Name of Public Authority:  Ministry of Labour, Community Affairs and Sports Headquarters

Introduction:

The Ministry of Labour Community Affairs 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 Labour, Community Affairs 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 Labour, Community Affairs and Sports Headquarters is one of four (4) Departments that fall under the Ministry of Labour, Community Affairs and Sports. The other three (3) Departments are: Department of Youth, Sport and Recreation; Department of Community and Cultural Affairs; and Department of Workforce Development. The organizational chart for the Ministry 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. Employment of Children and Young Persons Act 1963
6. Employment (Wage Commission) Act 2019
7. Labour Relations Act 1975
8. Trade Union Act 1965
10. National Training Board Act 1997
11. National Training Board (Apprenticeship and Training) Regulations 2009
12. Labour Disputes Act, 1992
13. Workers’ Compensation Act, 1965

Section B: 1) 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 Labour, Community Affairs and Sports Headquarters; Department of Youth, Sport and Recreation; Department of Community and Cultural Affairs; and Department of Workforce Development.
- The Ministry Headquarters is also responsible for the Labour Relations Section whose mandate is to promote good employment relations.
- 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 Labour, Community Affairs and Sports on a range of policy matters for culture, heritage, labour, youth and sport development; workforce and employment. 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

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The Boards and Committees under the Ministry of Labour, Community Affairs & Sports 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 SPORTS ANTI-DOPING AUTHORITY APPEAL PANEL
Anti-Doping in Sport Act 2011

BERMUDA SPORTS ANTI-DOPING DISCIPLINARY PANEL
Anti-Doping in Sport Act 2011

ESSENTIAL INDUSTRIES DISPUTES SETTLEMENT BOARD
Labour Relations Act, 1975

EMPLOYMENT TRIBUNAL
Employment Act 2000

LABOUR ADVISORY COUNCIL
Labour Relations Act 1975

NATIONAL SPORTS CENTRE TRUSTEES
National Sports Centre Trustees Act 1988
Section B: 2) Obligations under Public Access to Information Act [s5(1)h]

- 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.

The Ministry Headquarters is responsible for the Labour Relations Section which provides the following services:

- Advice to workers and employers on employment matters
- Presentations on labour relations matters
- Conciliation, mediation and arbitration
- Coordination of Government’s reporting obligation to the International Labour organization and other regional and international bodies
- Collaboration with Dept of Immigration and Financial Assistance on related matters
- Investigation of unionized and non-unionized worker complaints
- Preparation of complaints for the Employment Tribunal and Arbitration Hearings
- Oversee the certification and decertification of Unions in the workplace

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

Records held by the Ministry of Labour, Community Affairs 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)
  o Administration
  o Finance
  o General
  o Policy
  o Reports
  o 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)
  o Administration
  o Finance
  o General
  o Policy
  o Reports
  o Staff

Electronic Files
  • Accountant General
  • Attorney General
  • Boards
  • Cabinet
  • Conferences
  • 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
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 Labour, 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.
- Client personal records
- Complainant information relating to employment disputes
- Employer information relating to employment disputes
- Tribunal decisions
- Arbitration decisions

Information that may be withheld

- Any information that contains personal information
- The names of employers and employees involved in Tribunal and Arbitration decisions.

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

Administrative manuals/guidelines used by the Ministry of Labour, Community Affairs 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]**
**Section G: The Information officer [s5(1)g]**

The Information Officer for the Ministry Headquarters is Jane Brett who is located in the Dame Lois Browne Evans Building, 58 Court Street, 4th Floor, Hamilton, HM 12. Her contact information is:

Direct Telephone: 441-294-9732  
Email: jbrett@gov.bm

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

The Ministry of Labour, Community Affairs & Sports Headquarters is open:-
Monday to Friday between 8:30 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:** 26 November 2019

**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

**Sign and Date:** 3-12-2019

**Permanent Secretary**