



GOVERNMENT OF BERMUDA
MINISTRY OF Ministry of Finance

PATI Information Statement

Name of Public Authority: Policy, Planning and Management Unit (HQ)
<p>Introduction:</p> <ul style="list-style-type: none">• The general purpose of the Public Access to Information Act 2010; <p>Under section 2 of the Public Access to Information Act 2012, the purpose of the Act is to-</p> <ul style="list-style-type: none">(a) give the public the right to obtain access to information held by public authorities to the greatest extent possible, subject to exceptions that are in the public interest or for the protection of the rights of others;(b) increase transparency, and eliminate unnecessary secrecy, with regard to information held by public authorities;(c) increase the accountability of public authorities;(d) inform the public about the activities of public authorities, including the manner in which they make decisions; and(e) have more information placed in the public domain as a matter of routine. <ul style="list-style-type: none">• The reason that the public authority has an information statement; <p>Under Section 5 of the Public Access to Information Act 2010, every public authority¹ in Bermuda must produce an information statement.</p> <ul style="list-style-type: none">• The purposes and aims of the information scheme, and what the public authority hopes to achieve through the information statement; <p>This statement aims to make it easy to access key information about the Ministry of Finance's activities.</p> <ul style="list-style-type: none">• Summary of what is in the information statement; <p>Who we are and what we do</p> <p>What we spend and how we spend it</p> <p>What our priorities are and how we are doing</p>

¹ Section 1 of the Act defines a public authority to mean an entity listed in column 1 of the Schedule; Sub-clause 12 of Column 1 of Schedule 1 defines a public authority to include every department of the Government.

How we make our decisions
Our policies and procedures
Lists and registers – none at this time

The information provided includes: Organisational structure of the Unit; governing legislation; functions and powers; services and programmes; information held - grouped into decision making; administrative or other record; further information (includes financial); contact details for the information officer and locations of the information statement.

Underlying documents supporting the budgets, expenditures and activities for the Ministry of Finance Headquarters and the various departments and Quangos that it supervises.

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

(A.) Who we are and what we do

Name of Public Authority

Policy, Planning and Management Unit

Ministry

Ministry of Finance

Name and Title of Head of Headquarters

Anthony Manders, Financial Secretary

Ministry of Finance

Government Administration Building

Second Floor

30 Parliament Street

Hamilton HM 12

Name and Title of Head of Policy, Planning and Management Unit

Anthony Manders, Financial Secretary

Ministry of Finance

Government Administration Building

Second Floor

30 Parliament Street

Hamilton HM 12

Access to Information Manager

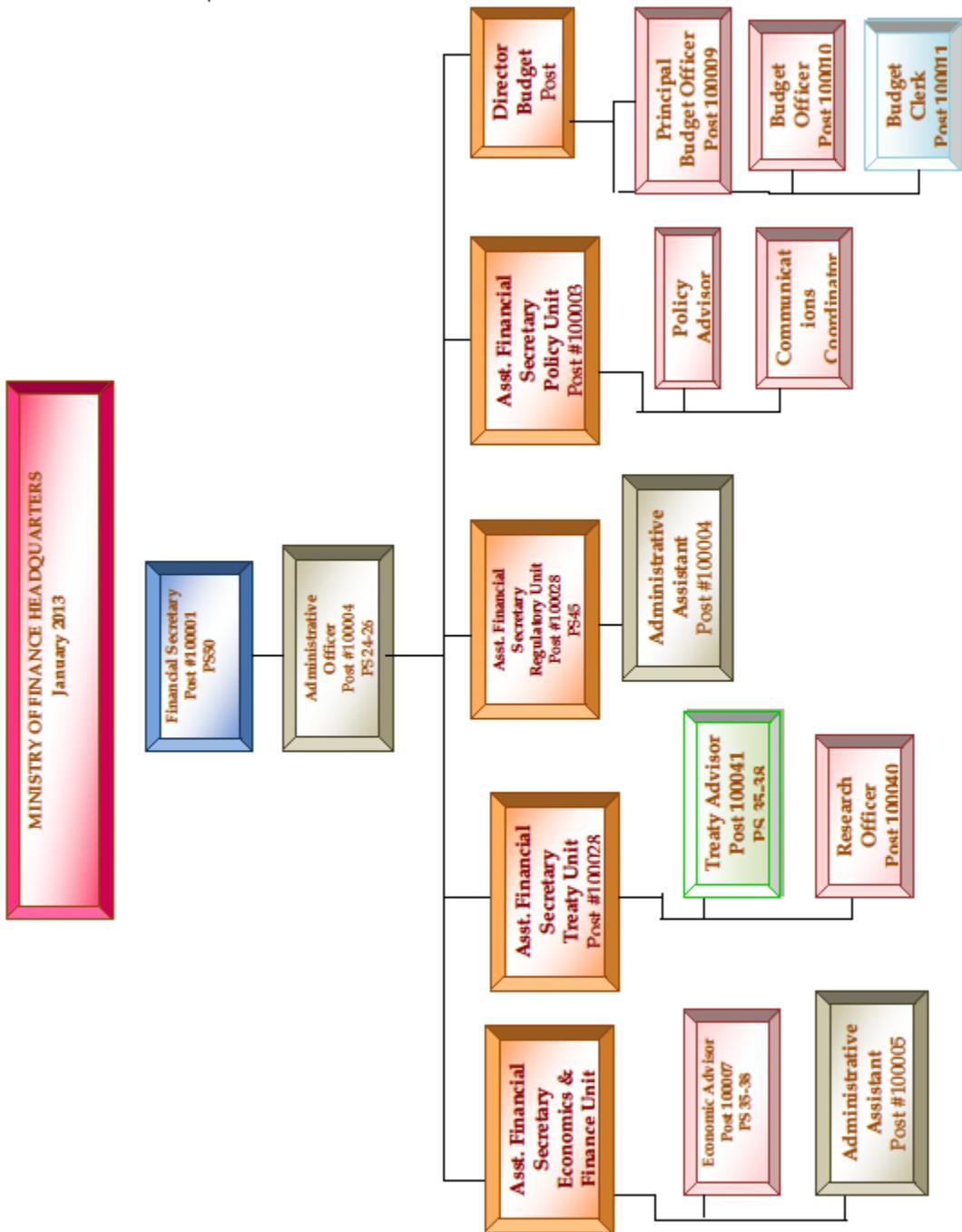
To be determined

Ministry of Finance Website

www.gov.bm

The Financial Secretary heads up the Unit and is supported by the Assistant Financial Secretary (Policy), the Administrative Officer and an Administrative Assistant.

Ministry of Finance Headquarters Organizational Chart



Legislation

- The Employment Act 2000
- Good Governance Act 2011
- The Human Rights Act 1981
- The Interpretation Act 1951
- Public Access to Information Act 2010
- The Public Service Commission Regulations 2001
- The Public Service (Delegation of Powers) Regulations 2001
- The Public Treasury (Administration and Payments) Act 1969
- The Bermuda Constitution Order 1968
- The Audit Act 1990

Copies of the foregoing Acts and Regulations may be viewed at the following website:

<http://www.bermulaws.bm/default.aspx>

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

Ministry of Finance Mission Statement

To formulate and implement sound fiscal policies and effectively manage the public finances. To direct policy implementation and oversee programme management operations within the Ministry, with a view to ensure an effective implementation of Government policy.

Nature and scope of the Policy, Planning and Management Unit's activities

General Nature of Activities

The Policy, Planning and Management Unit provide overall direction and management of the Ministry Headquarters and supervisory oversight of the departments in the Ministry of Finance. Undertakes strategic economic planning, manages the Ministry's public relations and organizes the co-ordination, review and development of economic and financial policy.

Scope of activities

The scope of the Policy, Planning and Management Unit's activities is as follows:

- Supports the Financial Secretary and the Minister of Finance in coordinating the financial management of the Ministry of Finance Headquarters daily operation and the various

Departments under its supervision. These Departments are: H. M. Customs, the Accountant General, the Department of Social Insurance, and the Office of the Tax Commissioner.

- Providing policy advice to the Financial Secretary and the Minister of Finance on a wide range of policy initiatives.

Customers and Location of Activities

The Policy, Planning and Management Unit provides services to the administrative and policy development needs of the Ministry of Finance Headquarters. Principally, the customers of the Policy, Planning and Management Unit are the Minister of Finance and the Financial Secretary. The Unit is located on the 2nd Floor of the Government Administration Building.

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:

- Services: See Section B above.
- Costs: All costs related to the delivery of services set out in Section B above, are set out in the Annual Approved Estimates of Revenue and Expenditure, under Head 10, Cost Center 20010.

Programmes:

- Not applicable.

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

- Administrative
- Advisory
- Financial
- Legislative
- Policy

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

Administrative Guidelines

- Various HR policies and guidance issued by the Department of Human Resources.

Data Protection Guidelines

- Computer Security Instructions published by ITO August 1997 [draft?]
- Information Sharing and Data Protection Policy Statement issued by ITO dated 28 January, 1998
- Electronic Records Management System: Government Records Center issued by the Government Archivist.

Financial Guidelines

- Financial Instructions issued by the Ministry of Finance.
- Budget Preparation Manual issued by the Ministry of Finance.

Health and Safety

- Health and Safety Policy issued by the Cabinet Office.

Policy Development Guidelines

- The Legislative Process Guidance Note issued by the Cabinet Office.
- The Preparation of Cabinet Memoranda Guidance Note issued by the Cabinet Office.
- Making Policy Happen in Bermuda Guidance Note issued by the Cabinet Office.

Other Guidance notes

- Election Guidance Notes issued by the Cabinet Office.

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

- Ministry of Finance Legislative Agenda.
- Formulation of underlying policies for National Budget.

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

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Hamilton HM 12
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Section H: Any Other Information [s5(1)h]

None.

Section I: Any Other Information To be Provided? [s5(1)i]

None.

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: 19th April 2013

Locations of Information Statement:

Confirm copies of Information Statement are available at the following sites:

- Your principal office: 2nd Floor Government Administration Building Y
- The Bermuda National Library; N
- The Bermuda Archives; N
- Available electronically, Y
- Website for public authority (will be posted on website). Y
- Have you published a notice in the Gazette indicating the places where the information statement is available for the public? N
- With the Information Commissioner. N

Sign and Date: