

WARWICK PARISH COUNCIL

PATI Information Statement

Introduction:

The Public Access to Information 2010 (PATI) legislation was designed to make central Government, and the larger public sector, more open and accountable by giving the public the legally enforceable right to request and access information subject to limited and prescribed exemptions. Each public authority is required to produce an information statement that gives the public an overview of the types of information accessible through the public authority.

This information statement provides information on the functions and services of the Warwick Parish Council and the classes of records held.

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

Governing Legislation:

The Parish Councils Act 1971

Organizational Structure:

The Warwick Parish Council (the "Council") is a body corporate established under the Parish Councils Act 1971, establishing the Council which operates in accordance with the provisions of the Act. The Act sets out Council's powers and duties and establishes responsibilities of the Council.

Composition of the Council:

The Parish Councils Act 1971 mandates:

- Each Parish Council shall consist of twelve members, each of whom shall be appointed by the Governor by notice in the Gazette.
- Any person appointed to be a member of a Parish Council shall hold office during the Governor's pleasure and, unless his appointment is earlier terminated, it shall be deemed to terminate on the expiration of three years from the date upon which such appointment took effect.
- There shall be a Chairman of each Parish Council who shall be appointed by the Governor from among the members of the Council and shall hold office as such during the Governor's pleasure.
- A person shall not be eligible for appointment as a member of a Parish Council unless:
 - (a) he possesses Bermudian status;
 - (b) he has attained the age of eighteen years; and
 - (c) he is ordinarily resident within the parish concerned.

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

The Mandate of the Council (s.5 Parish Council Act)

A Parish Council shall have the following functions:

- to bring to the attention of the Minister any matter affecting the general welfare of persons resident in the parish;
- to consider and advise on any matter which may be referred to the Parish Council by the Minister;
- subject to the general direction and control of the Minister, to provide and maintain places of recreation and recreational facilities, to preserve and improve the general amenities of the parish and generally to promote the well-being of persons resident in the parish;
- to hold in trust for the residents of the parish the parochial funds and other property transferred to the Parish Council in pursuance of the First Schedule and to employ the same for the purposes of paragraph (d) in such manner as the Council may, subject to that paragraph, determine;
- to maintain and administer any parish rest home in the parish;
- to maintain the parish records transferred to the Parish Council in pursuance of paragraph 9 of the First Schedule; and
- to give effect to any directions given by the Minister under section 6.

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

- 1) To provide an **information statement** for the public and promulgate it [s5],
- 2) 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.
- 3) To **respond to information requests** in a timely manner [s12-16]
- 4) To **track information requests**, and provide this data to the Information Commissioner
- 5) To respond to requests from the Information Commissioner [s9]

- 6) To **amend personal information** held by the Authority that is wrong or misleading following a written request by the person to whom the information relates [s 19]
- 7) To conduct an **internal review** if formally requested [part 5]
- 8) To give evidence for **review by the Information Commissioner** [part 6, 47(4)], or for **judicial review** [s49], if required
- 9) To provide an **annual written report** to the Information Commissioner of the status of information requests [s58 (3)].
- 10) 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
- 11) To **train staff and make arrangements** so as to facilitate compliance with the Act [s61]
- 12) 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 provided by the Warwick Parish Council in accordance with the Parish Council Act 1971:

- to bring to the attention of the Minister any matter affecting the general welfare of persons resident in the parish;
- to consider and advise on any matter which may be referred to the Parish Council by the Minister;
- subject to the general direction and control of the Minister, to provide and maintain places of recreation and recreational facilities, to preserve and improve the general amenities of the parish and generally to promote the well-being of persons resident in the parish;
- to hold in trust for the residents of the parish the parochial funds and other property transferred to the Parish Council in pursuance of the First Schedule and to employ the same for the purposes of paragraph (d) in such manner as the Council may, subject to that paragraph, determine;
- to maintain and administer any parish rest home in the parish;
- to maintain the parish records transferred to the Parish Council in pursuance of paragraph 9 of the First Schedule; and

- to give effect to any directions given by the Minister under section 6.

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

- Council Meeting Minutes
- Financial Statements
- Policies and Procedures

Section E: Manuals used [s5(1)e]

- Policies and Procedures

Section F: Policies, rules and guidelines [s5(1)e]

- Policies and Procedures

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

Information Officer (Acting):

Ms. Nicole Caines

Email: nicolecaines03@gmail.com

Warwick Parish Council

P.O. Box WK210,
Warwick WKBX

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

Further information

- 1) The legislation listed maybe found at Bermuda Laws Online www.bermudalaws.bm.
- 2) As with all statutory boards, the fees for services and the remuneration of council members for service is governed by the following legislation:

Government Authorities (Fees) Act. The Act governs the remuneration of body members for services. In brief the Chair receives \$100, and other members receive \$50, per meeting

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:

Copies of Information Statement are available at the following sites:

Ministry of Home Affairs Headquarters 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? Y

With the Information Commissioner. Y

Warwick Parish Council

Signed:



Nicole Caines, Acting Information Officer

Dated: 28th January 2019