



BERMUDA GOVERNMENT
MINISTRY OF LABOUR
Financial Assistance Review Board
Public Access to Information
Information Statement

Name of Public Authority: Financial Assistance Review Board

Introduction:

The Financial Assistance Review Board 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 Board, 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 Financial Assistance Review Board which will be readily available to the public under the PATI Act 2010. The Information Statement is divided into several different categories to help the public access the information that they are seeking:

Section A deals with the structure, organization and legislation of the Financial Assistance Review Board

Section B describes the functions, powers and duties of the Financial Assistance Review Board and its obligations under the Public Access to Information Act 2010.

Section C covers the services and programmes carried out by the Financial Assistance Review Board

Section D outlines the records and documents held by the Financial Assistance Review Board.

Section E lists any administrative manuals used by the Financial Assistance Review Board.

Section F describes any other decision-making documents held by the Financial Assistance Review Board.

Section G provides the name and contact details of the Information Officer for the Financial Assistance Review Board.

Section H contains any other relevant information held by the Financial Assistance Review Board.

Section I explains where copies of the Information Statement may be obtained.

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

The Financial Assistance Review Board is established and governed by the Financial Assistance Act 2001 and the Financial Assistance Regulations 2004 under the Ministry responsible for Labour.

The Board consists of five members, a chairman, a deputy chairman and three other members.

Please see the Government website for the list of current members at: <https://www.gov.bm/government-boards-and-committees>; then select current Boards and Committees and then search for Financial Assistance Review Board.

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

Functions of Board under the Financial Assistance Act 2001 [sections 16(1)]:

Generally the Board reviews and may make a further decision on an appeal that was concluded by the Director of the Department of Financial Assistance as follows:

Determination of Appeals:

- a. On an appeal under section 14 the Board may confirm, vary reverse the decision which is subject of the appeal.
- b. The Board may attach special conditions to an award or penalty;
- c. The Board may revoke an award and require repayment of awards subject to section 13 of the Act

Section B: 2) Obligations under PATI 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

1. The Board reviews and provides the final decisions of appeals against the decisions of the Director of the Department of Financial Assistance.

Programmes. Not applicable - the Board has no programmes.

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

Records are held by the Financial Assistance Review Board.

General Administration Records

Hard Copy files

Minutes or Meeting/Interview notes

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

Administrative manuals/guidelines used by the Financial Assistance Review Board include the following:

- Department correspondence/documentation
- Department Policy and Procedures Manuals

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

Financial Assistance Act 2001
Financial Assistance Regulations 2004

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

The Information Officers for the Financial Assistance Review Board are Pandora Glasford, Director and Georgina Ball-Roach, Financial Assistance Manager. Both are located at 1st Floor, Global House, 43 Church Street, Hamilton, HM 12. Their contact information is as follows:

Telephone: 441-297-7600
Email: pvglasford@gov.bm
Email: groach@gov.bm

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

N/A

Section I: 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: *January 2021*

Locations of Information Statement:

Copies of this Information Statement are available at the following sites:

- Your principal office: (Global House, 43 Church Street, 1st Floor, Hamilton, HM 12.) **Y**
- The Bermuda National Library; **Y**
- The Bermuda Archives; **Y**
- Available electronically, **Y**
- Website for public authority (www.gov.bm). **Y**
- Have you published a notice in the Gazette indicating the places where the information statement is available for the public? **Y**
- With the Information Commissioner. **Y**

Sign and Date: *MLW/ks* *1/26/21*

Organization Chart

