



**BERMUDA GOVERNMENT
MINISTRY OF SOCIAL DEVELOPMENT AND SENIORS**

**Public Access to Information
Information Statement**

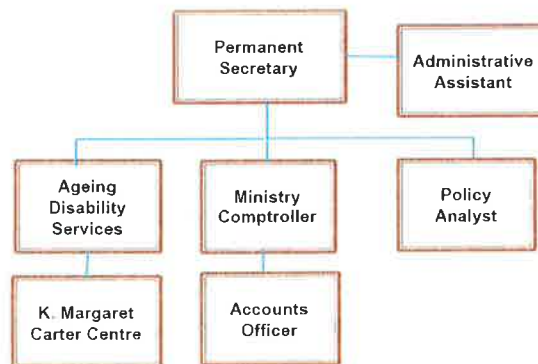
Name of Public Authority: Ministry of Social Development and Seniors Headquarters

Introduction:

The Ministry of Social Development and Seniors Headquarters (Ministry Headquarters) has a legal duty under the Public Access to Information Act 2010 to maintain and update annually an Information Statement. This will facilitate easy access to information by the public and increase the accountability and transparency of the Ministry Headquarters, which will endeavor to proactively publish as much information as possible. The purpose of this Information Statement is to outline the information held by the Ministry Headquarters, which will be readily available to the public under the Public Access to Information Act 2010.

Section A: Structure, Organization and Legislation [s5(1)a]

The Permanent Secretary oversees the Ministry Headquarters (HQ) which comprises the Administration and Accounts section, Policy Development, Ageing and Disability Services (ADS) and the K. Margaret Carter Centre (KMCC) as follows:



Section B: 1) Functions, Powers and Duties of the Authority [s5(1)b]

- The Mission of the Ministry Headquarters is to protect all individuals during their lifetime and facilitate their well-being.
- The objectives of the Ministry Headquarters are to:
 - collaborate with Ministry Departments to ensure overall policy objectives are met;
 - create partnerships that will allow for better coordinated services that are more synergistic with Government's social initiatives;
 - help facilitate or improve social supports for Bermuda's at-risk populations;
 - advance the Government's social policy initiatives with an emphasis on social cohesion.
- The Ministry Headquarters ensures that social policies and services are in place to protect, assist, inform, and empower the most vulnerable populations within the community.
- The Ministry Headquarters directs the implementation of policy for Ageing and Disability Services, the Department of Child & Family Services (DCFS) and Charitable Organizations; and, oversees the policy direction and implementation of the Human Rights Commission.
- The Ministry Headquarters is responsible for the development of the Ministry's annual budget; and, through its Accounts Section, oversees the accounting and financial management services to ADS, KMCC and DCFS.
- The Ministry Headquarters provides policy advice to the Minister of Social Development and Seniors on a range of policy matters that impact: children and families; seniors; persons with disabilities; and, the homeless population. Policy decisions are made at the ministerial level, with appropriate input and consultation from ADS, KMCC and DCFS. Consultation with other government stakeholders and external stakeholders is sought as appropriate as it relates to gender and human rights matters.
- The Ministry Headquarters has direct responsibility for supporting the Minister in seeking Cabinet approval for legislative initiatives and for providing support to the Minister as legislative initiatives move through the Legislature.
- The Ministry Headquarters is responsible for coordinating the preparation and tabling in the Legislature of any statutory required reports and documents.

The Minister is responsible for making appointments to the various statutory and non-statutory Boards, Committees and Councils that fall under the Ministry's remit as follows:

Statutory Bodies

- **Charity Commissioners**
Charities Act 2014
Charities Regulations 2014
- **Children In-Care Advisory Council**
Children Act 1998
- **Co-Parenting Mediation Council**
Children Act 1998
- **Litigation Guardian**
Children Act 1998

Non-Statutory Bodies

- Ageing Well Committee
- Disability Advisory Council
- Gender Affairs Council

Section B: 2) Obligations under Public Access to Information Act [s5(1)b]

- To provide an **information statement** for the public and promulgate it [s5],
- To provide **other information** to the public so that the public needs only to have minimum resort to the use of the Act to obtain information [s6]. This includes:
 - General information, e.g. activities of the Authority
 - Log of all information requests and their outcome
 - Quarterly expenditure (upon request) [s6(5)]
 - Contracts valued at \$50,000 or more.
- To **respond to information requests** in a timely manner [s12-16]
- To **track information requests**, and provide this data to the Information Commissioner
- To respond to requests from the Information Commissioner [s9]

- To **amend personal information** held by the Authority that it is wrong or misleading following a written request by the person to whom the information relates [s19]
- To conduct an **internal review** if formally requested [part 5]
- To give evidence for **review by the Information Commissioner** [part 6, 47(4)], or for **judicial review** [s49], if required
- To provide an **annual written report** to the Information Commissioner of the status of information requests [s58 (3)].
- **To do anything else as required** under the PATI Act and subsequent Regulations [s59, 60], including:
 - **Fees** for requests for information
 - Management and maintenance of **records**
 - **Procedures** for administering the Act
- To **train staff and make arrangements** so as to facilitate compliance with the Act [s61]
- To **designate one of its officers** to be the person to whom requests are directed [s62]

Section C: Services and Programmes [s5(1)c]

The Ministry Headquarters has oversight for the delivery of the services and programmes provided by:

- **ADS** which includes public education and awareness; accessibility; and case management to uphold the section's mission to protect seniors and persons with disabilities, who are at-risk of abuse, neglect or self-neglect.
- **KMCC** which includes direct support for persons with intellectual disabilities in the community through its day programme.

The detailed information about the operational services and programmes of ADS and KMCC are held by each section.

Section D: Records and Documents Held [s5(1)d]

Records held by the Ministry Headquarters:

General Administration Records

- Appointment Letters
- Budget Books
- Contracts
- Financial Instructions
- Grants
- Invoices
- Job Descriptions
- Letters
- Meeting Agendas
- Minutes of Meetings
- Organizational Chart
- Policies
- Relevant Legislation
- Staff files
- Terms of Appointment
- Templates

Other Documents

- Budget Briefs
- Department Budget Allocations
- Expression of Interest for Government Boards and Committees within the remit of the Minister
- Grant Allocations
- Legislative Briefs
- Ministerial Statements
- Policy Decisions
- Press Releases

Ministry Headquarters - Accounts Section Records

- Budget Books
- E1 user application forms
- Form Templates
- Journals
 - Budget Virements
 - General Journals
 - Interdepartmental Journals
- Payment Batches

- Payroll Documentation
- Vendor Forms
- Workflows
- Year End Submission Documentation

The following classes of information are not accessible or are restricted:

- Information that could compromise security or confidentiality
- Information that is prohibited by law, or exempt under the Public Access to Information Act 2010
- Information protected by Parliamentary privilege
- Information received in confidence
- Information prohibited by a Court

Section E: Administration (all public access) Manuals [s5(1)e]

Administrative manuals/guidelines used by the Ministry of Social Development and Seniors Headquarters include the following:

- Annual Approved Estimates of Revenue and Expenditure
- Code of Practice for Project Management and Procurement
- Dignity at Work Policy
- Drug and Alcohol Policy
- Election Guidance Notes
- Financial Instructions
- Ministry Business Plans
- Orders for GP cars and Use of Private Vehicles
- Travel and Subsistence Policy 2011

Section F: Decision-making documents [s5(1)f]

- The Legislative Process
- Speech from the Throne
- Government Platform
- Making Policy Happen
- National Policy on Disabilities (2006)

Section G: The Information officer [s5(1)g]

The Information Officer for the Ministry Headquarters:

Kleita Pitcher
 Veritas Place, 6th Floor,
 65 Court Street, Hamilton, HM 12.
 Telephone: (441) 444-2466
 E-mail: krpitcher@gov.bm

*Note requests for information will only be accepted for submissions made in-person so as to verify the requestor's identity.

Section H: Any Other Information [s5(1)h]

How to make a request for information, or to amend your personal information?

Requests must be made using the application form and submitted in person to the Information Officer. You must also provide Government-issued identification to prove that you are a Bermudian or a resident of Bermuda, such as a passport or Bermuda driver's license.

The process and application form are located at:

www.gov.bm/online-services/make-pati-request

A requestor must identify the record, the subject and time period. Requests should specify the manner in which access is preferred, for example by inspection or by copy. There is a fee charged for reproducing materials (see list of fees on the PATI website at: <https://www.gov.bm/pati-service-fees>).

Your request will be acknowledged within 5 days. The Public Authority has 6 weeks to make a decision regarding the request. Access to the record may be provided in full, in part or denied.

If you are not satisfied with the outcome you may appeal the decision via several mechanisms:

- an Internal Review by the head of the Authority,
- an External Review by the Information Commissioner, and
- a Judicial Review in the Supreme Court.

These processes are set out on the PATI website:

www.gov.bm/publicaccess-information-pati

Section I: Any Other Information to be Provided [s5(1)i]

1. Ministry of Social Development and Seniors **website**:
<https://www.gov.bm/ministry/social-development-and-seniors>
2. The **Legislation** listed in this document may be found at Bermuda Laws Online
www.bermudalaws.bm
3. **Budget 2022/23** (31 March 2022 to 1 April 2023): For the annual expenditure of the Ministry of Social Development and Seniors, see the Approved Estimates of Revenue and Expenditure Book at www.gov.bm. Insert the web address in the search engine budget book. Click on budget 2022-23 and scroll down to the Budget Book for the Ministry of Social Development and Seniors Headquarters (Head 86) to find:
 - Budget on pages B-286 to B-287
 - Capital Acquisitions on page C-16
 - Grants and Contributions on page C-21

4. The Ministry Headquarters is open Monday to Friday from 8:30 am to 5:00 pm and closed on public holidays, and as directed by Government Notices.

Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]

Locations of Information Statement:

Copies of this Information Statement are available at the following sites:

- Your principal office: Veritas Place, 6th Floor, 65 Court Street, Hamilton HM12 Y
- The Bermuda National Library; Y
- The Bermuda Archives; Y
- Available electronically, Y
- Website for public authority (www.gov.bm/social-development-and-seniors) Y
- Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y
- With the Information Commissioner. Y

Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times by [s5(1-5), PATI Act]:

Date Information Statement was updated:

19th December 2022

Sign:



Name: Valerie Robinson-James

Post: Permanent Secretary, Ministry of Social Development and Seniors