



BERMUDA GOVERNMENT
MINISTRY OF YOUTH, CULTURE AND
SPORTS HEADQUARTERS

Public Access to Information
Information Statement

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

Introduction:

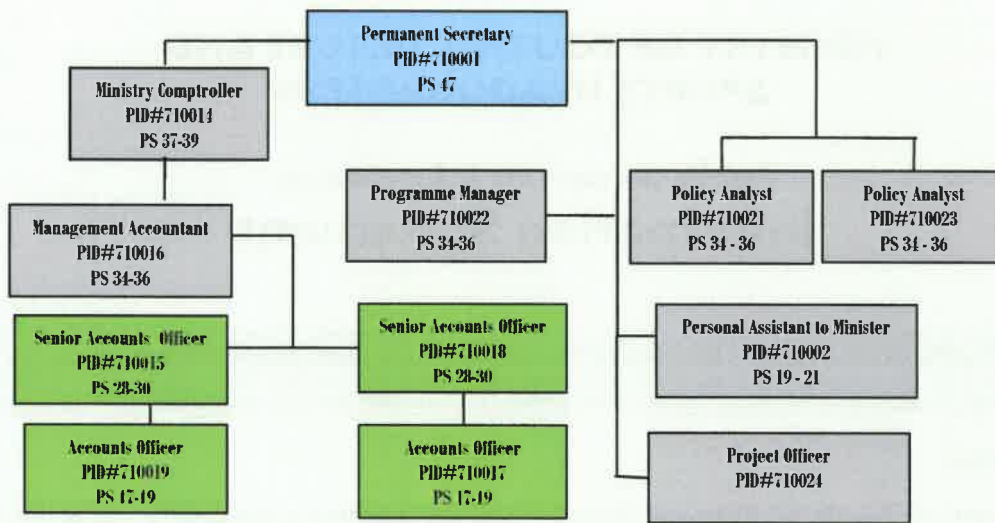
The Ministry of Youth, Culture and Sports Headquarters has a legal duty under the Public Access to Information Act 2010, to maintain and update annually an Information Statement. This will facilitate easy access to information by the public and increase the accountability and transparency of the Ministry 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 Youth, 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 Youth, Culture and Sports Headquarters is one (1) of three (3) Departments that fall under the Ministry of Youth, Culture and Sports. The other two (2) Departments are: Department of Youth, Sport and Recreation and Department of Community and Cultural Affairs.

The organizational chart for the Ministry of Youth, Culture and Sports Headquarters is as follows:



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

1. Anti-Doping in Sport Act 2011
2. Bermuda Arts Council Act 1969
3. National Sports Centre Trustees Act 1988
4. Parish Councils Act 1971

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

- The Ministry Headquarters directs the implementation of policy and oversees the management of the Departments within the Ministry. Currently, these Departments are: Ministry of Youth, Culture and Sports Headquarters; Department of Community and Cultural Affairs and Department of Youth, Sport and Recreation.
- 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 policy advice to the Minister of Youth, Culture and Sports on a range of policy matters for culture; heritage; youth and sport development. 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.

Mission

To Develop and Celebrate Our People

The Boards and Committees under the Ministry of Youth, Culture and Sports Headquarters remit are as follows:

BERMUDA ARTS COUNCIL

Bermuda Arts Council Act 1969

BERMUDA SPORTS ANTI-DOPING AUTHORITY BOARD

Anti-Doping in Sport Act 2011

BERMUDA ANTI-DOPING APPEAL PANEL

Anti-Doping in Sport Act 2011

BERMUDA SPORT ANTI-DOPING DISCIPLINARY PANEL

Anti-Doping in Sport Act 2011

NATIONAL SPORTS CENTRE TRUSTEES

National Sports Centre Trustees Act 1988

PARISH COUNCILS

Parish Council Act 1971

Please see the Government website for the list of current members at <https://www.gov.bm/government-boards-and-committees>

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 coordinates and provides a supporting role in the delivery of services and programmes that are provided by the Departments under the Ministry. Records of policy decisions and details in respect to these services and programmes are held by the individual Department.

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

Records held by the Ministry of Youth, Culture and Sports Headquarters are as follows:

Ministry Headquarters - General Administration Records

Hard Copy Files

- Accommodation
- Contracts
- Conventions and Conferences
- **Community and Cultural Affairs (Head 52)**
 - Administration
 - Finance
 - General
 - Policy
 - Reports
 - Staff
- Finance
- Forms
- Furniture and Equipment
- General
- Grants
- Legislation
- Minutes and Meetings
- Miscellaneous
- Organizations and Services
- Policy
- Public Officers
- Safety
- Staff
- Unions
- **Youth, Sport and Recreation (Head 21)**
 - Administration
 - Finance
 - General
 - Policy
 - Reports
 - Staff

Electronic Files

- Accountant General
- Attorney General
- Boards

- Cabinet
- Conferences
- Committees
- Department of Child and Family Services
- Department of Communication & Information
- Department of Financial Assistance
- Department of Human Affairs
- Department of Youth, Sport & Recreation
- 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

Documents

- Ministerial statements
- Press releases
- Press statements
- Other official communications made by the Minister of Youth, Community Affairs and Sports
- Budget briefs
- Legislative briefs
- Departmental budget allocations
- Financial transactions
- Grant allocations
- Payroll allocations
- Financial matters related to the services provided by the Ministry as a whole

Information that may be withheld

- Any information that contains personal information

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

Administrative manuals/guidelines used by the Ministry of Youth, 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
- Code of Practice for Project Management and Procurement
- Ministerial Code of Conduct, 2017
- Conditions of Employment and Code of Conduct
- Making Public Policy Happen in Bermuda, June 2017
- Collective Bargaining Agreement – BPSU
- Collective Bargaining Agreement - BIU

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

- Decision Making Template

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

The Information Officer for the Ministry Headquarters is Jane Brett who is located in the Government Administration Building, 3rd Floor, 30 Parliament Street, Hamilton, HM 12.

Ms. Brett's contact information is:

Telephone: (441) 294-9732

Email: jbrett@gov.bm

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

The Ministry of Youth, Culture and Sports Headquarters is open:-

Monday to Friday between 8:30 am to 5:00 pm and closed on weekends and public holidays.

Ministry of Youth, Culture and Sports Headquarters Website:-

<https://www.gov.bm/ministry/youth-culture-and-sports>

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: 3rd December 2020

Locations of Information Statement

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

- The Ministry Headquarters: Government Administration Building
3rd Floor, 30 Parliament Street, Hamilton, HM 12 Y/N
- The Bermuda National Library Y/N
- The Bermuda Archives Y/N
- Available electronically Y/N
- Ministry of Youth, Culture and Sports website: Y/N
<https://www.gov.bm/ministry/youth-culture-and-sports>
- 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

Sign and Date:



7 Dec 2020

Jennifer Attride-Stirling