GOVERNMENT OF BERMUDA
THE CABINET OFFICE

PATI Information Statement

Name of Public Authority: Department of Human Resources

Introduction:

In accordance with Part 2 of the Public Access to Information Act 2010, the Department of Human Resources 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 Department of Human Resources to the greatest extent possible, subject to exceptions that are in the public interest.

In producing this Information Statement the Department of Human Resources 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]

The Department of Human Resources falls under The Cabinet Office and is organised into three (3) programmes - Administration, Operational Human Resources, and Learning and Development. A list of activities for each programme is outlined below.

Administration
- Public Service Commission
- Corporate Administration
- Policy Development

Learning and Development
- Learning & Development Administration
- Training Courses
- Professional & Technical Trainee Scheme
- Public Service Bursary Scheme
- Succession Planning

Operational Human Resources
- Human Resource Administration
- Recruitment
Legislation
We are governed by the Public Service Commission Regulations 2001 and subsequent amendments, and the Public Service (Delegation of Powers) Regulations 2001 and subsequent amendments.

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

The Department of Human Resources' mission is to partner with internal and external stakeholders to provide professional, strategic and value added solutions to optimize human capital and enable operational success.

We are responsible for providing a strategic direction of human resource management for the Government of Bermuda to ensure that professional human resource management in such areas as recruitment and selection, performance management, learning and development, policies and procedures; and consulting services are provided to proactively facilitate Government's objectives in all areas in support of our client ministries/departments. In addition, the Department of Human Resources ensures that appointments to vacant posts, probationary reports and confirmation of appointments to posts, and disciplinary procedures and appeals are carried out in accordance with the Public Service Commission Regulations 2001 and Public Service (Delegation of Powers) Regulations 2001 and subsequent amendments.

The Department provides professional human resource advice and guidance related to employee
relations in accordance with the relevant Collective Agreements, Conditions of Employment and Code of Conduct (CECC), the Employment Act 2000, and relevant policies and procedures. The Department is also involved in either chairing negotiations or providing support to the appointed chairperson for negotiations.

**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:**

The Department of Human Resources is responsible for providing services to Government ministries/departments related to recruitment and selection, performance management, learning and development, employee relations, and industrial relations.

Services are also provided to applicants applying for advertised vacant positions by accepting their applications, acknowledging those applications and regretting them accordingly. Questions regarding the process are also answered within the Department of Human Resources.

There are no charges for the services that the Department of Human Resources renders to its stakeholders.
**Programmes:**
N/A

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

The Department of Human Resources is responsible for maintaining the following information:

- Departmental correspondence such as commissioned reports for the Department of Human Resources, minutes from monthly staff meetings, policies and procedures, business plans.
- Joint Safety and Health Committee file containing minute and documents relating to safety and health.
- Safety and Health Accident Reports for those accidents that occur within the Department of Human Resources.
- Dignity at Work records containing complaints lodged by employees ("complainant") against another employee ("respondent") together with the documentation relating to the investigation and recommended action in accordance with the Dignity at Work Policy and Complaints Procedure.
- Personnel records for employees in posts represented by the Bermuda Public Services Union (BPSU).
- Sealed records of disciplinary proceedings.
- Payroll records for employees and students paid by the Department of Human Resources.
- Bursary records for individuals who have applied for and have been successful or unsuccessful with receiving bursary awards.
- Training materials in relation to courses workshops currently and previously offered to Government employees.
- Post files for positions represented by the BPSU which includes job descriptions, and any decisions made by the Public Service Commission (PSC) and the Department of Human Resources pertaining to such areas as recruitment and selection.
- Departmental Head files which contain information on decisions made by the Public Service Commission relating to recruitment and selection process for posts not represented by the BPSU, disciplinary matters and in some cases appeals for employees in posts that are not represented by the BPSU.
- Senior Grading Panel and Joint Grading Panel files – these files contain submissions for the grading of job descriptions for posts represented by the BPSU, minutes and the approvals.
- Cabinet Conclusions that are received from the Cabinet Office that pertain to human resource matters, i.e. creation of departments, departmental reorganizations, establishment of posts, etc.
- Applications for posts that have been advertised – currently the unsuccessful candidates' applications and supporting documentation are retained for one (1) year from the closing date.
- Consultant files which contain copies of consultant contracts for individuals approved through the consultant process.
- Vendor files that include copies of invoices for services/goods received.
- Employee Assistance Programme (EAP) files – tender process and contract, as well as files containing Board and AGM information.
- Files related to negotiations between the Government of Bermuda and the BPSU, Fire Service Association (FSA) and the Prison Officers Association (POA). These will include minutes of negotiations that have been held between the Government and the Union and Associations.
- Employee Opinion Survey files
Section E: Administration (all public access) manuals  [s5(1)e]

- Financial Performance
  The Department of Human Resources’ financial performance is undertaken in accordance with the Financial Instructions and any policies and procedures set out by the Ministry of Finance.

- Strategies & plans, performance indicators, audits, inspections and reviews
  The Department of Human Resources has a business framework plan which includes a strategic plan as well as a communication plan.

- Policies and procedures
  o Conditions of Employment and Code of Conduct (CECC)
  o Collective Agreements
  o Department of Human Resources’ Policies and Procedures manual
  o Dignity at Work (DAW) Policy and Complaints Procedure
  o Job Evaluation Policies & Procedures

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

Decisions within the Department of Human Resources are made in accordance with the Public Service Commission for matters within their remit. In addition, decisions can be made in accordance with the Conditions of Employment of Code of Conduct (CECC) as well as the relevant Collective Agreements. For matters that are not covered by the Collective Agreement, decisions are made in accordance with the Employment Act 2000.

Decisions can be made by the Director, Senior Managers, Human Resource Managers and Officers for recruitment and selection processes in accordance with the Public Service (Delegation of Powers) Regulations, and relevant policies and procedures. In some cases, administrative/support staff are also given autonomy to make decisions in accordance with departmental policies and procedures.

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

Carline O’Brien, Director
Department of Human Resources, 3rd Floor, Ingham and Wilkinson Building, 129 Front Street
Hamilton HM 12
(441) 279-2801
cobrien@gov.bm

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

N/A

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

The Department of Human Resources is responsible for the following programmes:
- Professional and Technical Trainee Scheme
- Public Service Bursary Awards Scheme
**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 ([www.gov.bm/department/human-resources](http://www.gov.bm/department/human-resources))  
  - 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:**

Carlita O'Brien - 28th January 2019