



GOVERNMENT OF BERMUDA

NON-MINISTRY

PATI Information Statement

Name of Public Authority: The Devonshire Parish Council (the "Council")

Introduction:

- Public Access to Information Act 2010;
The purpose of this Act is to—
(a) 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;
(b) increase transparency, and eliminate unnecessary secrecy, with regard to information held by public authorities;
(c) increase the accountability of public authorities;
(d) inform the public about the activities of public authorities, including the manner in which they make decisions; and
(e) have more information placed in the public domain as a matter of routine
- The reason that the public authority has an information statement;
Under Section 5 of the Public Access to Information Act 2010, every public authority¹ in Bermuda must produce an information statement.
- The purposes and aims of the information scheme, and what the public authority hopes to achieve through the information statement;
This statement aims to make it easy to access key information about the (your department's) activities.
- Summary of what is in the information statement;
Who we are and what we do
What we spend and how we spend it
What our priorities are and how we are doing
How we make our decisions
Our policies and procedures
Lists and registers

The information provided includes: Organizational structure of the Unit; governing legislation; functions and powers; services and programmes; information held - grouped into decision making; administrative or other record; further information (includes financial); contact details for the information officer and locations of the information statement.

¹ Section 1 of the Act defines a public authority to mean an entity listed in column 1 of the Schedule.

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

The Council comprises of twelve (12) members who are resident from within the Devonshire Parish (the "Parish"). The Minister responsible for Parish Councils appoints the members for a three-year period; at present the responsible Minister is the Minister of Home Affairs.

Naomi Daniel Chairman
Cindy Weeks Deputy Chairman
Cymone Sims Secretary
Lateefah Caines Assistant Secretary
Rhonda Neil Treasurer
David Rogers Assistant Treasurer
Albertha Waite
Chrislyn Dill
Cleveland Richardson
Denelle Saunders
Lovette Lovell
Philip Seaman

- The Council members meet on the first Thursday in each month at the Matilda Smith Williams Seniors Residence Board Room.
- The Council hold a least one public meeting per calendar year.
- The Council's e-mail address is Devonshire.council@gmail.com
- The Council's mailing address is P.O. Box DV 52, Devonshire DV BX

Legislation

The Parish Councils Act 1971 (the "Act")

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

The Council operates within the remit of the Act; however, the Council exists to assist Parish residents where possible. If and when the Council receives resident request, the Council serves as a liaison between residents and the various Ministries within Government, either responding accordingly or directing the resident to the relevant stakeholder.

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 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 Parish Council owns a property located on North Ridge Crescent (the "Property") wherein the Elder Home Care Services leases the Property and operates from.

Programmes:

- *The Council seeks to offer an annual scholarship to Parish residents who are undergraduate and graduate students. The applicants for the scholarship must be residents of Devonshire Parish for at least five years.*
- *The Council seeks to offer two scholarships to the parish residents for maximum \$5,000 for graduates and maximum \$5,000 for undergraduate studies. From time to time the Council may seek to increase the amount of the scholarships based on the financial needs of the Council.*
- *The Council provides donations to local organizations with charitable aims.*
- *The Council holds an annual public meeting and invites speakers to present on relevant topics.*
- *If and when the Council received resident queries and responds accordingly or directs the resident to the relevant stakeholder.*

Goals:

- *The Council seeks to hold more public meetings to engage local residents*
- *The Council seeks to foster more relationships with local businesses*
- *The Council seeks to create more fund-raising opportunities to generate income*
- *In the future the Council seeks to collaborate with other Parish Councils*

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

- *Minutes of Council meetings*
- *Annual Financial Statements (audited)*
- *Lease for the Property*
- *Deeds to the Property*

Most documents are held in electronic and paper form. Minutes are circulated to the Council members electronically. An annual report is produced and submitted to the Ministry each year.

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

There are no administration manuals.

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

The Council is guided by the Act – all decisions made by the Council must meet quorum and are voted on .

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

Cymone F Sims
Unit 4 – Sage
3B Green Acres Road
Devonshire DV 08
Bermuda
Tel: 1 441 337-3445
E-mail: devonshire.council@gmail.com

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

Insert any other information that you think might be useful for the public to know, so as to decrease requests for information:

The Office of the Auditor General conducts an annually review of the financial statements in accordance with standards for review engagements generally accepted in Bermuda and Canada is a limited assurance engagement.

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

Not at this time

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: 4 January 2019

Locations of Information Statement:

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

- | | |
|---|-------------|
| • Your principal office: (n/a) | N |
| • The Bermuda National Library; | Y |
| • The Bermuda Archives; | Y |
| • Available electronically, | Y |
| • Website for public authority (n/a). | N |
| • Have you published a notice in the Gazette indicating the places where the information statement is available for the public? | In progress |
| • With the Information Commissioner. | Y |

Sign and Date: *C Sims* 31 January 2019