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 seven (7) Departments that fall under the Ministry of Community, Culture and Sports. The other six (6) 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; and Department of Financial Assistance. The organizational chart for the Ministry Headquarters is as follows:
Minister of Community, Culture and Sports
Hon. Patricia J. Gordon-Pamplin, MP JP

Permanent Secretary
Wayne Carey

Ministry Comptroller
Dave Banarsee

Management Accountant
Wendy Pond

Policy Analyst
Kleita Pitcher

Policy Analyst/ Project Coordinator
Jane Brett

Programme Manager
Kimberley Jackson

Senior Accounts Officer
Alesha Brown

Senior Accounts Officer
Juanita Bean

Accounts Clerk
Kiyonne Smith

Accounts Clerk
Lauren Burchall

Administrative Assistant to Minister
Tracey Wilkinson
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  
10. Child Day Care Allowance Regulations 2008  
12. Children Amendment Act 2008  
13. Day Care Centre Regulations 1999  
15. Financial Assistance Amendment Regulations 2004  
18. Legal Deposit Act 2008

Section B: 1) 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; and Department of Financial Assistance. 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:

BERMUDA ANTI-DOPING APPEAL PANEL
Anti-Doping in Sport Act 2011
Ms. Shade Subair (Chairman) (Resigned April 2016)
Mr. Kevin Bean (Deputy Chairman)
Ms. Donna Bradshaw
Dr. Burton Butterfield
Dr. Joseph Froncioni
Mr. Oscar Lightbourne
Mr. Charlie Marshall
Mr. Christopher Swan
Dr. Wilbert Warner

BERMUDA SPORT ANTI-DOPING DISCIPLINARY PANEL
Anti-Doping in Sport Act 2011
Ms. Janita Burke (Chairman)
Ms. Patricia Harvey (Deputy Chairman)
Ms. Carla Lambert (Deputy Chairman)
Dr. Melvin Bassett
Mr. Colin Blades
Dr. Henry Dowling
Mr. Greg Hopkins
Dr. Constance Richards
Dr. Basil Wilson
BERMUDA ARTS COUNCIL
Bermuda Arts Council Act 1969
Mrs. Tona Symonds (Chairman)
Ms. Nashanti Bailey (Vice Chairman)
Ms. Crystal Caesar (Treasurer)
Ms. Jeanne Legere
Ms. Jennifer Phillips
Mr. Allan Smith
Dr. Edwin M. E. Smith
Ms. Jennifer Soares
Ms. Hannah Collins
Mr. Michael Hind
Mr. Stratton Hatfield
Public Officer – Ex-officio

BERMUDA FAMILY COUNCIL
(Non-Statutory)
Mr. Christopher Dill (Chairman)
Mr. Roy Wright (Deputy Chairman)
Mrs. Janet Smith-Bradshaw
Mrs. Elaine Butterfield
Ms. Martha Dismont
Mrs. Michelle Hassell
Ms. Susan Jackson
Mr. Edward Tavares
Ms. Tifanne Thomas
Mrs. Patrice Frith Hayward (Women’s Resource Centre Representative)
Ms. Michelle Wade (Teen Services Representative)
Ms. Denise Carey (Department of Child & Family Services – Ex-officio)
Ms. Renee Brown (Department of Child & Family Services – Ex-officio)

BERMUDA NATIONAL LIBRARY COMMITTEE
Bermuda National Library Act 1946
Ms. Susan Jackson, MP (Chairman)
Mr. Nick Hutchings
Mr. Maurice L. Lowe
Mrs. Florenz Maxwell
Ms. Grace Rawlins
Mr. Stephen DeSilva (Corporation of Hamilton Representative)
Mr. Lawrence Scott (Corporation of Hamilton Representative)

BERMUDA SPORT ANTI-DOPING AUTHORITY
Anti-Doping in Sport Act 2011
Mr. Lee Holder (Chairman)
Mr. Anthony Roberts (Deputy Chairman)
Mrs. Sheila Brown
Mr. Ian Davidson
Mr. Philip Guishard
Dr. Cindy Morris Astwood
Ms. Rachael Robinson
Mr. Dennis Wainwright
CHILD CARE PLACEMENT BOARD  
Children Act 1998  
Mr. Derek Caines (Chairman)  
Ms. Luelle W. Todd (Deputy Chair)  
Mrs. Sheila Burrows  
Mr. Alvin Daniels  
Ms. Connie Francis  
Mrs. Valeria Francis  
Mr. Winston Rawlins, JP  
Ms. Cornelia Simmons  
Mrs. Kennette Robinson (Department of Child & Family Services – Ex-officio)  
Ms. Selena Simons (Department of Child & Family Services (Foster Care Coordinator) – Ex-officio)  
Mr. Don Vickers (Department of Child & Family Services (Programme Manager Brangman Home/Observatory Cottage) – Ex-officio)  

CO-PARENTING MEDIATION COUNCIL  
Children Act 1998  
Mrs. Kathy Lightbourne-Simmons (Chairman)  
Mrs. Honor Desmond-Tetlow  
Dr. Henry Dowling  
Mrs. Susan Allison Moore-Williams  
Dr. Eloise Charlotte Pitts Crick  
Dr. Darrien Ray  
Mrs. Miriam C. Shaya-King (Child & Family Services Representative)  

FINANCIAL ASSISTANCE REVIEW BOARD  
Financial Assistance Act 2001  
Mrs. Cheryl Ann Mapp (Chairman)  
Mrs. Susanne Roberts-Holshouser (Deputy Chairman)  
Mrs. Alma Dismont  
Mr. Melvin Simmons  
Dr. Louise White  

NATIONAL SPORTS CENTRE TRUSTEES  
National Sports Centre Trustees Act 1988  
Mr. S. Sean Tucker, JP (Chairman)  
Mr. Stanley Lee (Deputy Chairman)  
Mr. Jon Beard  
Ms. Kirsten Beasley  
Mr. Bryan Dowling  
Mr. C. Anthony Francis  
Mr. Marshall Minors  

PUBLIC RECORDS COMMITTEE  
The Bermuda Archives Act 1974  
Director of Archives (Chairman)  
Secretary to the Cabinet  
Auditor General  
Accountant General
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 Programme Manager in Ministry Headquarters oversees the Mirrors Programme, which offices are located on the 1st floor of Global House, 43 Church Street, Hamilton, HM 12. Mirrors Programme’s contact 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
Department of Child and Family Services
Department of Communication & Information
Department of Financial Assistance
Human Affairs/Human Rights Commission
Department of Youth, Sport & Recreation
Education
**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
- EI 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 in 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]

The Ministry of Community, Culture & Sports Headquarters is open:-

Monday to Friday between 8:45 am to 5:00 pm.
Closed on weekends and public holidays.

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:** 21st April 2016

**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:** April 21st 2016