



BERMUDA GOVERNMENT

MINISTRY OF COMMUNITY, CULTURE AND SPORTS HEADQUARTERS

Public Access to Information Information Statement

Name of Public Authority: Ministry of Community, Culture and Sports Headquarters

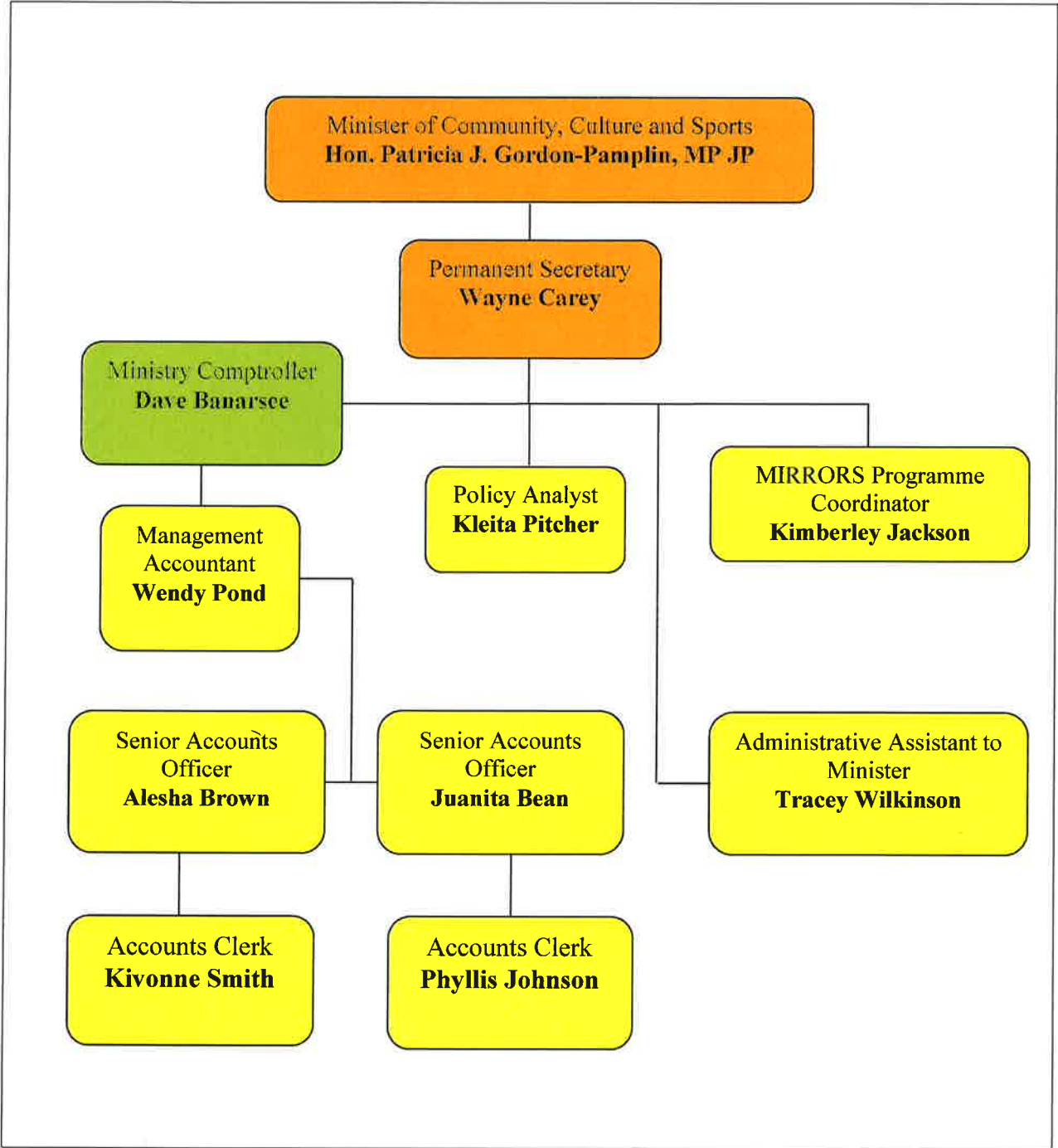
Introduction:

The Ministry of Community, Culture and Sports 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 of Community, Culture and Sports 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 Ministry of Community, Culture and Sports Headquarters is one of eight (8) Departments that fall under the Ministry of Community, Culture and Sports. The other seven (7) Departments are: Bermuda National Library; Bermuda Archives; Department of Youth, Sport and Recreation; Department of Child and Family Services; Department of Community and Cultural Affairs; Department of Financial Assistance; and Department of Human Affairs. The organizational chart for the Ministry Headquarters is as follows:



The principal legislation that relates to the mandate of the Ministry Headquarters is as follows:

1. Adoption of Children Act 2006
2. Adoption of Children Regulations 2013
3. Adoption of Children Rules 2013
4. Adoption of Children (Fees) Regulations 2014
5. Anti-Doping in Sport Act 2011
6. Bermuda Archives Act 1974
7. Bermuda National Library Act 1946
8. Bermuda National Library Regulations 1992
9. Child Day Care Allowance Act 2008
10. Child Day Care Allowance Regulations 2008
11. Children Act 1998
12. Children Amendment Act 2008
13. Day Care Centre Regulations 1999
14. Financial Assistance Act 2001
15. Financial Assistance Amendment Regulations 2004
16. Human Rights Act 1981
17. International Children Abduction Act 1998
18. Legal Deposit Act 2008

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

- The mission of the Ministry of Community, Culture and Sports Headquarters is to strengthen the social fabric of Bermuda through policies and programmes that support, empower and protect people and communities.
- The Ministry Headquarters directs the implementation of policy and oversees the management of the Departments within the Ministry. Currently, these Departments are: Ministry of Community, Culture and Sports Headquarters; Bermuda National Library; Bermuda Archives; Department of Youth, Sport and Recreation; Department of Child and Family Services; Department of Community and Cultural Affairs; Department of Financial Assistance; and Department of Human Affairs. In addition, the Ministry Headquarters is directly responsible for administering the MIRRORS Programme.
- The Ministry Headquarters is responsible for the development and management of the overall Ministry annual budget (including Ministry Headquarters) and to provide, through its Accounts Section, accounting and financial management services to all

Departments within the Ministry.

- The Ministry Headquarters provides timely policy advice to the Minister of Community, Culture and Sports on a range of policy matters for libraries, archives, children and youth development, family cohesiveness, sports development, human affairs, and financial assistance. Policy decisions are made at the ministerial level, with appropriate input and consultation from line departments. Consultation with other government stakeholders and with external stakeholders is sought as appropriate.
- 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 these legislative initiatives move through the Legislature.
- The Ministry Headquarters is also responsible for coordinating the preparation and tabling in the Legislature of any statutorily required reports and other documents.
- The Ministry Headquarters is responsible for ensuring that appointments are made to the various Boards and Committees under the Ministry's remit.

The Boards and Committees under the Ministry's remit are as follows:

ARCHIVES ADVISORY COMMITTEE

Bermuda Archives Act 1974

BERMUDA FAMILY COUNCIL

(Non-Statutory)

BERMUDA NATIONAL LIBRARY COMMITTEE

Bermuda National Library Act 1946

BERMUDA SPORT ANTI-DOPING AUTHORITY

Anti-Doping in Sport Act 2011

BERMUDA SPORT ANTI-DOPING DISCIPLINARY PANEL

Anti-Doping in Sport Act 2011

BERMUDA SPORT ANTI-DOPING APPEAL TRIBUNAL

Anti-Doping in Sport Act 2011

BERMUDA WOMEN'S COUNCIL

(Non-Statutory)

CHILD CARE PLACEMENT BOARD

Children Act 1998

FINANCIAL ASSISTANCE REVIEW BOARD

Financial Assistance Act 2001

HUMAN RIGHTS COMMISSION

Human Rights Act 1981

NATIONAL SPORTS CENTRE TRUSTEES

National Sports Centre Trustees Act 1988

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]

Services:

The Ministry Headquarters plays a coordinating and supporting role in the delivery of the Ministry's services and programmes. As such, it does not possess details of these services and programmes, which are contained in individual Departments, but keeps records of policy decisions made with respect to services and programmes (with the exception of the Mirrors Programme, which the Ministry Headquarters administers directly). The Ministry Headquarters also records Ministerial Statements, press releases and press statements and other official communications made by the Office of the Minister. The Ministry Headquarters records summaries of budget briefs, legislative briefs, Departmental budget allocations, financial transactions, grant allocations, payroll allocations and other financial matters related to the services provided by the Ministry as a whole. The Ministry Headquarters also maintains records related to staff and the Boards and Committees under its remit.

Programmes:

The Ministry Headquarters is responsible for the operation of the Mirrors Programme. The Mirrors Programme is a personal development programme which serves people aged 10 and up through Transformation, Personal Development and performance Coaching. Mirrors helps participants create and sustain breakthroughs in their lives instead of coping and conforming to their situations. Mirrors offers four (4) distinct programmes: Community Programmes for 15-18 year-olds (co-ed) and 19-24 year olds (males only); Parent Workshops mainly for parents of youth in the programmes; Professional Development trainings for participants aged 21 and over; and the Coaching For Success Programme for middle school students launch in September 2010. The Mirrors team has adopted the acronym CRISP, which stands for commitment, responsibility, integrity, self-expression and possibility.

The Mirrors Programme Coordinator is Ms. Kimberley Jackson. The Mirrors Programme office is located on the 1st floor of Global House, 43 Church Street, Hamilton, HM 12. The telephone number is 441-294-9291.

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

Records are held by the Ministry of Community, Culture and Sports Headquarters in three (3) main classes and broken down as follows:

Ministry Headquarters - General Administration Records

Hard Copy Files

- Accommodation
- **Bermuda Archives**
 - Administration
 - Finance
 - General
 - Legislation
 - Policy
 - Reports
 - Staff
- **Bermuda National Library**
 - Administration
 - Finance
 - General
 - Legislation
 - Policy
 - Reports
 - Staff
- **Child and Family Services**
 - Complaints – Public/Staff
 - Family Guidance
 - Finance
 - General
 - Miscellaneous
 - Organizations/Services
 - Policy
 - Protection Of Children
 - Staff
- Contracts
- Conventions and Conferences
- **Community and Cultural Affairs**
 - Administration
 - Finance
 - General
 - Policy
 - Reports
 - Staff
- **Financial Assistance**
 - Administration

- Complaints
- Finance
- General
- Legislation
- Policy
- Reports
- Staff
- Finance
- Forms
- Furniture and Equipment
- General
- Grants
- **Human Affairs**
 - Conferences
 - Human Rights Commission
 - Miscellaneous
 - Policy
 - Training/Workshops
- Legislation
- Minutes and Meetings
- Miscellaneous
- Organizations and Services
- Policy
- Public Officers
- Safety
- Staff
- Unions
- **Youth, Sport and Recreation**
 - Administration
 - Finance
 - General
 - Policy
 - Reports
 - Staff

Electronic Files

- Accountant General
- Attorney General
- Boards
- Cabinet
- Conferences
- DCFS
- DCI
- DFA
- DHA
- DYSR

- Education
- Environment
- Finance
- Forms
- Gang Violence
- Gazette
- Grants
- Human Resources
- Legislation
- Minister
- Ministry
- Mirrors
- Parliament
- Requisitions
- Works and Engineering

Ministry Headquarters - Accounts Section Records

Hard Copy Files

- Payment Batches
- Payroll Documentation
- Query Memorandums
- Journals
 - Budget Virements
 - General Journals
 - Interdepartmental Journals
- Year End Submission Documentation
- A/R Receipts
- Vendor Forms
- Form Templates
- Personnel Files
- E1 user application forms
- Budget Books

Electronic Files

- Payment Batches
- All Payroll documentation
- Query Memorandums
- Journals
 - Budget Virements
 - General Journals
 - Interdepartmental Journals
- Year End Submission Documentation
- General Correspondence from quarterly meetings etc.
- Special Project documentation
- Workflows

- Form Templates

Ministry Headquarters – Mirrors Programme Records

Volunteer Case Files

- Application
- Police screening letter
- Confidentiality Agreement
- Pre-screening form
- Monthly note

Client Case Files

- Application
- Parent Consent Forms
- School grades
- Initial Medical Clearance
- Therapy Release
- Weekly Notes
- Evaluations – Initial – Mid Term & Completion
- Pre-screening form
- Monthly Reflection Notes
- Informed Consent
- Ground Rules Agreement
- Contact Notes
- Exit Form
- Completion Note
- Awards

Follow Up Data

- School records
- Police Record of Offending
- Employment Status

Organization Files

- Team Minutes
- Training Evaluations
- Training and Event Summary Reports
- Consultant Contracts
- Account Files
- Volunteer Policy
- Programme Manuals
- Programme Policy & Procedures
- Follow Through Summary Reports
- Strategic Plan & Business Plan
- Drop In Log
- Drop In Contact Note
- Mail log
- Employee Files
- Letters

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

Administrative manuals/guidelines used by the Ministry of Community, Culture and Sports Headquarters include the following:

- Financial Instructions
- Annual Approved Estimates of Revenue and Expenditure
- Speeches from the Throne
- Ministry Business Plans
- Election Guidance Notes
- Travel and Subsistence Policy 2011
- Orders for GP cars and Use of Private Vehicles
- Drug and Alcohol Policy
- Mirrors Programme Manuals
- Mirrors Programme Policy & Procedures

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

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

The Information Officer for the Ministry Headquarters is Kleita Pitcher, who is located at the Dame Lois Browne Evans Building, 58 Court Street, 4th Floor, Hamilton, HM 12. Her contact information is:

Direct Telephone: 441-294-9146

Email: krpitcher@gov.bm

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

N/A

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

N/A

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: *March 28th 2015*

Locations of Information Statement:

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

- The Ministry Headquarters: Dame Lois Browne Evans Building, 58 Court Street, 4th Floor, Hamilton, HM 12. Y/N
- The Bermuda National Library; Y/N
- The Bermuda Archives; Y/N
- Available electronically, Y/N
- Website for public authority. Y/N
- Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y/N
- With the Information Commissioner. Y/N

Wayne E. Carey

Sign and Date:

March 28th 2015