Name of Public Authority: Public Service Superannuation Board

Introduction:

In accordance with Part 2 of the Public Access to Information Act 2010, the Public Service Superannuation Board is required to produce an Information Statement that includes the relevant items that are specified in Part 2, Section 5 (1) of the Act.

The general purpose of the Public Access to Information Act 2010 is to give the public the right to obtain access to information held by the Public Service Superannuation Board to the greatest extent possible, subject to exceptions that are in the public interest.

In producing this Information Statement the Public Service Superannuation Board will ensure that it is in compliance with the Act to enable persons to access records that are not exempt as outlined in Part 4 of the Act.

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

Under Schedule 1 of the Act, the Board shall consist of 13 members of whom –
(a) the Chairman of the Public Service Commission shall be ex officio a member and shall be the Chairman
(b) 6 members shall be appointed from the public service by the Governor acting on the advice of the Premier; and
(c) 6 members shall be appointed by the Governor from nominees of the associations or unions recognized by the Government as representing public officers and other employees of the Government.

Chairman: Mr. Gregory Swan

Members appointed from the public service: Mr. Lloyd Burchall; Mr. Stephen Corbishley; Mr. Derek Rawlins; Mrs. Valerie Robinson-James; Mr. Randy Rochester; and Mr. Curtis Stovell

Members appointed from the associations or unions: Messrs. Jamal Albuoy; Edward Ball, Jr.; Michael Charles; Mark Monk; and Glenn Simmons, representative from the Bermuda Prison Officers Association.

Legislation
The Board is governed by the Public Service Superannuation Act 1981 and subsequent amendments.
Section B: 1) Functions, powers, duties of the Authority [s5(1)b]

In accordance with Section 5 of the Public Service Superannuation Act 1981, the Board shall consider the claim of every contributor who retires from, or ceases to be employed in the public service in circumstances entitling him to a pension or to a refund of his contributions under the Act; to perform such other functions as may be assigned to it by or under any provision of the Act or, subject thereto, by the Minister of Finance.

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]

Provisions of the Public Service Superannuation Act 1981 as set out in Section B: 1) above.

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

- General Correspondence
- Minutes
- Contributors’ Pension Computations (for those who are to be approved for payment of a pension)
- Contributors’ Statement of Benefits on Retirement (for those who are to be approved for payment of a pension)
**Section E: Administration (all public access) manuals [s5(1)e]**

Provisions of the Public Service Superannuation Act 1981 as set out in Section B: 1) above.

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

Provisions of the Public Service Superannuation Act 1981 as set out in Section B: 1) above.

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

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

N/A

**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:** 28th January 2019

**Locations of Information Statement:**

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

- Your principal office: Department of Human Resources  
  - Y
- The Bermuda National Library  
  - Y
- The Bermuda Archives  
  - Y
- Available electronically,  
  - Y
- Website for public authority  
  - N/A

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  

*Sign and Date:*  
Carlita O’Brien - 28th January 2019