



BERMUDA GOVERNMENT

MINISTRY OF SOCIAL DEVELOPMENT AND SPORTS HEADQUARTERS

Public Access to Information Information Statement

Name of Public Authority: Ministry of Social Development and Sports Headquarters

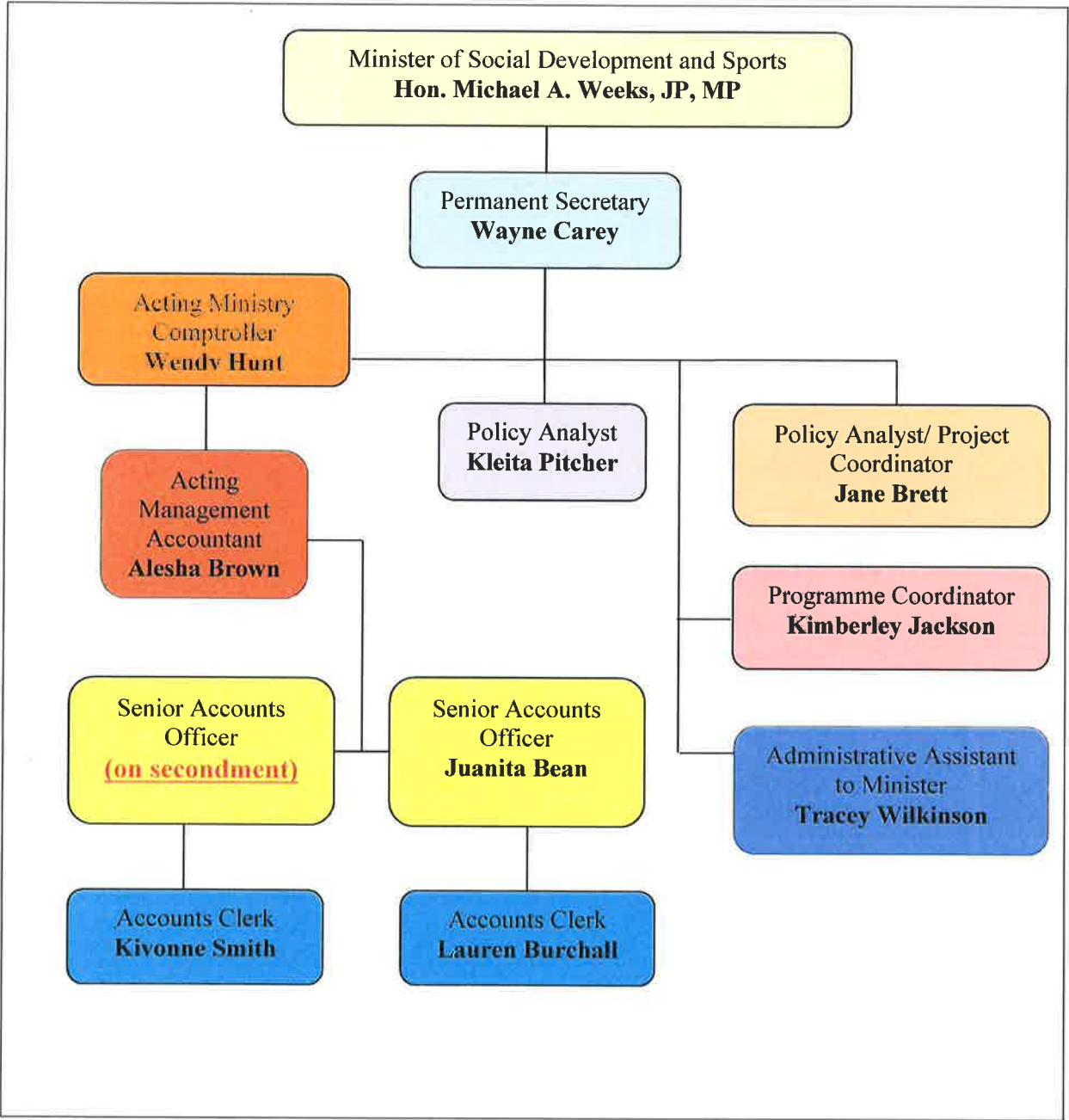
Introduction:

The Ministry of Social Development 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 Social Development 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 Social Development and Sports Headquarters is one (1) of six (6) Departments that fall under the Ministry of Social Development and Sports. The other five (5) Departments are: Department of Youth, Sport and Recreation; Department of Child and Family Services; Department of Community and Cultural Affairs; Department of Financial Assistance and Department for National Drug Control. 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. 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. Child Day Care Allowance Act 2008
7. Child Day Care Allowance Regulations 2008
8. Children Act 1998
9. Children Amendment Act 2008
10. Day Care Centre Regulations 1999
11. Financial Assistance Act 2001
12. Financial Assistance Regulations 2004
13. International Child Abduction Act 1998
14. International Child Abduction (Parties to Convention) Order 1999
15. National Drug Control Act 2013

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

- The mission of the Ministry of Social Development and Sports Headquarters is to provide social and cultural support services to the community in order to safeguard our heritage, maintain and improve our quality of life, develop and protect our youth and families and sustain efforts to reduce alcohol and drug mis-use.
- The objectives of the Ministry of Social Development and Sports Headquarters is to provide policy guidance to all departments within the Ministry, in furtherance of:
 - Preservation of family life and the advancement of our children and youth.
 - Encouragement of excellence in amateur sports locally and internationally.
 - Facilitation of empowerment of our people through social programs and initiatives.
 - Reduction of alcohol and drug mis-use.
- The Ministry Headquarters directs the implementation of policy and oversees the management of the Departments within the Ministry. Currently, these Departments are: Ministry of Social Development and Sports Headquarters; Department of Youth, Sport and Recreation; Department of Child and Family Services; Department of Community and Cultural Affairs; Department of Financial Assistance; and Department

for National Drug Control. 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 Social Development and Sports on a range of policy matters including children and youth development; family cohesiveness; sports development; 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 of Social Development and Sports remit are as follows:

BERMUDA ARTS COUNCIL
Bermuda Arts Council Act 1969

BERMUDA SPORT ANTI-DOPING AUTHORITY
Anti-Doping in Sport Act 2011

BERMUDA ANTI-DOPING APPEAL PANEL
Anti-Doping in Sport Act 2011

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

CHILD CARE PLACEMENT BOARD

Children Act 1998

CO-PARENTING MEDIATION COUNCIL

Children Act 1998

FINANCIAL ASSISTANCE REVIEW BOARD

Financial Assistance Act 2001

NATIONAL SPORTS CENTRE TRUSTEES

National Sports Centre Trustees Act 1988

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 Coordinator for the Ministry 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 Social Development and Sports Headquarters in three (3) main classes and broken down as follows:

Ministry Headquarters - General Administration Records

Hard Copy Files

- Accommodation
- **Child and Family Services (Head 23)**
 - Complaints – Public/Staff
 - Family Guidance
 - Finance
 - General
 - Miscellaneous
 - Organizations/Services
 - Policy
 - Protection Of Children
 - Staff
- Contracts
- Conventions and Conferences
- **Community and Cultural Affairs (Head 52)**
 - Administration
 - Finance
 - General
 - Policy
 - Reports
 - Staff
- **Financial Assistance (Head 55)**
 - Administration
 - Complaints
 - Finance
 - General
 - Legislation
 - Policy
 - Reports

- Staff
 - Finance
 - Forms
 - Furniture and Equipment
 - General
 - Grants
 - Legislation
 - Minutes and Meetings
 - Miscellaneous
 - **National Drug Control (Head 88)**
 - Organizations and Services
 - Policy
 - Public Officers
 - Safety
 - Staff
 - Unions
 - **Youth, Sport and Recreation (Head 20)**
 - 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
- 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

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 Social Development and Sports Headquarters include the following:

- Financial Instructions
- Annual Approved Estimates of Revenue and Expenditure
- Speeches from the Throne
- Budget Statements
- Ministry Business Plans
- Election Guidance Notes

- 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:

Wayne E. Casey

March 20th 2018