



GOVERNMENT OF BERMUDA
MINISTRY OF FINANCE

PATI Information Statement

Name of Public Authority: War Pension Commissioners

Introduction:

The Public Access to Information Act (PATI) 2010 was developed to give the public the right to obtain access to information held by public authorities; to increase transparency with regard to these authorities; to increase accountability held by public authorities; and to update and inform the public on the activities and decision-making of these authorities in a sustained and consistent manner.

To aid the provision of information to the public, the Public Access to Information (PATI) Act 2010 requires that each public authority prepares an Information Statement. The purpose of the Information Statement is to provide people wanting access to information held by a public authority a 'window' of the types of documents held by that public authority, what that public authority does, and how a person can access the information they require.

The Department of Social Insurance (DOSI) Information Statement will make the following information available to the public as part of its normal business activities:

- Structure of the organization, and governing legislation.
- Functions, powers, duties, and obligations.
- Summary of services provided.
- Classes of records held, in order to facilitate the exercise of right of access.
- Administrative manuals.
- Policies, rules, and guidelines used for decision-making.
- Name and contact information of the person designated by a public authority as the person to whom requests for information are to be directed.
- Additional information to aid accessing Information Statement.
- Means of logging concerns or complaints or concerns about accessing information.

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

The War Pension Commissioners:

- Administration – Performed mostly by The Department of Social Insurance (Ministry of Finance) and The Ministry of National Security.
- Completely Guided by The Pension and Gratuities (War Service) Act 1947
- The Commissioners shall consist of not less than three and of not more than seven persons, each of whom shall be appointed by the Governor to hold office at pleasure.
- Responsible for processing of all pension awards and medical claims for persons who were on active duty during WWII and the Korean Wars.
- Responsible for monitoring compliance under the Pension and Gratuities (War Service) Act 1947 and Regulations.
- 100% Funded by the Government Consolidated Fund.

The DOSI Management Team is as follows:

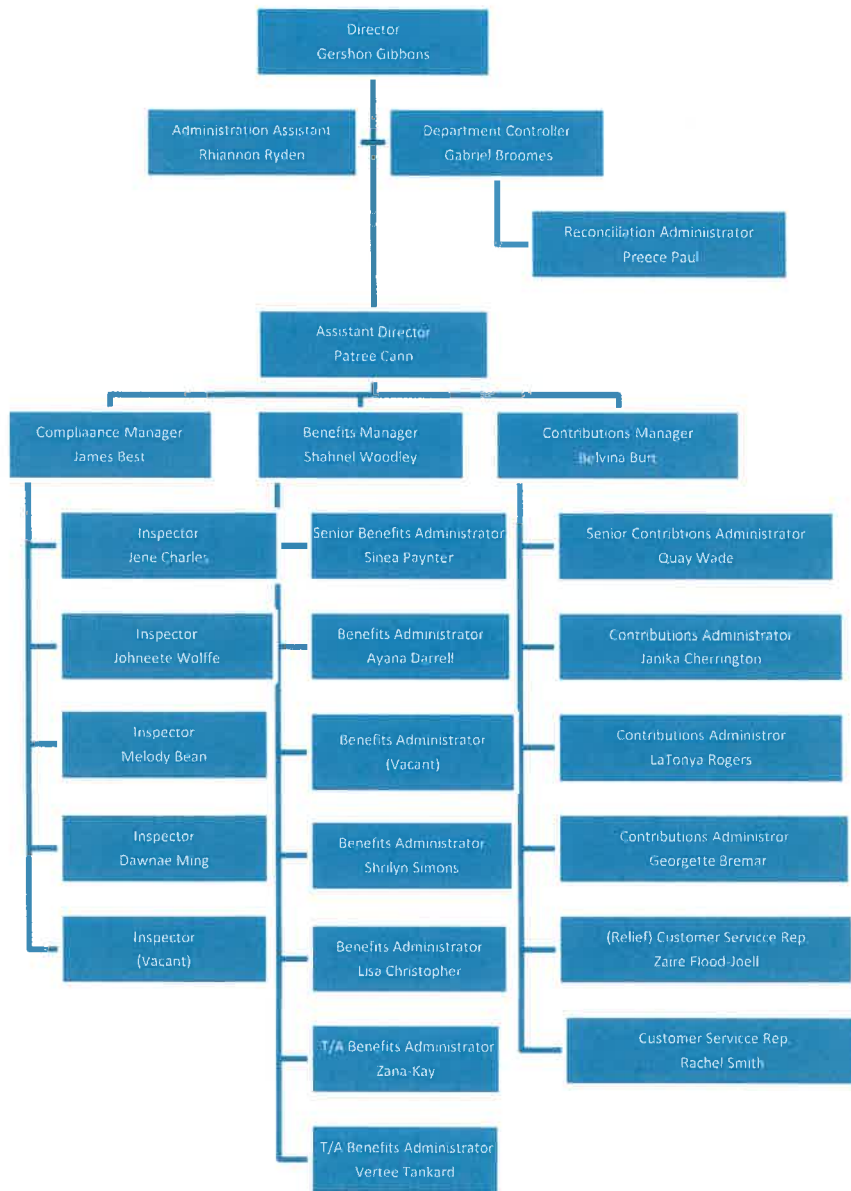
- Director – Gershon Gibbons gmgibbons@gov.bm
- Assistant Director – Patree Cann pwatts@gov.bm
- Benefits Manager – Shahnel Woodley swoodley@gov.bm
- Compliance Manager – James Best jobest@gov.bm
- Contribution Manager – Belvina Burt bburt@gov.bm
- Department Controller – Gabriel Broomes gbroomes@gov.bm

The War Pension Commissioners is as follows:

- The Hon. Derrick Burgess, JP, MP – Chairman
- Lt. Col (Ret.) Brian Gonsalves
- Mr. Chancy Durham
- Major (Ret.) Leslie Lowe
- Mr. Sherwyn Richardson
- Major (Ret.) Herman Eve
- Mr. McNeil McGowan
- Mr. Gary Wolffe

Department of Social Insurance - Current **Organization** Structure

As of December 30, 2024



Legislation

The Department of Social Insurance is governed by the following legislation:

- The Pensions and Gratuities (War Service Act) 1947 as amended.

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

Functions

- To administer the payment of the pension awards and medical benefits to those who were on active duty during the WWII and Koren Wars

Powers of the War Pensions Commissioners

- The Commissioners may:
 - Deal with and adjudicate on all matters and questions relating to the award, payment, increase decrease cancellation or administration of any pensions or benefits, or otherwise relating to any pension or benefit.
 - Pay such pensions or benefits as are authorized by this Act from funds appropriated from time to time for the purpose by the Legislature.

Scope of activities

The scope of the DOSI's activities is as follows:

- Conduct the administration of benefits on behalf of the War Pension Commissioners in accordance with the Pensions & Gratuities (War Service) Act 1947

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]

As guided by the Pensions & Gratuities (War Service) Act 1947:

Services:

- Pension Awards – paid monthly.
- Medical Benefits – FutureCare payments made monthly.
- Other medical benefits are paid on a case-by-case basis using adjudication parameters as described within the Act.

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

The DOSI maintains an electronic depository of the following records and documents:

- Application for War Pension Benefits
- Medical benefit payments records
- Pension awards
- Pensions on accounts

- Records of benefit payments
- Pension Commissioner meeting minutes
- Various correspondence

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

None.

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

How we make our decisions

Decisions and recommendations

Decisions and recommendations are made in accordance with the governing legislation along with policy decisions made by both DOSI and the Ministry of Finance.

Requests for copies of the following documents may be made to the Information Officer:

- Budget Briefs
- Ministerial Statements
- Press Releases
- Audited accounts of the Contributory Pension Fund

Our policies and procedures

Policies and Procedures

Requests for copies of the following documents may be made to the Information Officer:

- Collective Bargaining Agreement between the Government of Bermuda and the Bermuda Public Services Union
- Dignity at Work Policy
- Financial Instructions
- Government of Bermuda: Conditions of Employment and Code of Conduct
- Government of Bermuda: Internet and Email Policy Information Management Policy Government of Bermuda: Supplementary Summary of Terms and Conditions of Service

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

Shahnel Woodley
Benefits Manager
Department of Social Insurance
P.O. Box HM 1537
Hamilton HM FX
Email: swoodley@gov.bm
Tel: (441) 246-8735

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

- All personal records for beneficiaries are kept confidential.

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

- A listing of members sitting on the War Pension Commissioners is published annually.
- Pension awards, medical payments and other benefits are 100% funded by the Bermuda Government Consolidated Fund

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: December 30, 2024

Locations of Information Statement:

- | | |
|---|-----|
| • Government Administration Building, 30 Parliament Street, Hamilton | Y |
| • The Bermuda National Library; | Y |
| • The Bermuda Archives; | Y |
| • Available electronically, | Y |
| • Website for public authority (www.gov.bm). | Y |
| • Have you published a notice in the Gazette indicating the places where the information statement is available for the public? | N/A |
| • With the Information Commissioner. | Y |

Sign and Date:

December 30, 2024

