



## GOVERNMENT OF BERMUDA

### NON-MINISTRY

### PATI Information Statement

**Name of Public Authority:** The Devonshire Parish Council (the "Council")

**Introduction:**

- Public Access to Information Act 2010;  
*The purpose of this Act is to—*  
*(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 regards 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*
- The reason that the public authority has an information statement;  
*Under Section 5 of the Public Access to Information Act 2010, every public authority<sup>1</sup> in Bermuda must produce an information statement.*
- The purposes and aims of the information scheme, and what the public authority hopes to achieve through the information statement;  
*This statement aims to make it easy to access key information about the (your department's) activities.*
- Summary of what is in the information statement.  
*Who are we and what do we do*  
*What we spend and how we spend it*  
*What our priorities are and how we are doing*  
*How we make our decisions*  
*Our policies and procedures*  
*Lists and registers*

*The information provided includes Organizational structure of the Unit; governing legislation; functions and powers; services and programs; 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.*

<sup>1</sup> Section 1 of the Act defines a public authority to mean an entity listed in column 1 of the Schedule.

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

*The Council comprises twelve (12) members who are resident from within the Devonshire Parish (the “Parish”). The Minister responsible for Parish Councils appoints the members for a three-year period; at present the responsible Minister is the Minister of Home Affairs.*

Cymone F. Sims.....Chairman  
Michelle Grant.....Secretary  
Tione’ Darrell.....Treasurer  
Lovette Lovell.....Assistant Secretary  
Denae Burchall.....Scholarship Chair  
Cathy Wilson  
Delton Richards  
Devarr Boyles  
John Steele  
Renee Riley  
Sharon Lacey  
Zoe Smith

- The Council members meet monthly on the first Thursday via ZOOM.
- The Council holds at least one public meeting per calendar year.
- The Council’s email address is [devonshire.council@gmail.com](mailto:devonshire.council@gmail.com)
- The Council’s Scholarship email address is [dpcscholarship@gmail.com](mailto:dpcscholarship@gmail.com)
- The Council’s mailing address is P.O. Box DV 52, Devonshire DV BX

**Legislation**

*The Parish Councils Act 1971 (the “Act”)*

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

*The Council operates within the remit of the Act; however, the Council exists to assist Parish residents where possible. If and when the Council receives resident requests, the Council serves as a liaison between residents and the various Ministries within Government, either responding accordingly or directing the resident to the relevant stakeholder.*

**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]

### Section C: Services and Programmes [s5(1)c]

*The Parish Council owns a property located on North Ridge Crescent (the "Property") which is in the process of being approved by The Department of Planning for renovations.*

#### **Programmes:**

- *The Council seeks to offer an annual scholarship to parish residents who are attending Bermuda College or any overseas University. The applicants for the scholarship must be residents of Devonshire Parish for at least five years.*
- *The Council seeks to offer four scholarships to the parish residents for maximum \$5,000 for any Bermuda College or any overseas University student. At the Council's discretion they may increase the amount of the scholarships based on the needs of the applicants.*
- *The Council provides donations to local organizations with charitable aims.*
- *The Council holds an annual public meeting and invites speakers to present on relevant topics.*
- *If and when the Council receives resident queries and responds accordingly or directs the resident to the relevant stakeholder.*

#### **Goals:**

- *The Council seeks to hold more public meetings to engage Devonshire residents*
- *The Council seeks to foster more relationships with local businesses*
- *The Council seeks to create more fund-raising opportunities to generate income*
- *In the future the Council seeks to collaborate with other Parish Councils*

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

- *Minutes of Council meetings*
- *Annual Financial Statements (audited)*
- *Lease for the Property*
- *Deeds to the Property*

*Most documents are held in electronic and paper form. Minutes are circulated to the Council members electronically. An annual report is produced and submitted to the Ministry each year.*

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

*There are no administration manuals.*

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

*The Council is guided by the Act – all decisions made by the Council must meet quorum and are voted on.*

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

Michelle C Grant  
3 Northridge Crescent  
Devonshire DV 05  
Bermuda  
Tel: 1 441 333-0778  
E-mail: [devonshire.council@gmail.com](mailto:devonshire.council@gmail.com)

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

*Insert any other information that you think might be useful for the public to know, so as to decrease requests for information:*

*The Office of the Auditor General conducts an annual review of the financial statements in accordance with standards for review engagements generally accepted in Bermuda and Canada as a limited assurance engagement.*

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

*Not at this time*

**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:** 7 June 2023

**Locations of Information Statement:**

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

- Your principal office: (n/a) N
- The Bermuda National Library; Y
- The Bermuda Archives; Y
- Available electronically, Y
- Website for public authority Y
- Have you published a notice in the Gazette indicating the places where the information statement is available for the public? In progress
- With the Information Commissioner. Y

**Sign and Date:** Michelle C Grant

27 September 2023