



GOVERNMENT OF BERMUDA
Ministry Of Health

Information Statement
for Administration and Accounts
(of the Ministry Headquarters Public Authority)

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Introduction to Your Rights under Public Access to Information

This document is the Information statement for the Administration and Accounts section (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, and a right to amend their personal information held by a public authority if it is incorrect or misleading. However, 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. All 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 [for more information see sections 21 to 40, 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, including definitions

- Authority means the Ministry Headquarters

- Ministry means the Ministry of Health
- PATI means Public Access To Information
- [] Square brackets, refer to sections of the PATI Act, unless another Act is indicated

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

Insert structure of Authority (a chart – if helpful, and some explanatory text):

The Administration and Accounts section of Ministry Headquarters has the following staff:

- 1 Comptroller
- 1 Management Accountant
- 2 Senior Accounts Clerks
- 1 Accounts Clerk
- 1 Accounts Assistant
- 1 Messenger
- 1 Receptionist

Insert Governing Legislation:

Public Treasury (Administration and Payments) Act 1969

Section B1: Legislated Functions, Powers and Duties of the Authority [s5(1)b]

Insert power, duties and functions of the Authority (cite Act or Policy):

The Accounts and Administration Section within the Ministry Headquarters provides financial and accounting support to the entire Ministry. This includes ensuring all financial transactions are in line with the policy and procedures of the Financial Instructions, Code of Practice for Project Management and Procurement and the EnterpriseOne ('E1') system which is Government's financial information system. In addition any guidance in regards to budgets and other financial matters are provided by the Accounts Section to programme managers, section heads, department heads, the Permanent Secretary and the Minister.

Section B2: Obligations under PATI Act [s5(1)b]

(same for all public authorities)

Obligations of the Authority under the PATI Act

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:
 - a. General information, e.g. activities of the Authority
 - b. Log of all information requests and their outcome
 - c. Quarterly expenditure (upon request) [s6(5)]
 - d. 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:
 - a. **Managing Fees** for Requests for information
 - b. Management and maintenance of **records**
 - c. **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

1. Receipt revenue for the rest home clients and verify revenue received in the satellite sections such as the clinics and Environmental Health. Record revenue and deposit into the bank
2. Process and make payments to vendors, grantees etc. for goods and services rendered
3. Process weekly and monthly payroll for Ministry's staff
4. Coordinate the budget process for the Government's fiscal year (April 1 – March 31)
5. Coordinate the fiscal year end process for the Government's fiscal year (April 1 – March 31)
6. Deliver mail for the Ministry
7. Reception and Telephone Services for the Ministry

Programmes

Programmes are not applicable to the Administration and Accounts Section.

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

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

1. *Personnel files.* (Active files kept for three years after employment ceases*). Government of Bermuda. (Exemption section 23(1) - personal information). The files include staff contracts, changes to employment status and related documents. (* dormant files are kept until the person is 70 years old or for one year after their death, as per Financial Instructions)
2. *Invoice batches.* (last six years). Government of Bermuda. (Exemption section 25(1)d and 24(1)b). These are invoices paid to vendors.
3. *Revenue Records:* (last six years). Government of Bermuda. (Exemption section 24(1)b). These are records of revenue receipts and documentation of deposits made to the bank.
4. *Client Files.* (six years after deceased). Government of Bermuda. (Exemption section 23(1) – personal information). The files contain the charge account information for the Rest Home (Lefroy

House and Sylvia Richardson) clients which include contracts and billing details and are maintained for six years after client is deceased.

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 EnterpriseOne (E1) Training Manual.* (2010). Accountant Generals Department (public access). This document is used to guide personnel on how to use the Government E1 Accounting System.
2. *BPSU Collective Agreement.* (2017-2020). Bermuda Public Service Union and the Bermuda Government. (public access). This agreement provides guidelines to process the human resource, salary and benefit responsibilities.
3. *BIU Collective Agreement (2017-2018)* Bermuda Industrial Union and the Bermuda Government (public access). This agreement provides guidelines to process the human resource, salary and benefit responsibilities.

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

Insert list and description of all policies and guidelines for decision making in respect to any person. Note "person" includes any company or association or body of persons, whether corporate or unincorporate; [Interpretation Act, 1951]

e The two(2) Authoritative Documents are the Financial Instructions and the Code of Practice for Project Management and Procurement,.

Financial Instructions apply to every person concerned in or responsible for the collection, receipt, custody, issue or payment of public money, stores, stamps, investments, securities, negotiable instruments or any other asset. Financial Instructions apply whether it is the property of the Government or in deposit with or entrusted to the Government or any Government employee in an official capacity either alone or jointly with another Government employee or any other person.

The Code of Practice for Project Management and Procurement outlines how public officers will procure goods or services on behalf of Government.

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 Shivon Washington Ministry of Health <i>Re: Administration and Accounts</i>
Hand deliver to	Continental Building, 25 Church Street, Hamilton HM BX
Mail*	P.O. Box HM 380, Hamilton HM BX, Bermuda
Email*	mohpati@gov.bm <i>Add subject line: PATI request re Headquarters, Administration and Accounts</i>
Tel	278-4900

* 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 of the Authority 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 at [s5(2-5), PATI Act]:

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

- Office: Ministry Headquarters, Continental Bdlg, 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: January 7, 2020

Sign:



Name:

Shivon Washington

Post:

Acting Permanent Secretary, Ministry Headquarters Authority

Ends