



# GOVERNMENT OF BERMUDA

## MINISTRY OF FINANCE

### PATI Information Statement

**Name of Public Authority:** War Pension Commissioners

#### **Introduction:**

The Public Access to Information Act (PATI) 2010 was developed to give the public the right to obtain access to information held by public authorities; to increase transparency with regard to these authorities; to increase accountability held by public authorities; and to update and inform the public on the activities and decision-making of these authorities in a sustained and consistent manner.

To aid the provision of information to the public, the Public Access to Information (PATI) Act 2010 requires that each public authority prepares an Information Statement. The purpose of the Information Statement is to provide people wanting access to information held by a public authority a 'window' of the types of documents held by that public authority, what that public authority does, and how a person can access the information they require.

The Department of Social Insurance Information Statement will make the following information available to the public as part of its normal business activities:

- Structure of the organization, and governing legislation;
- Functions, powers, duties and obligations;
- Summary of services provided;
- Classes of records held, in order to facilitate the exercise of right of access;
- Administrative manuals;
- Policies, rules and guidelines used for decision-making;
- Name and contact information of the person designated by a public authority as the person to whom requests for information are to be directed;
- Additional information to aid accessing Information Statement;
- Means of logging concerns or complaints or concerns about accessing information.

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

**The War Pension Commissioners**

- Administration - Performed mostly by The Department of Social Insurance (Ministry of Finance) and The Ministry of National Security
- Completely guided by The Pensions and Gratuities (War Service) Act 1947
- The Commissioners shall consist of not less than three individuals, each of whom shall be appointed by The Governor to hold office at pleasure
- Responsible for processing all pension awards and medical claims for individuals who were on active duty during WWI I and The Korean Wars
- Responsible for monitoring compliance under The Pensions and Gratuities (War Service) Act 1947 and Regulations

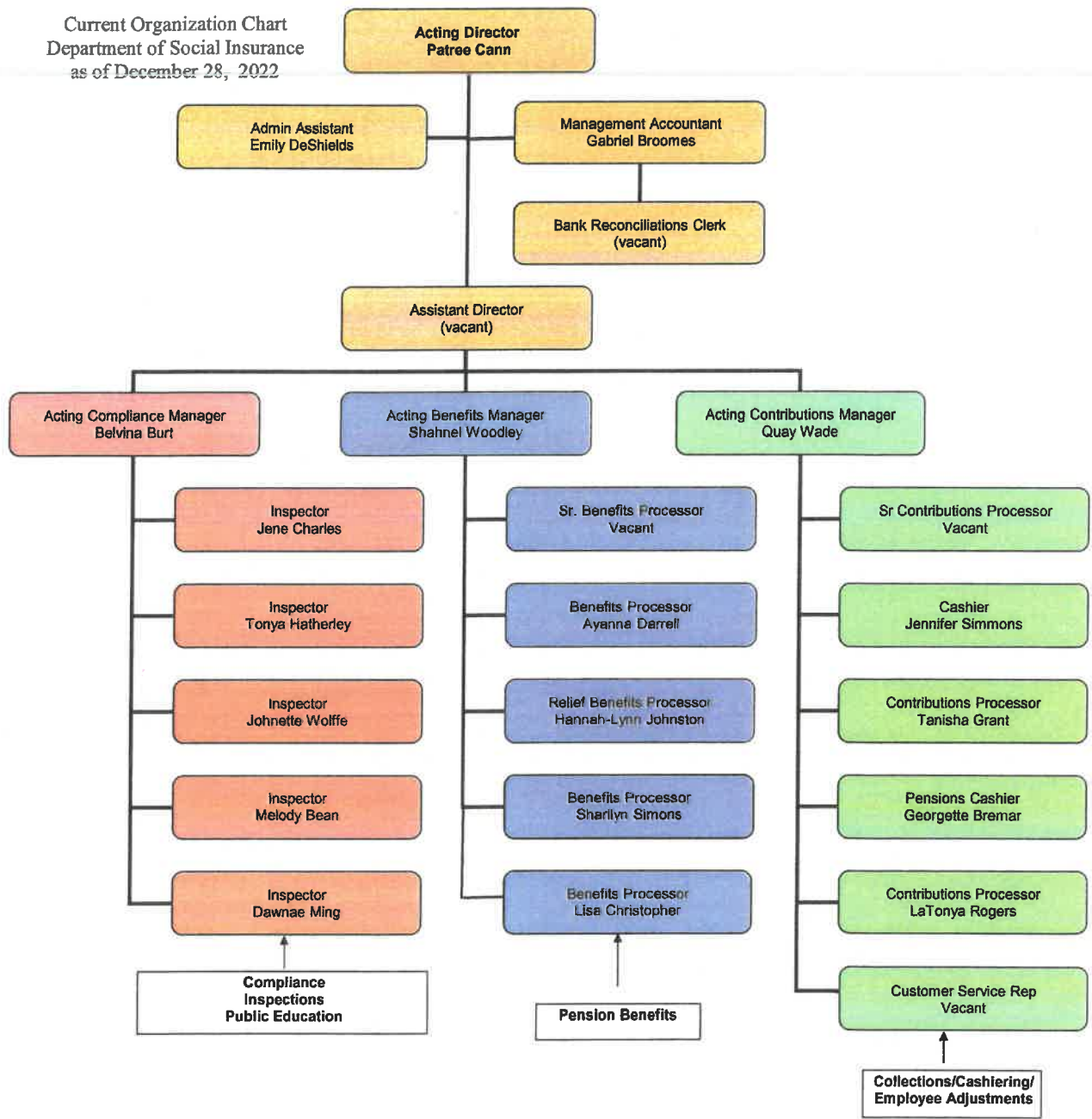
**The DOSI Management Team is as follows:**

- Acting Director – Patree Cann [pwatts@gov.bm](mailto:pwatts@gov.bm)
- Acting Benefits Manager – Shahnel Woodley [swoodley@gov.bm](mailto:swoodley@gov.bm)
- Acting Compliance Manager – Belvina Burt [bburt@gov.bm](mailto:bburt@gov.bm)
- Acting Contributions Manager – Quay Wade [qwade@gov.bm](mailto:qwade@gov.bm)
- Management Accountant – Gabriel Broomes [gbroomes@gov.bm](mailto:gbroomes@gov.bm)

**The War Pension Commission is as follows:**

- The Hon. Derrick Burgess, JP, MP – Chairman
- Lt. Col. (Ret) Brian Gonsalves
- Mr. Chauncey Durham
- Major (Ret) Leslie Lowe
- Mr. Sherwyn Richardson
- Major (Ret) Herman Eve
- Mr. McNeil McGowan
- Mr. Gary Wolffe

Current Organization Chart  
 Department of Social Insurance  
 as of December 28, 2022



**Legislation**

*The Department of Social Insurance is governed by the following legislation:*

The Pensions and Gratuities (War Service Act) 1947 as amended.

**Section B: I) Functions, powers, duties of the Authority [s5(1)b]****Functions**

- To administer the payment of pension awards and medical benefits to those who were on active duty during WWII and Korean Wars

**Powers of the War Pension Commissioners**

- The Commissioners may –  
deal with and adjudicate on all matters and questions relating to the award, payment, increase, decrease, cancellation or administration of any pension or benefit, or otherwise relating to any pension or benefit.

Pay such pensions and benefits as are authorized by The Act from the funds appropriated by The Legislature.

**Scope of activities**

The scope of the DOSI's activities is as follows:

- Conduct the administration of benefits on behalf of The War Pension Commissioners in accordance to The Pensions and Gratuities (War Service) Act 1947

## Section B: 2) Obligations under PATI 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 DOSI provides the following services as guided by The Pensions and Gratuities (War Service) Act 1947:*

Services:

Pension Awards – Paid monthly

Medical Benefits – FutureCare premiums paid monthly

Other Medical Benefits – Paid on a case by case basis using adjudication parameters as described in The Act

## Section D: Records and documents held [s5(1)d]

*The DOSI maintains an electronic depository of the following records and documents:*

### **Employers**

- Application for War Pensions Benefits
- Medical benefit payments records
- Pension award records
- Payments on account
- War Pension Commissioner's meeting minutes
- Various correspondence

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

None

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

### How we make our decisions

#### **Decisions and recommendations**

Decisions and recommendations are made in accordance with the governing legislation along with policy decisions made by both DOSI and the Ministry of Finance.

Requests for copies of the following documents may be made to the Information Officer:

- Budget Briefs
- Ministerial Statements
- Press Releases
- Audited accounts of the Contributory Pension Fund

### Our policies and procedures

#### **Policies and Procedures**

Requests for copies of the following documents may be made to the Information Officer:

- Collective Bargaining Agreement between the Government of Bermuda and the Bermuda Public Services Union
- Dignity at Work Policy
- Financial Instructions
- Government of Bermuda: Conditions of Employment and Code of Conduct

- o Government of Bermuda: Internet and Email Policy Information Management Policy Government of Bermuda: Supplementary Summary of Terms and Conditions of Service

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

Ms. Shannel Woodley  
 Acting Benefits Manager  
 Department of Social Insurance  
 P.O. Box HM 1537  
 Hamilton HM FX  
 Email: [swwoodley@gov.bm](mailto:swwoodley@gov.bm)  
 Tel: (441) 246-8735

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

- All personal records of beneficiaries are kept confidential.

**Section I: Any Other Information To be Provided? [s5(1)i]**

Pension awards, medical and other benefits are 100% funded by The Government Consolidated Fund

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

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:** December 28, 2022

**Locations of Information Statement:**

- |   |     |
|---|-----|
| • Government Administration Building, 30 Parliament Street, Hamilton)   | Y   |
| • The Bermuda National Library;   | Y   |
| • The Bermuda Archives;   | Y   |
| • Available electronically,   | Y   |
| • Website for public authority ( <a href="http://www.gov.bm">www.gov.bm</a> ).  | Y   |
| • Have you published a notice in the Gazette indicating the places where the information statement is available for the public? | N/A |
| • With the Information Commissioner.  | Y   |

Sign and Date:



December 28, 2022