



GOVERNMENT OF BERMUDA
OFFICE OF THE CLERK OF THE LEGISLATURE

PATI Information Statement

Name of Public Authority: Office of the Clerk of the Legislature

Introduction:

The Public Access to Information Act (PATI) 2010 was designed to give the public the right to obtain access to information held by public authorities to the greatest extent possible, subject to certain exceptions. PATI is also intended to increase transparency and accountability in the public sector and provide information on the activities of public authorities and the manner in which they make decisions. As a result of PATI more information will be routinely placed in the public domain.

The following document is the Information Statement for the Office of the Clerk of the Legislature. It contains information regarding the organizational structure, mission statement, legislative responsibilities, departmental objectives and records held by the Office of the Clerk of the Legislature.

Some records of the Office of the Clerk of the Legislature are protected under parliamentary privilege under Section 36(b) of the PATI Act and Parts II and III of the Parliament Act 1957. As a consequence, these records fall within Part 4 of the PATI Act and should be viewed as exempt records. Therefore, not all records can be accessed.

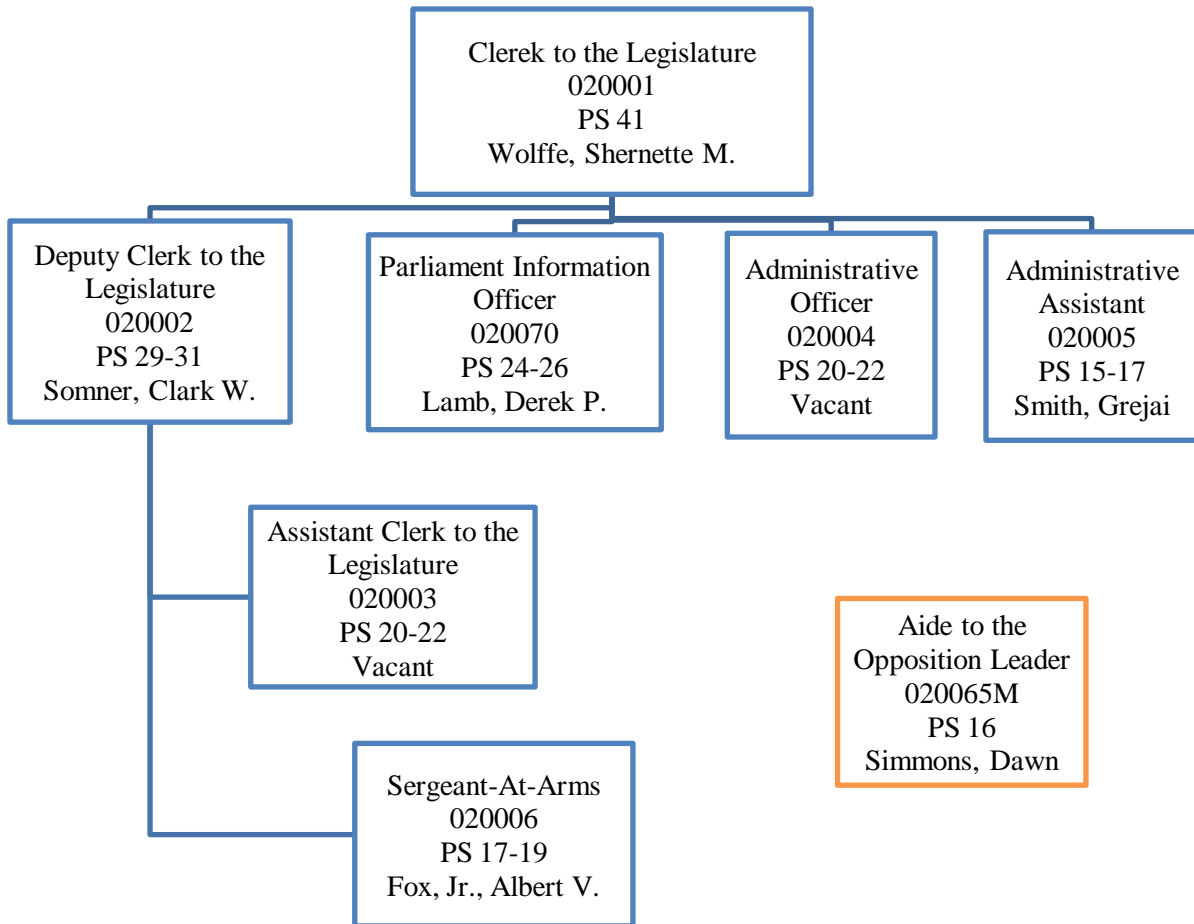
The Office of the Clerk of the Legislature's mission is to provide an impartial advisory service to Parliamentarians by performing administrative and professional services for both Houses of the Legislature and for the Parliamentary Committees; and to foster mutually beneficial relationships with other Commonwealth parliaments.

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

Positions:

Mrs. Shernette M. A. Wolffe – Clerk of the Legislature
Mr. Clark W. Somner – Deputy Clerk of the Legislature
Mr. Albert V. Fox – Sergeant-at-Arms
Mr. Derek P. Lamb – Parliamentary Information Officer
Ms. Grejai S. Smith – Administrative Assistant
Vacant – Administrative Officer
Ms. Dawn Simmons – Aide to Opposition Leader

Office of the Clerk to the Legislature
Current Organizational Chart



Legislation

The Office of the Clerk of the Legislature is governed by The Bermuda Constitution Order 1968, The Parliament Act 1957, and The Ministers' and Members of the Legislature (Salaries and Pensions Act) 1975.

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

Mission Statement and Objectives

The aim of the Office of the Clerk of the Legislature is to provide an impartial advisory service to parliamentarians by performing administrative and professional support services for both Houses of the Legislature and for parliamentary committees.

The Office's objectives are as follows:

- (a) To provide efficient and professional support to the Speaker of the House, the President of the Senate and other Members of the Legislature
- (b) To promote respect for Parliament by heightening public awareness on its history and role as an institution, integral to the democratic process
- (c) To inform the Civil Service on the developments of Parliamentary practices and procedures
- (d) To ensure all legislation and Government Reports are tabled in accordance with the correct Parliamentary procedure and to ensure that access is given to all relevant stakeholders
- (e) To facilitate legal advice on Constitutional Matters and questions of Parliamentary procedure
- (f) To ensure that both Houses of the Legislature and the Parliamentary Committees operate within the provisions of the Official Standing Orders.

Section B: 2) Obligations under PATI Act [s5(1)b]

Same for all public authorities

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]

Services and Programmes

Administration – The office of the Clerk of the Legislature provides impartial advisory services and assistance to Members of Parliament and the various parliamentary committees; manages the legislative process in the House of Assembly and the Senate; assists other Public Officers and members of the public on general inquiries, and those related to the legislative process and proceedings of the Legislature; manages the operations of the Legislature Department.

Ministers and Members of the Legislature – Administration of parliamentary salaries; grant funding for the Bermuda Branch of the Commonwealth Parliamentary Association as it relates to participation in overseas and local parliamentary seminars, to enhance professional development of Members.

Bermuda Youth Parliament – Funding provided for honorariums for the Youth Parliament advisors; office supplies and refreshments for formal debates conducted in the House of Assembly Chamber; end of year award ceremonies; travel and participation at international Youth Parliament conferences.

Opposition Leader's Office – Funding for the Aide to the Opposition Leader, administrative services and the operations of Her Majesty's Loyal Opposition's Office.

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

1. Hansard Proceedings of the House of Assembly
2. Minutes of the House of Assembly and Senate
3. Completed Journals of the House of Assembly and Senate
4. Public Bills and other Legislation tabled in the House of Assembly and Senate
5. Parliamentary Committee Reports
6. Throne/Budget Speeches/Opposition Replies
7. Various Government Reports
8. Annual approved Estimates of Revenue and Expenditure for each year
9. Official Gazettes
10. Private Bills tabled in the House of Assembly and Senate
11. Standing Orders of the House of Assembly and Senate
12. Various performance measures for the Office of the Clerk of the Legislature

Note: There may be incomplete records of some of the listed items.

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

Financial Instructions
Code of Conditions and Employment
Dignity in the Workplace

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:
(Records are likely a result of decision making documents in procedures/guidelines etc. If don't have decision making documents need to create)

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

Mr. Clark Somner
Deputy Clerk of the Legislature
House of Assembly
Sessions House
21 Parliament Street
Hamilton HM 12
Tel: (441) 292-7408 Ext. 222 Email: csomner@gov.bm

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

See also www.parliament.bm, www.bermulaws.bm www.elections.gov.bm

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

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: April 1, 2015

Locations of Information Statement:

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

- Your principal office: Sessions House, 21 Parliament Street, Hamilton Y
- The Bermuda National Library; Y
- The Bermuda Archives; Y
- Available electronically, Y
- Website for public authority www.parliament.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: April 10, 2015