



GOVERNMENT OF BERMUDA
MINISTRY OF EDUCATION

PATI Information Statement

Name of Public Authority: Bermuda Educators' Council Exemption Committee

Introduction:

The purpose of the Public Access to Information Act is to—

- 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;
- increase transparency, and eliminate unnecessary secrecy, with regard to information held by public authorities;
- increase the accountability of public authorities;
- inform the public about the activities of public authorities, including the manner in which they make decisions; and have more information placed in the public domain as a matter of routine.

The purpose of the information statement is to provide information to give the public sufficient information about the public authority to help them to make requests and share to what information is already publicly available.

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

Committee Members:

Mrs. Helle Patterson, Chairman
Mr. Roderic E. Pearman, OBE, JP
Mr. James Smith
Mrs. Tanisha Edwards
Ms. Yvonne Bean

Governing Legislation:

Education Act, 1996
Education (Applications for Registration of Schools) Rules 1987
Education Rules 2006
Education Rules (Tutorial Sites) 2003
Education (School Support) Rules 2004

Bermuda Educators Council ACT 2002
Public Service Commission Regulations, 2001
Policies and Procedures Manual for Principals, (2008)
Policy and Procedures Manual for Teaching Staff
Collective bargaining agreements of the Bermuda Union of Teachers, Bermuda Public Services Union and the Bermuda Industrial Union

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

The Committee reviews applications received from BPSS for required teaching staff who do not meet certain qualification criteria to be employed for a specified period. Upon completion of review they provide the Ministry of Education with their recommendation.

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]

Services:

The Committee reviews applications received from BPSS for required teaching staff who do not meet certain qualification criteria to be employed for a specified period. Upon completion of review they provide the Ministry of Education with their recommendation in a timely manner. The decision must then be gazetted.

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

Strategic policy and planning documents
Minutes of Meetings
Memoranda
General correspondence

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

Bermuda Educators Council Act 2002
Public Service Commission Regulations, 2001
Policies and Procedures Manual for Principals, (2008)
Policy and Procedures Manual for Teaching Staff
Policy and Procedures Manual for Scholarship Committee
Collective bargaining agreements of the Bermuda Union of Teachers, Bermuda Public Services Union and the Bermuda Industrial Union

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

Bermuda Educators Council Act 2002

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

Darlene R. Hartley
Email: MOEPati@moed.bm

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: *March 2015*

Locations of Information Statement:

- Your principal office: Ministry of Education HQ Y
- The Bermuda National Library; Y
- The Bermuda Archives; Y
- Available electronically, Y
- Website for public authority - www.moed.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:


Valerie Robinson James
Permanent Secretary

30/ Mar/ 2015