



GOVERNMENT OF BERMUDA

The Cabinet Office

PATI Information Statement

Name of Public Authority: Cabinet Office Headquarters

Introduction:

The purpose of the Public Access to Information Act is to-

- Give the public the right to obtain access to information held by public authorities to the greatest extent possible, subject to exceptions that are in the public interest or for the protection of the rights of others;
- Increase transparency, and eliminate unnecessary secrecy, with regard to information held by public authorities;
- Increase the accountability of public authorities;
- Inform the public about the activities of public authorities, including the manner in which they make decisions; and have more information placed in the public domain as a matter of routine.

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

Structure of the Authority

Secretary to the Cabinet:

Directly responsible for:
Office of the Premier
Office of the Secretary to the Cabinet
Protocol Office
London Office

Deputy Head of the Civil Service and Permanent Secretary for the Cabinet Office with responsibility for Government Reform

Directly responsible for:
Civil Service matters,
Public Service Reform and
management of the following Departments:

Bermuda Post Office
Health and Safety Office
Management Consulting Services
Policy and Strategy Section

Communication
Information & Digital Technologies
Office of Project Management and Procurement
Statistics
Human Resources

The Cabinet Office employs the following staff or consultants:

Office of the Premier

- Premier's Administrative Assistant
- Premier's Aide
- Consultant Political Advisor

Office of Secretary to the Cabinet

- Secretary to the Cabinet and Head of Civil Service [CS]
 - Administrative Officer and Executive Assistant to the CS
 - Administrative Assistant
- Deputy Head of the Civil Service and Permanent Secretary [DHOCS and PS]
 - Projects and Policy Coordinator
 - Executive Assistant to the DHOCS and PS
- Ministry Controller
 - Administrative Officer with specific responsibility for Accounting and Administration for Cabinet Office Headquarters
- Safety and Health Coordinator for Government
- Secretary/ Receptionist

Protocol Office

- Chief of Protocol
- Caretaker at Camden

Policy and Strategy Section

- 1 Manager /Director
- 4 Policy Analysts
- 1 Administrative Assistant

London Office

- Director
- Assistant Director
- Administrative Officer

Management Consulting Section

- Senior Management Consultant
- 4 Management Consultants
- Knowledge Manager

Legislation

Governing Legislation:

- United Kingdom Instrument SI 1968 No. 182 – THE CONSTITUTION OF BERMUDA, Bermuda Constitution Order 1968;
- Statutory Instruments Act, 1977;
- Good Governance Acts 2011 and 2012;
- Public Service Commission Regulations, 2007;
- Public Access to Information Act, 2010;
- Ministers (Change of Responsibilities and Style) Order 2011;
- Ministers and Members of the Legislature (Salaries and Pensions) Amendment Act 2005

- Lotteries Act 1944; and
- Occupational Safety and Health Regulations 2009.

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

Role of The Cabinet Office

The Cabinet Office is at the heart of Government, providing services to Cabinet, the Premier and Ministers of the Government. The Cabinet Office also co-ordinates initiatives on cross cutting issues; and acts as the corporate headquarters for the Civil Service, providing services, advice and guidance for other government departments and by extension, to the wider public sector.

The primary objectives of the Cabinet Office include:

- Strengthening governance, transparency and accountability across the public sector;
- Delivering efficient and effective services to the Premier, Ministers, and Cabinet;
- Providing oversight and coordination of the Civil Service;
- Raising the quality of service delivery across the Public Service;
- Developing and improving Government policies as well as providing assistance to all Departments in the implementation and coordination of those policies; and
- Leading and giving support to initiatives to modernize business systems and processes in government.

Role of The Cabinet

The Cabinet consists of the Premier and at least six other members of the Legislature. The Governor appoints the majority leader in the House of Assembly as Premier, who in turn nominates the other members of Cabinet, the Ministers. They are assigned responsibilities for Government Departments and other business. The Cabinet is responsible to the Legislature.

These functions of the members of the Cabinet are: the final determination of policies, the supreme control of Government and the co-ordination of government departments. The Cabinet meets in private and its proceedings are confidential. Its members are bound by oath not to disclose information about its proceedings. Normally the Cabinet meets for a few hours once a week.

Ministerial responsibility refers both to the collective responsibility that Ministers share for government policy and actions and to the Ministers' individual responsibility to Parliament for their departments' work. The doctrine of collective responsibility means that the Cabinet acts unanimously even when Cabinet Ministers do not all agree on a subject. Once the Government's policy on a matter has been decided, each Minister is expected to support it or resign. The policy of departments must be consistent with the policy of the Government as a whole.

The exercise of these functions is vitally affected by the fact that the Cabinet is a group of party representatives, depending upon majority in the support in the House of Assembly. On rare occasions, Ministers have been allowed free votes in Parliament on matters involving important issues of conscience.

Section B: 2) Obligations under PATI Act [s5(1)b]

Same for all public authorities

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 request from the Information Commissioner [s9];
- To **amend personal information** held by the Authority that 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; and
- 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:
 - Calculate **fees** for requests for information;
 - Management and maintenance of **records**;
 - Ensuring **procedures** are in place for administering the Act;
- To **train staff and make arrangements** so as to facilitate compliance with the Act [s61]; and
- 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 and Programmes:

Office of the Premier

- Provides secretarial and administrative support to the Premier;
- Provides strategic support to the Premier regarding government-wide special projects; and
- Provides public affairs support.

Office of the Secretary to the Cabinet

- Is the Head of the Civil Service and responsible for the management of the Civil Service;
- Ensures oversight of performance across all Ministries and Departments, including progressing public service reform;
- Is the supporting body of leadership functions of the Premier;
- Assists in setting of the overall policy priorities;
- Prepares and manages the business of Cabinet;
- Publishes Government Notices and statutory instruments;

- Coordinates and manages public administration organizations; and
- Oversees the conduct of Civil Service disciplinary matters.

Protocol Office

- Organization & co-ordination of official functions and ceremonial proceedings;
- Maintenance of the Precedence List;
- General administration and management of Camden, the Premier's social hosting venue;
- General administration and management of Clifton (when Premier is in residence); and
- Assistance with the adherence to Diplomatic Protocols with respect to visiting dignitaries.

Policy and Strategy Section

- Policy and Strategy Development as it relates to:
 - (a) Providing support for national and operational initiatives as requested by the Honourable Premier and the Secretary to the Cabinet;
 - (b) Providing services to Ministries ranging from policy development through to the legislative process; and,
 - (c) Advancing the coordination and development of cross-ministry policy initiatives.
- Administration of the Public Access to Information (PATI) programme, including training of staff, organizational arrangements and other matters to facilitate compliance with the Public Access to Information Act 2010.
- Development and delivery of training on processes and procedures that support policy development and the PATI programme.
- Facilitate policy coordination through the following activities:
 - (a) Monitoring of International Treaties in response to requests for information from Government House.
 - (b) Liaising with Permanent Secretaries and/or designates within each Ministry to track and report on the status of progress of Government initiatives as identified in the Government's Operational Plan.
 - (c) Monitoring and evaluating the impact of public policies to determine their influence on a number of factors that contribute to the quality of life in Bermuda.
 - (d) Working with Information Digital Technology Office, the PSS will develop a data base repository of public policies.
- Provide a minute taker for Cabinet and the Civil Service Executive during their respective weekly meetings.

London Office

- Working alongside the British Overseas Territories to ensure the collective interests of the Governments of the Overseas Territories is adhered to at policy decision making within Her Majesty's Government (HMG).
- Assist in guiding policy recommendation from the UK and EU on all Government sectors where it concerns Bermuda.
- Responsible for Bermuda's engagement at the annual Joint Ministerial Council (JMC). (Note: JMC is the annual forum for dialogue on collective policies set between the UK and the British Overseas Territories)
- Representing the Government of Bermuda at all UK and EU based conferences, events, international organizations (where Bermuda is permitted to be represented), ceremonies and meetings (where Bermuda is required to be represented) as directed in policies set by the respective Ministries.
- Full consulate assistance to Bermudians living, studying, working and visiting the UK and EU.

- Handling immigration enquiries and providing assistance to persons visiting Bermuda.
- Assist in immigration and residency requirements to Bermudians living, studying, working and visiting the UK and EU.
- Liaising with London based Embassies, High Commissions and the UK Diplomatic Corp to maintain international relations and work with her other jurisdictions of combined interests.
- Coordination of all Government of Bermuda events to the UK and EU.
- Promote Bermuda as an international financial centre of choice.
- Maintain relationships with UK companies that are domiciled in Bermuda.
- Provide first class office facilities for the Government of Bermuda and Bermuda based associations who promote Bermuda by means of meetings, seminars, presentations and interviews.
- Provides the opportunity for Ministries and Departments to operate UK based satellite offices, to access their UK and European market. (Note: The London Office currently houses the Department of Civil Aviation Satellite Office. Preparation is being made to introduce the Department of Maritime Satellite Office for summer 2013.)

Management Consulting Section

- Professional Public Sector Consultancy Services include but are not limited to:
 - Strategy review,
 - Operational Efficiency reviews which focus on improving systems and processes,
 - Organizational and feasibility studies,
 - Corporate development and restructuring,
 - Conduct projects and provide advice and guidance related to the merger and/or amalgamation of departments, strategic alliances, Quangos and privatization,
 - Manage and monitor external consultants.
- Cabinet Memoranda
 - Draft Cabinet Memoranda,
 - Review of and provide guidance/assist with drafting Cabinet Memoranda.
- Job Evaluations
 - Evaluate job descriptions,
 - Provide advice on structural changes,
 - Provide advice to the Senior and Joint Grading Panels.
- Manage Outsourcing of Management Consulting Services
 - Evaluate client's needs,
 - Prepare Request for Proposals from qualified external consultants if deemed necessary by MCS,
 - Evaluate received proposals,
 - Make recommendation and prepare contracts,
 - Coordinate efforts of the external consultants,
 - Supervise quality/timeliness of service delivery, etc.
- Programme/Project Management
 - Assist clients with the implementation of recommendations arising from consultancy.

For further information, please refer to Section C of the information statements for the following areas:

- Bermuda Post Office
- Department of Communication;
- Department of Human Resources;
- Department of Statistics;
- Information & Digital Technologies; and
- Office of Project Management and Procurement.

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

List and describe the classes of records held by the authority:

Electoral Boundaries Records and Election Procedures

- Boundaries Commission Reports
- Election Guidance Notes

Cabinet Records

- Cabinet Appeals Tribunal Reports
- Cabinet Conclusions
- Cabinet Memoranda
- Cabinet Minutes

Public Service Disciplinary Hearings Records

- Civil Service disciplinary documents and decisions

Civil Service Records

- Civil Service Executive Meeting Minutes

Administrative Records

- Annual Budget Briefs which describe the activities of the Department the previous year and supports the proposed budget for the next year.
- Applications and approvals for acting, temporary reliefs and consultants.
- Appraisal documents for Cabinet Office staff.
- Contracts (from external consultants) for Government Client Projects.
- Health Reports (Findings and Recommendations of the Health and Safety Officer).

Procedures and Codes of Conduct for Ministries and the Civil Service

- Ministerial Code of Conduct; and
- Precedence List – describes how dignitaries are addressed and treated in official settings.

International Conventions and Treaties

- Various international conventions and treaties; and
- General Entrustment documents that authorise the Government of Bermuda to negotiate with other countries.

Policy Documents

- Green Papers (official consultation documents produced by the government for discussion both by the legislature and by the public, for instance when Cabinet is considering introducing new significant legislation; e.g. the Green Paper on Long-term Residents).
- White papers (an authoritative report of the Government's position taken once all input has been received and considered, normally prior to tabling of legislation).

Applications for the Queen's Honours and Awards

- Queen's Honours and Awards Reports

Records Specifically held by the Management Consulting Section

- Job Description Evaluations
- Reports of Government Client Projects
- Terms of Reference for Government Client Projects
- Various Government Organizational Structures

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

List and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:

- Conditions of Employment and Code of Conduct for the Public Service
- Financial Instructions
- Guideline on hiring freeze with exemptions
- Guidelines for PATI procedures
- Guidelines for State, Official and Recognition Funerals
- Job Evaluation Policies & Procedures Manual
- Making Public Policy Happen, guidance document
- Writing Cabinet Memoranda, guidance document

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

List and description of all policies and guidelines for decision making in respect to any person:

- Civil Service disciplinary documents and decisions.
- Reports of Government Client Projects (forms the foundation of Cabinet Memoranda.
- Executive Summaries of the reports are often attached as Annex). (MCS)
- Job Description Evaluations (complete evaluations submitted for consideration by the Senior and Joint Grading Panels). (MCS)

For further information, please refer to Section F of the information statements for the following areas:

- Department of Communication;
- Department of Human Resources;
- Department of Statistics;
- Information & Digital Technologies; and
- Office of Project Management and Procurement.

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

Name and contact information:

Requests for information shall be in writing and directed to Reception at the Cabinet Office Headquarters; from there they will be directed to the Information Officer, Mr. Charles Brown, who is currently the designated Information Officer for:

- the Cabinet Office;
- London Office;
- Management Consulting Section;
- Policy and Strategy Section; and
- Protocol Office

In addition, requests for information may also be sent directly to the Information Officer:

Mr. Charles Brown
 Policy and Strategy Section (PSS)
 3rd Floor, Ingham & Wilkinson Building
 129 Front Street
 Hamilton HM 12
 Telephone: 441 295-5151 ext. 1093
 Email: cnbrown@gov.bm

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

None

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

None

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: 17 October, 2017

Locations of Information Statement:

Confirm copies of Information Statement are available at the following sites:

- Your principal office: Reception, Cabinet Office, 105 Front Street, Hamilton HM 12 Y
- The Bermuda National Library; Y
- The Bermuda Archives; Y
- Available electronically, [email; cnbrown@gov.bm](mailto:cnbrown@gov.bm) Y
- Website for public authority www.gov.bm – [Cabinet Office Home page]. 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

Sign and Date: