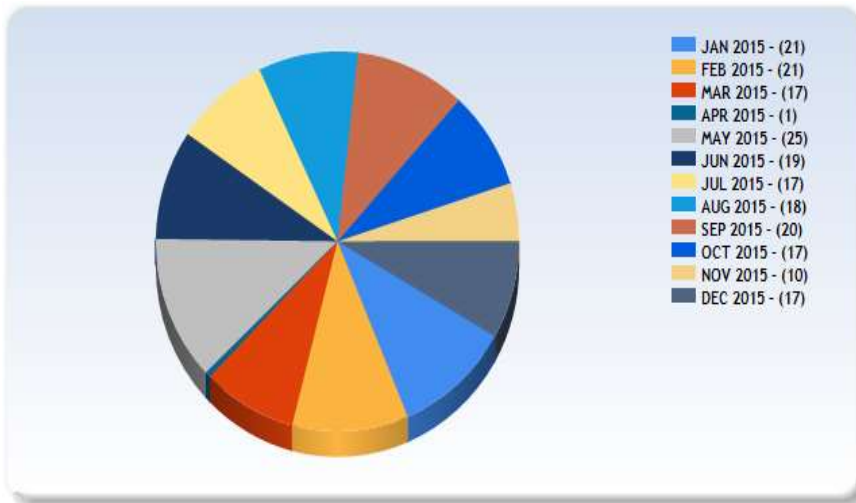
7.7. Unpunctuality Record

A total of 48,828 minutes were lost in unpunctuality for the year in review at the Clerical and Support Staff level.

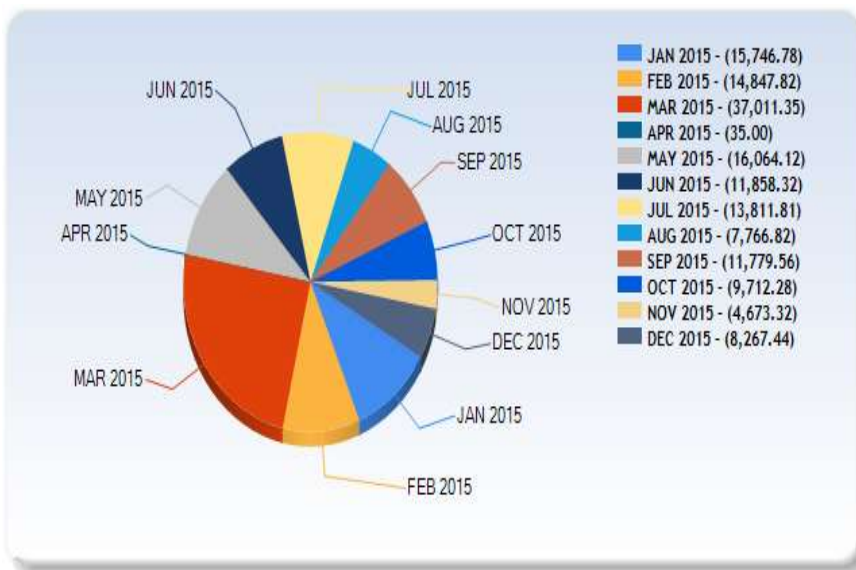
Late letters were issued to employees for unpunctuality. Two (2) employees were referred to the Employee Assistance Program for additional support.

7.8. Group Health Plan Activity

For the period January to December 2015 a total of **Two Hundred and three (203)** claims were made on the Sagicor Group Health Plan.



A total of **One Hundred and Fifty-one Thousand, Five Hundred and Seventy-four Dollars and Sixty-two Cents (\$151,574.62)** paid out by Sagicor for claims made by LAAA employees.



Payments made to Sagicor for the period January to December, 2015 amounted to **\$223,290.96**

7.9. Health and Safety

Three (3) issues were reported to the Authority as Health and Safety issues for the period under review in the table below:

Employee	Date of Issue/Report	Nature of the Incident	Action
Gaenah Valentine Legal Aid Assistant	February 10, 2015	Fell while visiting a client	Closed - No further action
Channel Dixon Leave Relief, Clerical Assistant	July 31, 2015	Fell on stairs at Head Office	Closed – No further action
Gemma Brewster, Registrar, Registry	November 19, 2015	Fell in the Registry Department	Open – Awaiting results of MRI

7.10. Employee Assistance Programme

Dolly and Associates Ltd. has been the provider of Employee Assistance Programme Services to the Legal Aid and Advisory Authority having been awarded the initial contract for this service in February 2008. The contract for the period 1st September, 2014 – 31st August, 2015 expired and was not renewed.

The following is the annual report on the utilization of the services by employees and dependents for the period 1st September, 2014 – 14th August, 2015

Utilization Rate:

Eight (8) clients utilized thirty-one (31) counselling sessions during the period from 1st September, 2014 – 14th August, 2015. Seven (7) clients were employees of the Legal Aid and Advisory Authority and one (1) was a dependent. There were five (5) new employee clients (new to utilization of the programme), one (1) male and four (4) females. There was one (1) new female dependent.

The actual utilization rate of the Legal Aid and Advisory Authority is based on the employees and dependents utilizing the services of the EAP for a particular period. For this period seven (7) or 6.6% employees and one (1) dependent or 0.66% dependents made use of the EAP services.

7.11. Training and Development

Training Expenditure for the Year 2014/2015 totalled \$12, 744.25. Details in the table below:

DATE	PAYEE	DETAILS	AMOUNT
15/07/2015	Epiphany Consultancy Services Limited	Implementing International Standards In Youth Justice - Two (2) Legal Officers In Patrice Mendoza Mason Avion Gill	\$ 7,000.00
30/10/2015	Employers Solution Centre	Two (2) Days Conference On Culture Shock On 29th-30th October 2015 Manager, Human Resources. Rachael Thomas	\$ 5,744.25

Fifty (50) **contact hours** were expended on training for seven (7) employees at the Authority. Accounts, Legal and ICT received training for the period under review but no cost was expended. Details are listed in the table below

Programme/Provider/Personnel	Dates/ Contact Hours
<p>MicroPay Program - MCS Software</p> <p>Head Office, LAAA , 3rd Floor , Conference Room</p> <ul style="list-style-type: none"> • Akeila Sydney, OJT • Alison Bridgelal, Clerical Assistant • Kia Texeira, Clerical Assistant • Sevelle Williams, Clerical Assistant 	<p>17th March, 2015 10.00 a.m. – 1:00 p.m. (3hrs)</p>
<p>Juvenile Justice Case Flow</p> <p>Trinidad and Tobago Juvenile Court Project</p> <p>Seecharan’s Building, JEI Training Room, Duke Street, Port-of-Spain.</p> <ul style="list-style-type: none"> • Norisa Tyson, Legal Officer • Lee Matadeen Dass, Legal Officer. 	<p>Saturday 17th January, 2015 9:00 am to 4:00pm (7 hrs) Monday 9th February, 2015 2:00 p.m. to 4:00 pm (2 hrs) Saturday 21st March, 2015 9:00 am to 4pm (7 hrs) Friday 27th March, 2015 8:30 a.m. to 4:00 p.m. (7 hrs)</p>
<p>Microsoft Enterprise Agreement, the workshop, “Exchange 2013: Administration and Troubleshooting”</p> <p>Professional, Consulting Unit, National Information and Communication Technology Company Limited (iGovTT) Lord Harris Court, #52 Pembroke Street, Port of Spain</p> <ul style="list-style-type: none"> • John Chong Sing, Manager, ICT 	<p>January 20th 2015 – January 23rd 2015. 4 days (24 hrs)</p>

7.12. HR Activities - Accomplishments

- a. General Staff Retreat was held on April 17, 2015.
- b. Three (3) Orientation Sessions held for New Recruits
- c. Submission of HR Plan for the period 2014-2015.
- d. Revision and Enhancement of Recruitment and Selection process
- e. Initiated and obtained Approval for a LAAA Staff Sports Club via Proposal to Board of Directors.
- f. Completed and forwarded to CPO via the Ministry of Legal Affairs Outstanding Terms and Conditions for the period 2012 to 2016 for all positions .
- g. Completion of Feasibility Report for Legal Officers submitted at the 312th Meeting of the Authority.
- h. Reviewed and Enhanced the Performance Management System inclusive the following:
 1. Training for Managers and Department Heads
 2. Draft Performance Management Manual
 3. Revised Performance Appraisal Form
- i. Approved Policies and Procedures
 - a. Telephone Policy
 - b. Punctuality and Attendance Policy
 - c. Amended Dress Code Policy

7.13. 2015/2016 Projections

1. Establishment of the LAAA Staff Sports Club
2. Implementation of Revised Performance Management System
3. Review of Organisation Structure and Improvement/Regularisation of Established positions
4. Hosting of Annual Staff Meeting
5. Filling of Strategic positions – Accountant II, Internal Auditor, Established Legal Officer
6. Training and Development – inclusive of Leadership Development, Succession Planning and Client Care
7. Employee Wellness Program
8. Implementation of a Retirees Plan
9. New Policies and Procedures including
 - a. Reward and Recognition Policy
 - b. Additional Duties

Chapter 8: Financial Statements

8.1. Audited Financial Statements

The Financial Statement of the Authority for the year ended September 30th 2015, which was audited and certified by Shaffick Hosein & Company, Chartered Accountants, is incorporated into this Report.

Shaffick Hosein & Company

Chartered Accountants

**LEGAL AID AND ADVISORY AUTHORITY
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
30TH SEPTEMBER, 2015**

54 Jarvis Street, Vistabella, Trinidad, West Indies.

Phone: 1-(868) 652-0106

Fax: 1-(868) 653-3484

LEGAL AID AND ADVISORY AUTHORITY**CONTENTS**

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Shaffick Hosein & Company

Chartered Accountants

54 Jarvis Street, Vistabella, Trinidad, West Indies.	Phone: 1-(868) 652-0106 1-(868) 653-6687 Fax: 1-(868) 653-3484
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INDEPENDENT AUDITORS' REPORT

TO THE MEMBERS OF LEGAL AID AND ADVISORY AUTHORITY

We have audited the accompanying financial statements of Legal Aid and Advisory Authority which comprise the statement of financial position as at 30th September, 2015, and the statement of comprehensive income and the statement of accumulated fund and the statement of cash flows for the year then ended and a summary of significant accounting policies and other explanatory notes.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation of these financial statements in accordance with International Financial Reporting Standards. This responsibility includes: designing, implementing and maintaining internal control, relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with International Standards on Auditing. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Legal Aid and Advisory Authority as of 30th September, 2015, and its financial performance and cash flows for the year then ended in accordance with International Financial Reporting Standards.

54 Jarvis Street,
Vistabella,
1ST MARCH, 2016


SHAFFICK HOSEIN & CO.
CHARTERED ACCOUNTANTS

1.


Dr. Shaffick Hosein (Principal) BSC. (Hons) (U.W.I.), FBA(CAN.), MBA (CAN.), MBA(U.S.A.), AMITD(U.K.), MBIM(UK), CAM(CAN), FCCA(U.K.), CA(T&T), CFC(CAN), Ph.D.(U.S.A.), LL.M(U.W.I.) - CORPORATE & COMMERCIAL LAW

**LEGAL AID AND ADVISORY AUTHORITY
STATEMENT OF FINANCIAL POSITION
AS AT 30TH SEPTEMBER , 2015**

	<u>NOTES</u>	<u>2015</u>	<u>2014</u>
FIXED ASSETS (NET)	3	5,930,214	6,681,982
<u>CURRENT ASSETS</u>			
Cash in Hand		500	500
Cash at Bank		6,541,236	5,832,907
Investment	4	26,801	26,534
Accounts Receivables		1,000,000	
Prepayments		352,337	290,335
		<u>7,920,874</u>	<u>6,150,276</u>
<u>CURRENT LIABILITIES</u>			
Creditors and Accruals		668,917	1,124,800
		<u>668,917</u>	<u>1,124,800</u>
TOTAL NET CURRENT ASSETS		<u>7,251,957</u>	<u>5,025,476</u>
TOTAL NET ASSETS		<u>\$13,182,171</u>	<u>\$11,707,458</u>
<u>REPRESENTED BY:</u>			
ACCUMULATED FUND		<u>\$13,182,171</u>	<u>\$11,707,458</u>

On the 1st March, 2016, the Board of Directors of Legal Aid and Advisory Authority, authorised these financial statements for issue.

The notes on pages 6 to 7 form part of these financial statements.

CHAIRMAN: 

SECRETARY: 

ACCOUNTANT: 

**LEGAL AID AND ADVISORY AUTHORITY
STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED
30TH SEPTEMBER, 2015**

	<u>NOTES</u>	<u>2015</u>	<u>2014</u>
<u>INCOME</u>			
Court Award and Award of Costs (Net)	5	338,180	126,610
Government Grant		33,000,000	32,734,275
Interest - Abercrombie Fund Account		266	24,657
Interest – Employee Loan		-	5,636
Legal Advice		65,260	71,050
Legal Aid Contribution		3,086	906
		<u>33,406,792</u>	<u>32,963,134</u>
<u>EXPENDITURE</u>			
<u>PERSONNEL</u>			
Ex Gratia		-	23,000
National Insurance Scheme		731,741	688,774
Pension Contribution		2,039	15,960
Salary and Cola (A)		11,613,322	11,420,462
Salary and Cola (Call Centre)		195,387	205,548
Overtime		83,475	79,500
		<u>12,625,964</u>	<u>12,433,244</u>
<u>ADMINISTRATIVE</u>			
Advertising		-	994
Audit Fees		24,265	24,150
Bank Service Charges		6,275	6,303
Books		1,200	310
Counsel Fees and Contingent Expenses		8,080,464	8,783,035
Counsel Fees and Contingent Expenses-Duty Scheme		1,008,700	886,103
Court Award and Award of Cost		262,510	122,500
Depreciation		1,001,304	1,073,954
Entertainment		269,894	243,838
Fees for Protective Services		1,386,581	1,409,272
Fuel, Light and Water		262,581	295,922
Furniture and Equipment		10,051	11,519
Group Health Plan		91,656	83,524
Insurance		116,921	116,448
Loss on Asset Disposal		3,409	1,546
Miscellaneous		27,473	-
Office Equipment		1,195	-
Office Supplies		312,276	354,291
Official Overseas Travel		59,570	202,305
Out of Pocket Allowance		257,677	280,919
Professional Fees		154,511	173,249
Publicity and Information		187,515	162,530
Rent		2,967,648	2,710,022
Repairs and Maintenance		224,955	187,022
Subscriptions		411,721	468,606
Telephone		741,540	775,774
Training		7,000	86,700
Travelling and Subsistence		1,407,393	1,437,534
Uniforms		13,574	8,437
		<u>19,299,859</u>	<u>19,906,807</u>
TOTAL EXPENDITURE		<u>31,925,823</u>	<u>32,340,051</u>
INCOME OVER (EXPENDITURE)		<u>\$1,480,969</u>	<u>\$623,083</u>

The notes on pages 6 to 7 form part of these financial statements.

**LEGAL AID AND ADVISORY AUTHORITY
ACCUMULATED FUND
AS AT 30TH SEPTEMBER , 2015**

	<u>2015</u>	<u>2014</u>
Accumulated Fund at 01.10	11,707,458	10,465,877
Net Surplus	1,480,969	623,083
Accruals adjustment	(6,256)	-
Grant - fixed assets and expenses	<u>-</u>	<u>618,498</u>
Accumulated Fund at 30.09	<u>\$ 13,182,171</u>	<u>\$ 11,707,458</u>

The notes on pages 6 to 7 form part of these financial statements.

**LEGAL AID AND ADVISORY AUTHORITY
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED
30TH SEPTEMBER, 2015**

	<u>2015</u>	<u>2014</u>
Net Surplus	1,480,969	623,083
<u>Adjustments for:</u>		
Depreciation	1,001,304	1,073,954
Grant - fixed assets and expenses	-	618,500
Loss/(Profit) on disposal of fixed asset	3,409	1,546
Accruals adjustment	<u>(6,258)</u>	<u>-</u>
Operating (expenditure)/income before changes in working capital	2,479,424	2,317,083
(Increase)/Decrease in Receivables	(1,000,000)	-
(Increase)/Decrease in Prepayments	(62,002)	(36,658)
Decrease in Employee loan	-	29,162
(Decrease)/Increase in Creditors and Accruals	<u>(455,883)</u>	<u>(454,330)</u>
Net Cash (used)/generated from operations	<u>961,539</u>	<u>1,855,257</u>
<u>CASH FLOWS FROM INVESTING ACTIVITIES</u>		
Asset Adjustment	12,512	-
Asset in transit	-	(12,512)
Purchase of fixed assets	(266,330)	(804,962)
Disposal of fixed asset	<u>875</u>	<u>2,916</u>
Net cash used in investing activities	<u>(252,943)</u>	<u>(814,558)</u>
NET INCREASE IN CASH AT BANK	708,596	1,040,699
CASH AT 01.10	<u>5,859,941</u>	<u>4,819,242</u>
CASH AT 30.09	<u>\$6,568,537</u>	<u>\$5,859,941</u>
<u>CASH AND CASH EQUIVALENTS:</u>		
<u>REPRESENTED BY:</u>		
Cash in Hand	500	500
Cash at Bank	6,541,236	5,832,907
Investment	26,801	26,534
	<u>\$6,568,537</u>	<u>\$5,859,941</u>

The notes on pages 6 to 7 form part of these financial statements.

**LEGAL AID AND ADVISORY AUTHORITY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED
30TH SEPTEMBER, 2015**

1. INCORPORATION AND PRINCIPAL ACTIVITY

The Legal Aid and Advisory Authority was established by Act No. 25 of 1976 as amended by Act No. 46 of 1979 and No. 18 of 1999 for the purpose of making legal aid and advice in Trinidad and Tobago readily available for persons of small or moderate income.

2. ACCOUNTING POLICIES

(i) Basis of Accounting

These financial statements are prepared under the historical cost convention and in accordance with generally accepted accounting principles.

(ii) Reporting Currency

These statements are stated in Trinidad and Tobago dollars.

(iii) Fixed Assets

Fixed assets are carried at cost less accumulated depreciation. Depreciation on furniture, equipment and motor vehicle is charged on the reducing balance basis beginning in the year following the year of purchase at the following rates:-

Signs	10.0%
Security Systems	20.0%
Computer Equipment	20.0%
Computer Software	20.0%
Furniture and Equipment	12.5%
Motor Vehicle	25.0%
Air Condition	20.0%
Property Improvement	10.0%

No depreciation is provided on books purchased and used by the Authority over time.

**LEGAL AID AND ADVISORY AUTHORITY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED
30TH SEPTEMBER, 2015**

CONTINUED.....

3. FIXED ASSETS

	<u>SIGNS</u>	<u>SECURITY SYSTEM</u>	<u>PBX SYSTEM</u>	<u>COMPUTER EQUIPMENT</u>	<u>COMPUTER SOFTWARE</u>	<u>FURN AND EQUIP</u>	<u>MOTOR VEHICLES</u>	<u>BOOKS</u>	<u>AIR COND</u>	<u>PROPERTY IMPROV</u>	<u>TOTAL 2015</u>	<u>TOTAL 2014</u>
COST AT 1ST OCTOBER	73,888	128,586	-	2,860,574	110,963	4,678,477	1,593,370	238,508	52,063	1,663,667	11,400,096	10,591,372
ADDITIONS	6,256	1,085	-	143,344	16,483	36,491	-	-	7,625	55,046	266,330	804,962
ADJUSTMENTS	(12,512)	-	-	161,507	-	(161,507)	-	-	-	-	(12,512)	-
IN PROGRESS	-	-	173,456	-	-	-	-	-	-	-	173,456	185,968
DISPOSALS	-	-	-	(8,750)	-	-	-	-	-	-	(8,750)	(8,750)
COST AT 30TH SEPTEMBER	<u>67,632</u>	<u>129,671</u>	<u>173,456</u>	<u>3,156,675</u>	<u>127,446</u>	<u>4,553,461</u>	<u>1,593,370</u>	<u>238,508</u>	<u>59,688</u>	<u>1,718,713</u>	<u>11,818,620</u>	<u>11,573,552</u>
ACCUMULATED DEPRECIATION												
AS AT 1 ST OCTOBER	2,226	21,002	-	1,224,635	32,691	2,231,175	1,015,443	-	19,201	345,195	4,891,568	3,821,902
DEPRECIATION FOR YEAR	6,541	21,560	-	384,324	17,972	287,191	144,482	-	7,207	132,027	1,001,304	1,073,954
DISPOSALS	-	-	-	(4,466)	-	-	-	-	-	-	(4,466)	(4,288)
ACCUMULATED DEPRECIATION AS AT 30TH SEPTEMBER	<u>8,767</u>	<u>42,562</u>	<u>0</u>	<u>1,604,493</u>	<u>50,663</u>	<u>2,518,366</u>	<u>1,159,925</u>	<u>-</u>	<u>26,408</u>	<u>477,222</u>	<u>5,888,406</u>	<u>4,891,568</u>
NET BOOK VALUE AT 30TH SEPTEMBER	<u>\$58,865</u>	<u>\$87,109</u>	<u>\$173,456</u>	<u>\$1,552,182</u>	<u>\$76,783</u>	<u>\$2,035,095</u>	<u>\$433,445</u>	<u>\$238,508</u>	<u>\$33,280</u>	<u>\$1,241,491</u>	<u>\$5,930,214</u>	<u>\$6,681,984</u>

4. INVESTMENT

The amount of \$26,800 is held in an Abercrombie Fund with fluctuating monthly interest income at First Citizens Bank Limited, Corner Park and Henry Streets, Port of Spain.

5. COURT AWARD AND AWARD OF COSTS (NET)

This represents the surplus or deficit arising from court awards and disbursements made to applicants.

6. VAT EXEMPTION

By virtue of Section 5A of the Legal Aid and Advice Act the Authority is exempt from the payment of Value Added Tax.

**LEGAL AID AND ADVISORY AUTHORITY
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED
30TH SEPTEMBER, 2015**

	2015	2014
<u>RECEIPTS</u>		
Contributions	3,086	906
Court Award and Award of costs	338,180	126,610
Employee Loan Interest	-	5,636
Government Grant	32,000,000	32,734,275
Interest Received	267	24,657
Legal Advice	65,260	71,050
Miscellaneous Receipts	-	8,156
Reimbursements	875	17,282
Repayments of Employee Loans	-	29,162
	<u>32,407,668</u>	<u>33,017,734</u>
<u>PAYMENTS</u>		
Advertising	-	952
Audit Fees	24,265	24,150
Bank Charges	7,034	7,554
Books and Literature	1,200	40,075
Counsel Fees	8,180,970	9,268,106
Counsel Fees - Duty Scheme	1,157,200	689,300
Court Award and Award of Costs	262,510	122,500
Entertainment	269,894	244,238
Ex Gratia	-	23,000
Fees for Protective Services	1,383,535	1,431,995
Fuel, Light and Water	259,737	346,593
Furniture, Furnishings and Property Improvement	116,553	248,978
Group Health Plan	89,737	91,680
Insurance	107,741	114,274
Miscellaneous	32,976	-
National Insurance Scheme	731,741	688,774
Office Equipment	322,530	27,645
Office Supplies	331,974	325,965
Official Overseas Travel	62,870	195,705
Out of Pocket Allowance	257,677	280,919
Overtime	101,048	63,061
Pension Contribution	2,039	15,960
Professional Fees	108,870	214,233
Publicity and Information	194,234	174,943
Rent	3,077,273	2,710,022
Repairs and Maintenance	222,316	188,253
Salary and Cola	11,819,407	11,606,136
Subscriptions	407,253	473,598
Telephone	738,990	824,006
Training	7,000	86,700
Travelling and Subsistence	1,406,924	1,439,283
Uniform	13,574	8,437
	<u>31,699,072</u>	<u>31,977,035</u>
NET DEFICIT	708,596	1,040,699
CASH BALANCE AS AT 01.10	5,859,941	4,819,242
CASH BALANCE AS AT 30.09	<u>\$6,568,537</u>	<u>\$5,859,941</u>

CHAPTER 9: Statistics

Summary of Fees Paid by Court Type 2014 - 2015

HIGH COURT		MAGISTRATE COURT		DUTY COUNSEL		TOTALS	
NO. OF CASES	\$	NO. OF CASES	\$	NO. OF CASES	\$	NO. OF CASES	\$
555	7,265,770.34	648	915,950.00	592	1,157,200.00	1,795	9,338,920.34

Summary of Fees Paid by Courts 2014 – 2015

HIGH COURT					
CIVIL		CRIMINAL		TOTAL	
NO. OF CASES	\$	NO. OF CASES	\$	NO. OF CASES	\$
215	841,770.37	340	6,423,999.97	592	7,265,770.34
MAGISTRATE’S COURT					
CIVIL		CRIMINAL		TOTAL	
NO. OF CASES	\$	NO. OF CASES	\$	NO. OF CASES	\$
260	263,700.00	388	652,250.00	639	915,950.00

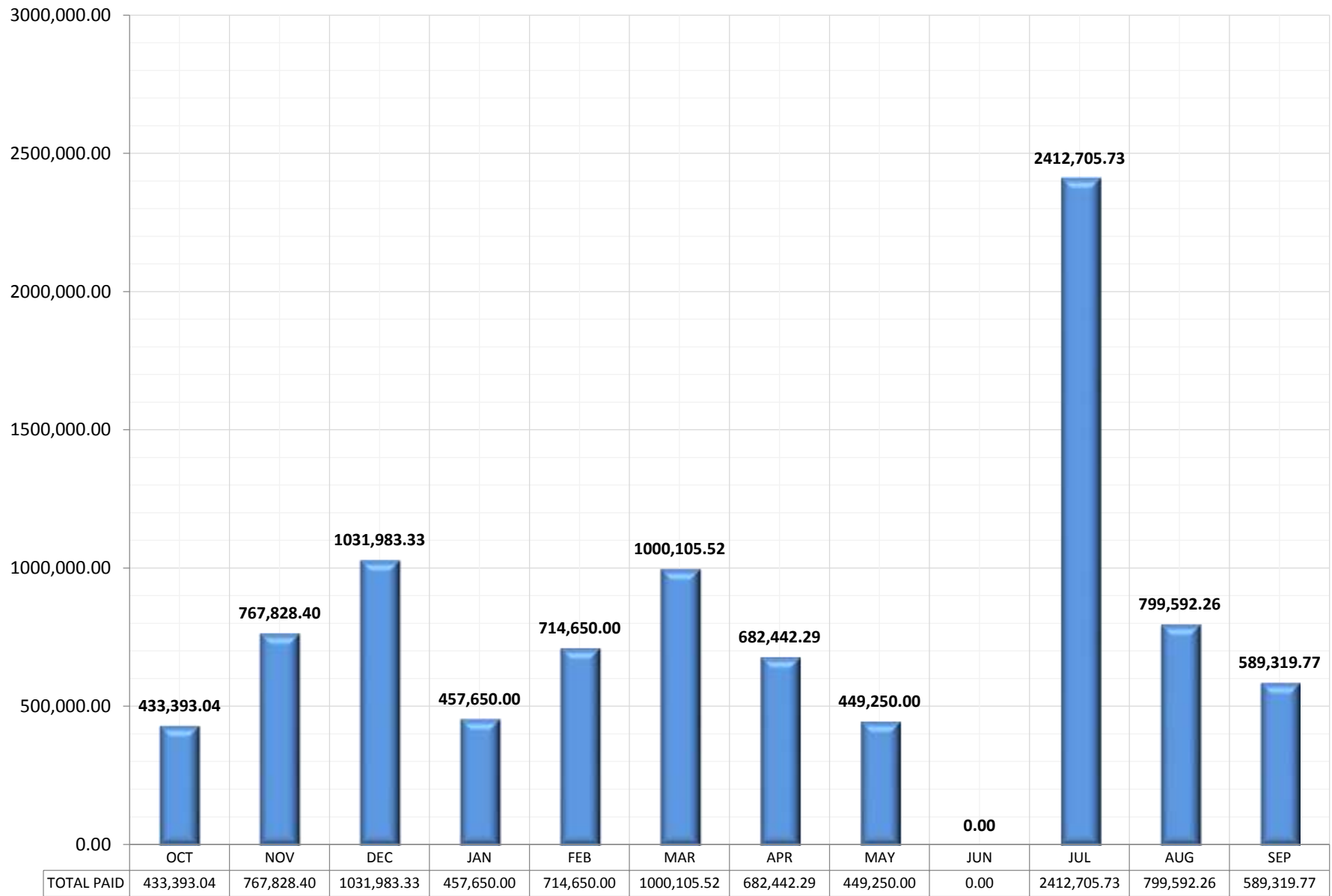
Summary of Fees Paid by Type of Matters 2014 - 2015

CIVIL		CRIMINAL		DUTY COUNSEL		TOTALS	
NO. OF CASES	\$	NO. OF CASES	\$	NO. OF CASES	\$	NO. OF CASES	\$
475	1,105,470.37	728	7,076,249.97	592	1,157,200.00	1,795	9,338,920.34

Fees Paid in Multi Accused Matters Naipaul-Coolman Case

YEAR	NO. OF CASES	\$
2014-2015	1	5,435,000.00

Attorney Payments 2014 - 2015



Attorney Payments 2014 - 2015

PAYMENTS TO ATTORNEYS FOR YEAR 2014-2015														
NO.	ATTORNEY'S NAME	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL
1	AARON SEATON						1,000.00						1,000.00	2,000.00
2	ABDEL ASHRAPH	7,000.00		5,000.00									10,000.00	22,000.00
3	ABIGAIL ROACH-THOMAS										2,000.00			2,000.00
4	ADANA BAIN										2,400.00			2,400.00
5	ADAPHIA TRANCOSO										5,000.00			5,000.00
6	AINSLEY LUCKY			3,000.00	5,000.00									8,000.00
7	AJAY MAHARAJ						750.00							750.00
8	AKHAIL KHAN	15,000.00												15,000.00
9	ALANA ALEXANDER DEVONSHIRE	1,500.00		4,800.00	850.00						14,304.30		6,000.00	27,454.30
10	ALEXIA LAURA ROMERO		20,000.00	20,000.00	10,000.00	20,000.00	20,000.00	20,000.00	15,000.00		40,000.00	26,000.00	13,000.00	204,000.00
11	ALISHA MOHAMMED										6,000.00			6,000.00
12	AMERELLE T.S. FRANCIS					15,000.00					15,000.00			30,000.00
13	ANISAH MOHAMMED	4,500.00		1,500.00							500.00			6,500.00
14	ANJANI RAM	3,000.00	4,800.00											7,800.00
15	ANNA YEARWOOD						1,500.00				4,500.00	2,500.00		8,500.00
16	ANTHONY ARNOLD	6,000.00	3,000.00	3,000.00			3,000.00	1,500.00			12,000.00			28,500.00
17	ARIF RAHMAN		20,000.00	20,000.00	10,000.00	20,000.00	20,794.33	20,000.00	15,000.00		40,000.00	20,000.00	10,000.00	195,794.33
18	ASA ARCHIE		4,000.00	3,000.00							1,455.50			8,455.50
19	ASHA WATKINS-MONTSERIN												5,000.00	5,000.00
20	ASHTON DINANATH	9,000.00	1,000.00				2,000.00				9,000.00	3,000.00		24,000.00
21	AVIONNE THOMAS	500.00						4,300.00			500.00			5,300.00
22	BEECHAM MAHARAJ							15,000.00						15,000.00
23	BINA MAHARAJ						6,000.00				4,000.00			10,000.00
24	BRENT MARCHAN											1,000.00		1,000.00
25	BRIAN NEDD			8,000.00										8,000.00
26	CAMILLE WARNER						6,000.00				1,500.00			7,500.00
27	CANDICE PRICE							750.00			2,400.00			3,150.00
28	CAROL ANN BERNARD											500.00	7,500.00	8,000.00
29	CAROL-ANNE FODDERINGHAM	10,000.00	4,000.00	4,500.00			5,000.00						4,000.00	27,500.00
30	CHANTAL PAUL			2,000.00		2,000.00								4,000.00
31	CHARLENE KALLOO	2,300.00	500.00				2,050.00	3,000.00					700.00	8,550.00
32	CHASE PEGUS						1,000.00				1,000.00			2,000.00
33	CHRIS SELOCHAN						4,000.00							4,000.00
34	CHRISTIAN CHANDLER		20,000.00	20,000.00	10,000.00	20,000.00	23,750.00	20,000.00			55,000.00	20,000.00	10,000.00	198,750.00
35	CHRISTINA CARTER		1,250.00	8,600.00							6,250.00	3,200.00		19,300.00
36	CHRISTINE ANDERSON-SEALY	4,000.00									4,500.00			8,500.00
37	CHRISTINE LAURENT-RAMJIT												1,600.00	1,600.00
38	CHRISTINE SAHADEO		2,666.66										1,500.00	4,166.66
39	CHRISTON J. WILLIAMS	5,000.00												5,000.00

PAYMENTS TO ATTORNEYS FOR YEAR 2014-2015														
NO.	ATTORNEY'S NAME	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL
40	CINDY FELICIA DANIEL	750.00	3,750.00	4,000.00	750.00			2,500.00						11,750.00
41	CLYDENE CREVELLE		20,000.00	20,000.00	10,000.00	20,000.00	20,000.00	20,000.00	15,000.00		40,000.00	20,000.00	10,000.00	195,000.00
42	COLIN SELVON		30,000.00	30,000.00	15,000.00	30,000.00	30,000.00	30,000.00	22,500.00		60,000.00	30,000.00	15,000.00	292,500.00
43	CRISTON J. WILLIAMS							6,666.66						6,666.66
44	D. ALLISON PROWELL										5,000.00			5,000.00
45	DANE LEROY HALLS	800.00									10,200.00			11,000.00
46	DANIEL KHAN			15,000.00	15,000.00				7,500.00				5,000.00	42,500.00
47	DARA ESTRADA			500.00			850.00							1,350.00
48	DARRYL WOPRELL											6,000.00		6,000.00
49	DELICIA HELWIG		20,000.00	20,000.00	10,000.00	22,000.00	20,000.00	20,000.00	15,000.00		46,000.00	20,000.00		193,000.00
50	DEXTER BAILY			3,000.00										3,000.00
51	DIANNE MAND											2,000.00		2,000.00
52	DON LEZAMA										2,000.00			2,000.00
53	EARLA NYACK	4,000.00		9,000.00							5,000.00			18,000.00
54	EARLE MARTIN JAMES	2,500.00			11,000.00		3,000.00				1,000.00			17,500.00
55	EDWIN ROOPNARINE				5,000.00									5,000.00
56	EMERSON JOHN-CHARLES			3,800.00				-3,000.00			8,000.00		2,840.00	11,640.00
57	EVANS WELCH			25,000.00							7,500.00			32,500.00
58	EVERARD DAVIDSON	13,800.00		13,600.00		8,000.00	8,500.00	3,000.00						46,900.00
59	FAREED ALI											500.00		500.00
60	FRANK PETERSON						10,000.00						3,000.00	13,000.00
61	FULTON O. J. WILSON	5,000.00											7,500.00	12,500.00
62	GABRIELLE FIGARO		3,000.00			2,250.00								5,250.00
63	GARVIN RAMSEPAUL		2,500.00								3,000.00			5,500.00
64	GERARD GRAY					2,000.00					14,200.00	1,000.00	750.00	17,950.00
65	GIDEON MC MASTER										15,000.00			15,000.00
66	GRACE DENISE BUTCHER				5,000.00									5,000.00
67	GRETEL BAIRD			18,000.00										18,000.00
68	H STEPHEN BOODRAM			6,000.00				5,000.00			18,000.00		4,500.00	33,500.00
69	HANS ANTHONY MANWARING		4,000.00											4,000.00
70	HARRIKISSOON & CO.			10,000.00							9,000.00	2,350.00		21,350.00
71	HELEN LOCHAN		8,000.00										5,000.00	13,000.00
72	HELEN PADMORE-GRAY				3,500.00						1,200.00		500.00	5,200.00
73	HIMAUTY MARY RAMCHARITAR	6,250.00	3,000.00			750.00	9,750.00	1,025.63			750.00		750.00	22,275.63
74	HUGH JACOBS				10,750.00	1,300.00	14,100.00				16,900.00		9,500.00	52,550.00
75	HYNIA HARRIKISSOON										3,500.00			3,500.00
76	IAN BROOKS		30,000.00	30,000.00	15,000.00	30,000.00	30,000.00	30,000.00	22,500.00		60,000.00	30,000.00	15,000.00	292,500.00
77	INDIRA BINDA												1,000.00	1,000.00
78	J. CLARENCE QUAMINA										4,057.50			4,057.50
79	J.B. KELSHALL & CO.	4,000.00												4,000.00
80	JAGDEO SINGH				7,500.00						40,000.00			47,500.00

PAYMENTS TO ATTORNEYS FOR YEAR 2014-2015														
NO.	ATTORNEY'S NAME	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL
81	JAI P. NARINE	3,000.00									11,350.00			14,350.00
82	JANICE M. GEORGE										17,398.43			17,398.43
83	JASON E. JACKSON	6,000.00	2,000.00											8,000.00
84	JAWARA MOBOTA						5,273.00							5,273.00
85	JEANE WARNER			1,000.00										1,000.00
86	JEHAN MOHAMMED										2,000.00			2,000.00
87	JENNA BERTRAND						800.00							800.00
88	JERRY HOLDER	800.00					3,500.00				1,500.00		4,500.00	10,300.00
89	JO-ANNE SOOKDEO-NUNEZ	7,500.00												7,500.00
90	JOHN HEATH		5,000.00										30,000.00	35,000.00
91	JOSEPH OTTLEY												4,500.00	4,500.00
92	JOSEPH PANTOR		30,000.00	40,000.00	15,000.00	30,000.00	30,000.00	30,000.00	22,500.00		60,000.00	30,000.00	15,000.00	302,500.00
93	JOSEPH TAYLOR	1,500.00												1,500.00
94	JOSEPH TONEY										13,500.00			13,500.00
95	JCY PHILLIP		4,000.00		1,500.00						7,500.00			13,000.00
96	KALANA PRINCE-WILSON										2,640.00			2,640.00
97	KALENA MAHARAJH										500.00			500.00
98	KAMINI PERSAUD			3,500.00		6,000.00	4,500.00							14,000.00
99	KAREN REID							500.00						500.00
100	KATHLEEN PILGRIM-THORNHILL				5,000.00									5,000.00
101	KEITH SCOTLAND	30,000.00		10,000.00							15,000.00			55,000.00
102	KELSTON POPE			8,333.33	7,500.00						5,000.00	200.00		21,033.33
103	KENNETH SHAWN MAHASE					800.00	3,000.00				3,000.00			6,800.00
104	KENYA MURRAY					2,000.00								2,000.00
105	KERN SANEY	6,666.66									3,000.00	1,000.00		10,666.66
106	KERON MAYNARD											2,500.00	30,750.00	33,250.00
107	KERRA BAZZEY											1,000.00		1,000.00
108	KERRY PANTIN											500.00		500.00
109	KEVIN RAMCHARAN						8,000.00				5,000.00			13,000.00
110	KINGSLEY WALESBY	15,000.00		5,000.00			5,000.00				4,500.00			29,500.00
111	KIRK HOGAN						18,000.00							18,000.00
112	KRISTOFF RAMBERT	17,000.00	5,000.00	16,000.00	3,000.00	10,000.00	2,500.00				37,000.00		16,500.00	107,000.00
113	KRYSTLE AHYE		500.00	500.00			800.00				11,000.00	3,000.00	3,000.00	18,800.00
114	LARRY WILLIAMS										35,000.00			35,000.00
115	LASANA MURRAY		3,000.00	5,400.00		1,800.00	4,400.00		800.00		4,950.00	3,400.00	7,800.00	31,550.00
116	LEA ALLISON JACOB			1,200.00			500.00				4,500.00			6,200.00
117	LEMUEL MURPHY										7,000.00			7,000.00
118	LENA SUBIAH			3,000.00										3,000.00
119	LENNOX SANKERSINGH		30,000.00	30,000.00	15,000.00	30,000.00	30,000.00	30,000.00	22,500.00		60,000.00	30,000.00	15,000.00	292,500.00
120	LESTER CHARIAH										7,000.00	1,500.00		8,500.00

PAYMENTS TO ATTORNEYS FOR YEAR 2014-2015														
NO.	ATTORNEY'S NAME	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL
121	LISA FRANCIS	9,096.38									6,000.00		10,000.00	25,096.38
122	LOREN ROMELL												1,000.00	1,000.00
123	MAHALIA GEORGE						6,000.00						500.00	6,500.00
124	MAL TIE BHAGIRATHEE												4,794.91	4,794.91
125	MANSERGH GRIFFITH										8,000.00			8,000.00
126	MARINA TOOLSIE	3,000.00						1,000.00			800.00			4,800.00
127	MARIO JURAWAN	750.00												750.00
128	MARIO MERRITT		90,000.00	97,000.00	45,000.00	90,000.00	105,000.00	80,000.00	45,000.00		232,500.00	90,000.00	45,000.00	919,500.00
129	MARISSA I. BUBB	4,000.00	1,011.74	2,000.00	1,500.00	1,000.00	19,500.00	8,000.00			26,500.00	10,875.60	5,500.00	79,887.34
130	MARISSA SINGH		1,000.00											1,000.00
131	MARLON MOORE										5,000.00		6,000.00	11,000.00
132	MARSHA CHASSEAU		1,500.00				1,000.00				3,000.00			5,500.00
133	MARTIN JOSEPH	12,730.00	4,500.00		1,500.00		4,500.00				9,000.00			32,230.00
134	MAURICE FERGUSSON						1,500.00						3,000.00	4,500.00
135	MELANIE ABDULAH-DEVENISH						3,000.00	5,000.00			4,000.00	3,000.00		15,000.00
136	MERLIN A. BOYCE		14,000.00	4,500.00							2,750.00		7,684.86	28,934.86
137	MICHAEL ROOPLAL		5,000.00	5,000.00								7,000.00	5,000.00	22,000.00
138	MOHANIE MAHARAJ-MOHAN	1,000.00												1,000.00
139	MOONAN DECKIE										750.00			750.00
140	MUSTAPHA KHAN										1,000.00	5,000.00		6,000.00
141	NALINI BANSEE			5,000.00										5,000.00
142	NATALIE SANCHEZ ANDREWS												3,000.00	3,000.00
143	NEPTUNE & NEPTUNE A.A.L.	4,000.00	3,500.00	7,750.00	2,500.00	850.00	18,500.00	15,000.00				8,500.00		60,600.00
144	NIALA MARINE					4,000.00					1,000.00			5,000.00
145	NIGEL ALLSOP	500.00												500.00
146	NIGEL BROWNE						800.00				1,000.00			1,800.00
147	NNEKA WARNER										1,500.00		1,600.00	3,100.00
148	ORRIN KERR					15,000.00								15,000.00
149	PAMALA MARAJ	2,500.00	11,750.00				2,000.00				10,500.00		3,000.00	29,750.00
150	PETER CARTER			20,000.00		3,000.00					4,000.00		8,100.00	35,100.00
151	PETRONILLA BASDEO										4,000.00			4,000.00
152	PRAKASH MAHARAJ			4,000.00										4,000.00
153	PREYA SOOKHAI											1,000.00		1,000.00
154	QUINCY MARSHALL	5,000.00									6,500.00	1,500.00		13,000.00
155	RAPHAEL MORGAN							5,000.00			8,000.00			13,000.00
156	RATTANLAL GOOL BUNSEE	2,450.00						1,000.00			3,000.00			6,450.00
157	REEYAH CHATTERGOON	3,000.00	8,000.00											11,000.00
158	REKHA RAMJIT			500.00			25,000.00		15,500.00		44,500.00	5,000.00		90,500.00
159	RENEE D.M. JOSEPH	5,000.00									4,500.00		3,000.00	12,500.00
160	RENNIE GOSINE			3,500.00							4,000.00			7,500.00
161	RIA MANKEE-SOOKRAM											2,666.66	3,000.00	5,666.66
162	RIA R. JOSEPH			5,000.00	1,000.00		12,000.00				4,000.00			22,000.00
163	RICHARD MASON			10,000.00										10,000.00
164	RICHARD VALERE		30,000.00	45,000.00	15,000.00	30,000.00	45,000.00	30,000.00	22,500.00		82,000.00	30,000.00	15,000.00	344,500.00
165	ROBERT VINCENT CHARLES		20,000.00	20,000.00	10,000.00	20,000.00	21,000.00	20,000.00	15,000.00		43,500.00	23,000.00	10,000.00	202,500.00
166	ROGER RAMGOOLAM										10,000.00			10,000.00
167	ROMA PAUL	3,000.00									500.00		2,000.00	5,500.00
168	RONALD DANIELS										7,000.00			7,000.00
169	RONDELL DONAWA		4,000.00											4,000.00

PAYMENTS TO ATTORNEYS FOR YEAR 2014-2015														
NO.	ATTORNEY'S NAME	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL
170	RYAN CAMERON								10,000.00					10,000.00
171	SAGEEDA MOHAMMED										2,400.00		1,500.00	3,900.00
172	SAIRA LAKHAN						500.00	5,000.00						5,500.00
173	SALLY-ANN KING-SOLOMON	750.00	500.00											1,250.00
174	SARAH SIEUNARINE	2,250.00	3,500.00				2,250.00				6,000.00			14,000.00
175	SASHA SINGH										7,000.00			7,000.00
176	SAVATARY LOPEZ		12,000.00	22,300.00	2,300.00		2,500.00		7,400.00					46,500.00
177	SEAN SOBERS	3,000.00												3,000.00
178	SELWYN MOHAMED		30,000.00	30,000.00	15,000.00	30,000.00	30,000.00	30,000.00	22,500.00		75,000.00	30,000.00	15,000.00	307,500.00
179	SELWYN RAMLAL										8,500.00			8,500.00
180	SEMONE CUDJOE										500.00			500.00
181	SHANE JURAWAN						3,000.00							3,000.00
182	SHARMELA RAMPAL			4,900.00	3,500.00	8,500.00	14,800.00	1,000.00	550.00		18,700.00	1,500.00	2,500.00	55,950.00
183	SHARON RAMDUTAR			3,500.00							1,500.00			5,000.00
184	SHERRY DEMAS-EZENYI					2,300.00	1,000.00				3,000.00	1,000.00		7,300.00
185	SHERVON NDOREIGA	800.00	20,900.00	20,000.00	10,000.00	23,000.00	26,500.00	20,000.00	15,000.00		56,500.00	23,400.00	17,000.00	233,100.00
186	SHIVANAND DUBAY						8,250.00				1,500.00			9,750.00
187	SHURLAND AUGUSTINE		4,800.00	8,100.00		2,000.00	6,000.00							20,900.00
188	SIANA DAISAN GOOLJAR	1,500.00				500.00	1,200.00	1,000.00			1,000.00			5,200.00
189	SOMMER EUDOXIE												450.00	450.00
190	SORAYA NANAN										2,500.00			2,500.00
191	SORRELLE AUSTIN										500.00			500.00
192	SPARKLE KIRK			7,500.00			1,000.00				6,550.00			15,050.00
193	ST. CLAIR O'NEIL		4,500.00											4,500.00
194	ST. HILLAIRE NOEL										500.00			500.00
195	STACY BENJAMIN ROACH		40,000.00	40,000.00	20,000.00	40,000.00	40,000.00	40,000.00	30,000.00		80,000.00	40,000.00	20,000.00	390,000.00
196	STACY MC SWEEN						3,000.00				6,000.00			9,000.00
197	STERLING D. JOHN				3,000.00									3,000.00
198	SUBHAS PANDAY	16,000.00			3,000.00						10,000.00			29,000.00
199	SURJDEO NANAN										4,500.00			4,500.00
200	TENNESSA LAWRENCE										2,500.00			2,500.00
201	THALIA MEGAN FRANCIS		20,000.00	20,000.00	10,000.00	20,000.00	20,000.00	20,000.00	15,000.00		40,000.00	20,000.00	10,000.00	195,000.00
202	THE GOOD SHEPHERD & CO. LIMITED	4,500.00	9,000.00				8,500.00				30,000.00		16,500.00	68,500.00
203	THERESA HADAD										4,000.00			4,000.00
204	TITILOLA ULIEM	8,000.00		1,500.00	1,000.00		1,000.00	2,000.00			10,500.00	4,000.00		28,000.00
205	TOM PIERRE										2,000.00		9,000.00	11,000.00
206	TREVOR CLARKE					6,000.00	15,000.00							21,000.00
207	TRICIA GILBERT-BAIN					1,600.00	800.00				1,600.00			4,000.00
208	TRUDY THOMAS												1,000.00	1,000.00
209	ULRIC SKERRITT		30,000.00	30,000.00	15,000.00	30,000.00	30,000.00	30,000.00	22,500.00		60,000.00	30,000.00	15,000.00	292,500.00
210	VEENA BADRIE-MAHARAJ						3,188.19							3,188.19
211	VINDRA MAHARAJ										6,500.00			6,500.00
212	WAYNE STURGE		60,000.00	60,000.00	30,000.00	60,000.00	60,000.00	60,000.00	45,000.00		120,000.00	60,000.00	15,000.00	570,000.00
213	WILSTON CAMPBELL		15,000.00	500.00					20,000.00		7,500.00			43,000.00
214	YETUNDE ADEADE- JOHN						3,000.00							3,000.00
	TOTAL	285,193.04	729,428.40	912,783.33	380,650.00	679,650.00	887,605.52	629,242.29	449,250.00	0.00	2,031,005.73	659,092.26	537,819.77	



MATTERS PAID FOR THE PERIOD 2014-2015

MAGISTRATE COURT

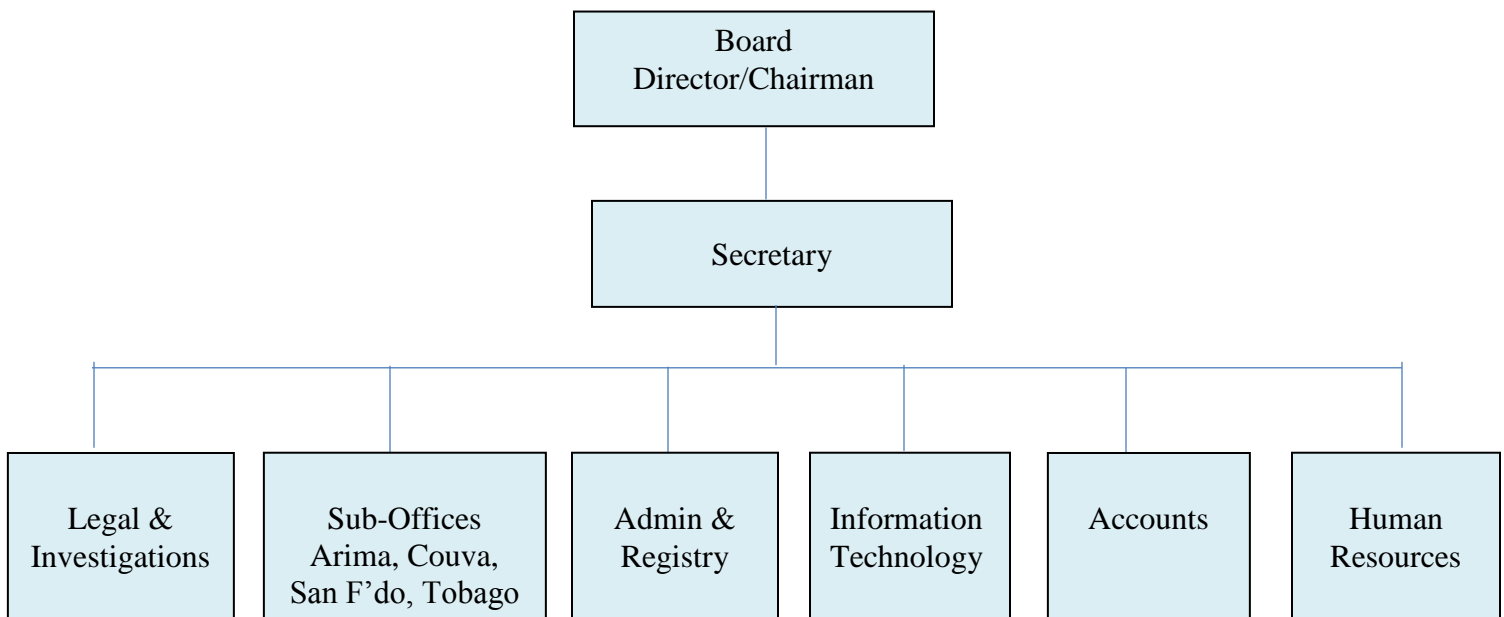
PERIOD	NO. OF CASES	TOTAL PAID	CIVIL				HIGH COURT				DUTY COUNSEL	
			\$	CRIMINAL	\$.	CIVIL	\$..	CRIMINAL	\$...	NO. OF CASES.	\$....	
Oct-14	183	433,393.04	29	39,800.00	41	64,700.00	24	93,026.38	9	87,666.66	80	148,200.00
Nov-14	122	767,828.40	28	22,650.00	23	30,300.00	24	93,811.74	25	582,666.66	22	38,400.00
Dec-14	200	1,031,983.33	45	44,400.00	39	60,450.00	21	85,600.00	39	722,333.33	56	119,200.00
Jan-15	95	457,650.00	10	15,800.00	24	43,350.00	3	13,500.00	26	308,000.00	32	77,000.00
Feb-15	96	714,650.00	15	11,450.00	30	50,200.00	2	10,000.00	25	608,000.00	24	35,000.00
Mar-15	203	1,000,105.52	34	38,600.00	53	75,950.00	23	86,055.52	37	687,000.00	56	112,500.00
Apr-15	75	682,442.29	4	4,000.00	10	10,550.00	6	18,025.63	27	596,666.66	28	53,200.00
May-15	36	449,250.00	10	8,750.00	1	500.00	1	10,000.00	24	430,000.00	0	0.00
Jun-15	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Jul-15	504	2,412,705.73	53	46,500.00	109	213,800.00	81	316,205.73	71	1,454,500.00	190	381,700.00
Aug-15	152	799,592.26	10	10,600.00	26	36,600.00	7	12,725.60	29	599,166.66	80	140,500.00
Sep-15	129	589,319.77	22	21,150.00	32	65,850.00	23	102,819.77	28	348,000.00	24	51,500.00
TOTAL	1795	\$ 9,338,920.34	260	\$ 263,700.00	388	\$ 52,250.00	215	\$ 41,770.37	340	\$ 6,423,999.97	592	\$ 1,157,200.00

MAGISTRATE COURT	648	915,950.00
HIGH COURT	555	7,265,770.34
TOTAL	1203	\$8,181,720.34

CIVIL	475	1,105,470.37
CRIMINAL	728	7,076,249.97
TOTAL	1203	\$8,181,720.34

APPENDIX I

**LAAA EXISTING ORGANISATIONAL
STRUCTURE**



APPENDIX II

DETAILS FROM STRATEGIC PLAN 2013-2016

VISION STATEMENT:

“The leading, dynamic organization, providing quality and easily accessible legal services to valued clients by dedicated staff”

MISSION STATEMENT:

“To make Our Legal Services accessible to persons of moderate means through...

- *Loyal, Dedicated and Competent Staff,*
- *In A Timely and Professional manner,*
- *Within An Environment in which both Staff and Clients Are Highly Valued and Respected and*
- *Advancing and Fostering Relationships and Networks with Relevant Stakeholders.”*

CORE VALUES:

- Confidentiality
- Integrity
- Team Work
- Client Care
- Quality Service
- Efficiency.

LAAA STRATEGIC GOALS FOR 2013-2016

LEGAL AID AND ADVISORY AUTHORITY	
STRATEGIC GOALS	
FOR PERIOD 2013 - 2016	
STRATEGIC GOALS	
FINANCIAL	To maintain the efficiency and effectiveness of the budgetary process
	Increase the efficiency of the financial process
	To fully implement ICT financial operated systems
	Ensure prudent management of funds
CLIENTS & STAKEHOLDERS	To improve and further extend the services of the LAAA
	Increase Client Satisfaction
	Increase Client Base
	To educate and inform the public of the services of the Authority
BUSINESS PROCESS	To improve, monitor and evaluate the efficiency of the Business Processes of the organization
	To develop and implement the Business Continuity Plan
	To identify/reduce business risk and establish a Risk Management Plan
HR, LEARNING & TEAM	To strengthen the HR capacity of LAAA
	Promote and enhance employee well-being
	To build a strong team environment
	To ensure consistent decision making in HR functions

STRATEGIC OBJECTIVES OF LAAA DEPARTMENTS FOR 2013- 2016

HUMAN RESOURCES:

HUMAN RESOURCES UNIT - STRATEGIC GOALS

- *To strengthen the HR capacity of LAAA*
- *To promote and enhance employee well being*
- *To ensure consistent decision making in HR functions*
- *To build a strong team environment*

INFORMATION AND COMMUNICATIONS TECHNOLOGY:

ICT STRATEGIC GOALS

- *To have implemented recommended Departmental structure*
- *To update ICT Plan to include proposed new District Offices*
- *To set up a LAAA website*
- *To source and have installed Case Management Software*

COMMUNICATIONS:

Communications STRATEGIC GOALS

- *To educate and inform the public of the services of the LAAA*
- *To ensure effective branding of the LAAA*
- *To improve internal and external communications*
- *To ensure Quality Client Care*

ADMINISTRATION:

ADMINISTRATION UNIT STRATEGIC GOALS

- *To monitor, improve and evaluate the efficiency of the Business Processes of the LAAA*
- *To identify/reduce business risk and establish a Risk Management Plan*
- *To ensure that the offices of the LAAA are comfortable and OSH compliant*
- *To provide support to the Accounts Department in ensuring the prudent management of funds*

LEGAL:**LEGAL UNIT STRATEGIC GOALS**

- *To provide efficient and effective representation and cogent legal counsel to clients*
- *To improve and further extend the services of the LAAA*
- *To raise the profile and public image of the LAAA and the Legal Unit*
- *To ensure regular monitoring and effective management and control of external Attorney/Client*

ACCOUNTS:**ACCOUNTING UNIT -STRATEGIC GOALS**

- *To maintain the efficiency and effectiveness of the budgetary process*
- *To increase the efficiency of the financial process*
- *To ensure the prudent management of funds*

INVESTIGATIONS:**INVESTIGATIONS UNIT -STRATEGIC GOALS**

- *To improve and further extend the services of the LAAA*
- *To increase client satisfaction*
- *To support the implementation of a Public Information Programme*