



GOVERNMENT OF BERMUDA

Ministry Of Health

Information Statement for the Corporate Services Unit (of Ministry Headquarters Public Authority)

Table of Contents

Introduction:	Your Rights under Public Access to Information
Section A:	Organizational structure of the authority and governing legislation
Section B:	1. Legislated functions and powers of the authority 2. Obligations under PATI
Section C:	Services and programmes
Section D:	Documents: Records held
Section E:	Documents: Administrative manuals/ guidelines
Section F:	Documents: Decision making
Section G:	How to Contact the Information Officer and Make a Request
Section H:	Further information (includes financial)
Section I:	Other information (as prescribed)
Section J:	Locations of the Information Statement

Introduction to Your Rights under Public Access to Information

This document is the Information Statement for the Corporate Services Unit of the Ministry Headquarters Authority. In accordance with the Public Access to Information (PATI) Act 2010, every public authority has a legal duty to maintain an Information Statement.

The purpose of the PATI Act and this document is to make information readily available to the public without the need for specific written requests, to encourage authorities to proactively publish information and to develop a culture of openness. Every person who is a Bermudian, or resident of Bermuda, has a right to access any record held by a public authority unless it is exempt. Several classes of information are exempt, including: Personal information (unless it relates to the requestor); Sensitive commercial, information received in confidence; Operations and deliberations of Public Authorities; Cabinet, Ministerial and Governors documents; and Legal documents. However, these exemptions are subject to the public interest test, except those that would be in contempt of Court, infringe Parliamentary privilege or are prohibited by other legislation [see sections 21 to 40, PATI Act]. In addition every person has a right to amend their personal information if it is incomplete, incorrect or misleading [s19, PATI Act].

How to make a request

Requests for information, or to amend your personal information, must be made using the application form, and submitted in person to the Ministry Information Officer. See Section G for how to make a request including the documents needed, record specificity, contact information and process timelines.

Key and Definitions

- Authority means the Ministry Headquarters
- Ministry means the Ministry of Health and Seniors
- PATI means Public Access To Information

<ul style="list-style-type: none"> • Square brackets [], refer to sections of the PATI Act, unless another Act is indicated
<p>Section A: Structure, Organization and Governing Legislation [s5(1)a]</p> <p><i>Insert structure of Authority (text, and figure if latter useful):</i></p> <p>Corporate Services is comprised of three (3) policy analyst posts that report directly to the Permanent Secretary of Health.</p>
<p><i>Insert governing Legislation:</i></p> <p>Public Health Act, 1949</p>
<p>Section B1: Legislated Functions, Powers and Duties of the Authority [s5(1)b]</p> <p><i>Insert power, duties and function of the authority (Explain, cite Act, Policy or similar):</i></p> <p>1. General functions of Corporate Services The Corporate Services Unit provides support and assistance to the Minister, the Permanent Secretary and the Heads of Department, within the Ministry. Corporate Services assumes duties that do not fall within any particular department in the Ministry and tasks which cross more than one Ministry or emergency projects. Responsibilities, within this context, include:</p> <ul style="list-style-type: none"> i Review, development and amendment of Policy, Programmes and Legislation ii Support to the Permanent Secretary iii Oversight of monitoring and evaluation processes iv Formatting long range strategic planning <p>2. Legislated Power and Duties of Corporate Services The Corporate Services Unit has no legislated power or duties</p>
<p>Section B2: Obligations under PATI [s5(1)b]</p> <p><i>(the same for all public authorities)</i></p> <p>Obligations of the Authority under PATI Act</p> <ol style="list-style-type: none"> 1. To provide an information statement for the public and promulgate it [s5], 2. 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: <ul style="list-style-type: none"> ▪ 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. 3. To respond to information requests in a timely manner [s12-16] 4. To track information requests, and provide this data to the Info Commissioner [s5(8)3] 5. To respond to requests from the Information Commissioner [s9] 6. 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] 7. To conduct an internal review if formally requested [part 5] 8. To give evidence for review by the Information Commissioner [part 6, 47(4)], or for judicial review [s49], if required 9. To provide an annual written report to the Information Commissioner of the status of information requests [s58(3)]. 10. To do anything else as prescribed under the PATI Act and Regulations [s59, 60], including: <ul style="list-style-type: none"> ▪ Managing Fees for Requests for information

- Management and maintenance of **records**
 - **Following procedures** for administering the Act
11. To **train staff and make arrangements** so as to facilitate compliance with the Act [s61]
 12. To **designate an officer** to be the person to whom requests are directed [s62]

Section C: Services and Programmes provided [s5(1)c]

Insert a summary of services and programmes provided by the authority:

Services:

- i. Programme and policy development: To develop policy to address health issues aligned with best practice
- ii. Research and analysis: To provide information on any matter pertaining to health that the Minister requires
- iii. Legislative review: Aligning legislative instruments with changing policy and best practice.
- iv. Project management: To manage projects related to the function of the Ministry as assigned by the Permanent Secretary
- v. Programme evaluation: To provide oversight of monitoring and evaluation processes of Ministry programmes as assigned by the Permanent Secretary
- vi. To assist the Permanent Secretary with any other matter as required.

Programmes: none provided.

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

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

The following records in respect of this public authority are held:

General Ministry:

1. *Ministry Overview*. (v3c, 2014). Ministry of Health, Government of Bermuda. (Public access). Describes the mandate, structure, duties, powers and services provided by the Ministry. The document is updated for new Ministers.

Project records (all last 5 years)

2. *Briefs to the Permanent Secretary* [exemptions sections 28 – Ministerial responsibility, and section 29 – deliberations of public authorities]. Recommendations on projects of interest. Includes issue identification, industry data, jurisdictional and best practice review, confidential stakeholder feedback, and recommendations.
3. *Cabinet documents regarding legislative review: Draft Cabinet Memoranda; Drafting Instructions; Draft Bills and draft statutory instruments*. [Exempt under s27(ba) – Cabinet Documents]. Aligning legislative instruments with changing policy and best practice.

Activities of the authority:

4. *Public consultation briefs (Public Access)* - found online on government website.

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

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

1. *The Legislative Process in Bermuda. Creating Law: from Policy Development to Implementation, (March 2005).* Attorney-General Chambers, Government of Bermuda. (Public Access). Describes the law-making process.
2. *Making Policy Happen In Bermuda.* (Nov 2005). Central Policy Unit, Government of Bermuda. (Public Access). Describes the process for developing good policy.

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

List and describe of all policies and guidelines used to make decisions in respect to any person.

None. Corporate Services provides advice and recommendations to the Permanent Secretary and the Ministry's authorities, who then use this information to make decisions. The advice is based on Bermuda laws, Jurisdictional reviews and best practice.

Section G: How to Contact the Information officer and Make a Request [s5(1)g and (h)]

Insert name and contact information:

How to make a request for information, or to amend your personal information

Requests must be made using the application form and submitted in person to the Information Officer. You must also provide Government-issued identification to prove that you are a Bermudian or a resident of Bermuda, such as a passport or Bermuda driver's license. The process and application form are located at: <https://www.gov.bm/online-services/make-pati-request>

A request must identify the record, the subject and time period. Requests should specify the manner in which access is preferred, for example by inspection or by copy. There is a fee charged for reproducing materials (see list of fees on the PATI website at: <https://www.gov.bm/pati-service-fees>).

Your request will be acknowledged within 5 days. The Public Authority has 6 weeks to make a decision regarding the request. Access to the record may be provided in full, in part or denied. If you are not satisfied with the outcome you may appeal the decision via several mechanisms: an Internal Review by the head of the Authority, an External Review by the Information Commissioner, and a Judicial Review in the Supreme Court. These processes are described on the PATI website (<https://www.gov.bm/public-access-information-pati>).

Contact	PATI Information Officer, Ms. D'Alessio Ministry of Health <i>Re: Corporate Services Unit</i>
Hand-deliver to	Continental building, 25 Church Street, Hamilton
Mail*	PO Box HM 380, Hamilton HM BX, Bermuda
Email*	mohpati@gov.bm <i>Add subject line: PATI request re Corporate Services</i>
Telephone	278- 4907

* Note requests for information will only be accepted for submissions made in-person so as to verify the requestor's identity.

Section H: Further 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 [s6]:

1. **About us** is available on the government website at: <https://www.gov.bm/ministry/health>

2. The **legislation** listed in this document may be found at Bermuda Laws Online www.bermudalaws.bm.
3. **Financial Information:** For the annual expenditure for the past fiscal period (31st Mar to 1st Apr), see the online Budget Book at: (www.gov.bm; then select Ministry of Finance; then select the “Budget Book” icon on the right-hand side; then select: Section B - Current Account Estimates; then select the Ministry).

Section I: Other Information As Prescribed [s5(1)i]

At November 2016 the Regulations do not specify additional requirements for the Information Statement. But note, that the following shall be provided in accordance with s6 of the PATI Act:

1. **Log of PATI** information access requests: To be provided upon request and with personal identifiers deleted.
2. **Contracts:** Any contracts entered into, with a value greater than or equal to \$50,000 [s6(6)].
3. **Expenditure:** Quarterly expenditure for the Authority will be provided upon request. Note the expenditure for the previous fiscal period is provided on the website (as per Section H)
4. **Salaries:** The Minister responsible for PATI shall publish a list of title and **salary range of every post** of public officers [s6(6)].

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(2-5), PATI Act]:

Locations of Information Statement (*Confirm copies of Information Statement are available at*):

- Office: Ministry Headquarters, Continental Bldg, 25 Church st, Hamilton Y
- The Bermuda National Library Y
- The Bermuda Archives Y
- Available electronically at:
 - PATI website <https://www.gov.bm/public-access-information-pati> Y
 - Ministry website <https://www.gov.bm/ministry/health> Y
- With the Information Commissioner. Y

Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y

Date Information Statement was updated:

Date: Dec 27 2018

Sign:



Name:

S D' Alessio

Post:

Information Officer, Ministry Headquarters Authority; and
Policy Analyst, Corporate Services Unit

Ends