



**GOVERNMENT OF BERMUDA**  
**PUBLIC SERVICE COMMISSION**  
**PATI Information Statement**

**Name of Public Authority:** Public Service Commission

**Introduction:**

In accordance with Part 2 of the Public Access to Information Act 2010, the Public Service Commission is required to produce an Information Statement that includes the relevant items that are specified in Part 2, Section 5 (1) of the Act.

The general purpose of the Public Access to Information Act 2010 is to give the public the right to obtain access to information held by the Public Service Commission to the greatest extent possible, subject to exceptions that are in the public interest.

In producing this Information Statement the Public Service Commission will ensure that it is in compliance with the Act to enable persons to access records that are not exempt as outlined in Part 4 of the Act.

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

In accordance with Section 81 (1) of the Bermuda Constitution Order 1968, there shall be a Public Service Commission for Bermuda consisting of a Chairman and four (4) other members.

- Ms Shelia Hendrickson, Chairman
- Ms Shannah Butterfield
- Mr. Warren Jones
- Mr. Randolph Simons, Jr.

**Legislation**

The Commission is governed by the Bermuda Constitution, Public Service Commission Regulations 2001, Public Service (Delegation of Powers) Regulations 2001, and subsequent amendments.

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

The Public Service Commission is the authority responsible for the filling of vacancies, making appointments; probationary reports and performance reviews; disciplinary procedure and appeals; and removal from office in accordance with the Bermuda Constitution Order 1968, the Public Service Commission Regulations 2001, and the Public Service (Delegation of Powers) Regulations 2001 and subsequent amendments. In addition, the Commission has powers as outlined in Section 5A and 6 of the Public Service Commission Regulations 2001.

**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]**

Provisions of the Bermuda Constitution Order 1968, the Public Service Commission Regulations and the Public Service (Delegation of Powers) Regulations, as set out in Section B: I) above.

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

- Minutes
- Governor approval letters
- General correspondence
- Copies of submissions presented to the Public Service Commission for review and a decision

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

Provisions of the Public Service Superannuation Act 1981 as set out in Section B: I) above.

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

Provisions of the Bermuda Constitution Order 1968, the Public Service Commission Regulations and

the Public Service (Delegation of Powers) Regulations, as set out in Section B: I) above.

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

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**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:** 17<sup>th</sup> June 2025

**Locations of Information Statement:**

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

Your principal office: Department of Employee & Organizational Development Y

The Bermuda Archives and Bermuda National Library Y

Available electronically Y

Website for public authority N/A

Available on website of principal office ([www.gov.bm/department/employee-organizational-development](http://www.gov.bm/department/employee-organizational-development))

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:** *Germaine Trott*  
Germaine Trott – 17<sup>th</sup> June 2025