



GOVERNMENT OF BERMUDA

THE CABINET OFFICE

PATI Information Statement

Name of Public Authority: Department of Employee & Organizational Development

Introduction:

In accordance with Part 2 of the Public Access to Information Act 2010, the Department of Employee & Organizational Development (DE&OD) 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 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; and
- 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.

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

The Department of Employee & Organizational Development (DE&OD) falls under The Cabinet Office and is organized into eight (8) programmes – Administration, Management Consulting, HR Business Partnering, Performance Management and Industrial Relations, Talent Management, Compensation & Benefits, Recruitment & HR Support; and Human Resource Information Systems (HRIS).

DE&OD provides technical support to the Public Service Superannuation Board, and the Ministers and Members of the Legislature Pensions Board.

The following positions exist with DE&OD:

Administration

- Chief Employee & Organizational Development Officer
 - Deputy Chief – Business Partners & Centre of Expertise
 - Deputy Chief – Shared Services
 - Administrative Officer

Management Consulting

- Senior Management Services Partner
 - 4 Management Services Partners
 - Associate Management Services Partner

HR Business Partnering

- 2 Senior HR Business Partners
 - 8 HR Business Partners

- 4 HR Partners

Performance Management and Industrial Relations

- HR Policy and Strategy Analyst
 - HR Partner – Research
- Employee Relations Advisor
 - HR Partner – Employee Relations

Talent Management

- Senior Talent Management Partner
 - 4 Talent Management Partners
 - 1 Talent Partner

Compensation & Benefits

- Compensation & Benefits Manager
 - Benefits Supervisor
 - 1 Senior Benefits Officer
 - 2 Benefits Officers
 - Compensation Supervisor
 - Senior Compensation Officer
 - 6 Compensation Officers

Recruitment & HR Support

- Talent Acquisition Manager
 - 5 HR Partner - Recruitment
 - 2 Shared Services Coordinators
 - 9 HR Associates
 - 1 HR Associate – CSR

HRIS

- Senior HR Systems Specialist
 - HR Systems Specialist

Legislation

We are governed by the following legislation and subsequent amendments:

- Contributory Pension Act 1970
- Employment Act 2000
- Good Governance Act 2011
- Good Governance Act 2012
- Government Employees (Health Insurance) Act 1986
- Ministers and Members of the Legislature (Salaries and Pensions) Act 1975
- Public Access to Information Act 2010
- Occupational Safety and Health Regulations 2009
- Personal Information Protection Act 2016
- Public Service Commission Regulations 2001
- Public Service (Delegation of Powers) Regulations 2001
- Public Service Superannuation Act 1981
- Public Treasury (Administration and Payments) Act 1969

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

The Department of Employee & Organizational Development's (DE&OD) mission is to optimize talent and transform the Organization.

DE&OD ensures the development and enhancement of human and organizational capability throughout the Public Service by leading and managing innovative programmes within the human resources, and employee and organizational development domains.

Other functions include:

- Organizational development through strategy, organizational design and process improvement programmes and initiatives
- Development, implementation and continuous improvement of integrated Government-wide strategic and operational human resource systems, policies, programmes, solutions, advice and guidance not limited to:
 - Employee and Industrial Relations
 - Performance Management
 - Talent Management
 - Recruitment
 - Workforce Planning
 - Compensation & benefits
- The operation and management of a Shared Services Centre ensuring service excellence in the delivery of transactional human resource services

DE&OD provides professional human resource advice and guidance related to employee relations in accordance with the relevant Collective Agreements, Conditions of Employment and Code of Conduct (CECC), the Employment Act 2000, and relevant policies and procedures. The Department is also involved in either chairing negotiations or providing support to the appointed chairperson for negotiations.

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]

Services:

The Department of Employee & Organizational Development (DE&OD) provides services to Government Ministries/Departments and employees; and external customers, i.e. individuals interested in choosing the Bermuda Government as their Employer of Choice.

The following services include:

Administration

- Strategic Human and Organizational Capital Management
 - Develop and enhance the strategic direction of human and organizational capital within the Public Service by leading and managing innovative programmes in the areas of human resources, and employee and organizational development
- Administrative Management and support for the:
 - Public Service Commission,
 - Public Service Superannuation Board, and
 - Senior and Joint Grading Panels

Management Consulting Section

- Professional Public Sector Consultancy Services include but are not limited to:
 - Functions as the designate Programme Management Office of the Government Reform Initiative
 - Conducts:
 - Strategic reviews,
 - Operational efficiency reviews which focus on improving systems and processes,
 - Organizational and feasibility studies,
 - Corporate development and restructuring,
 - Projects and provides advice and guidance related to the merger and/or amalgamation of departments, strategic alliances, Quangos and privatization, and
 - Manages and monitors external consultants
- Conducts Job Evaluations
 - Evaluates job descriptions,
 - Provides advice on structural changes, and
 - Provides advice to the Senior and Joint Grading Panels.
- Manage Outsourcing of Management Consulting Services
 - Evaluates client's needs,
 - Prepares Request for Proposals from qualified external consultants if deemed necessary by MCS,
 - Evaluates received proposals,
 - Makes recommendations and prepares contracts,
 - Coordinates efforts of the external consultants, and
 - Supervises quality/timeliness of service delivery, etc.
- Programme/Project Management
 - Assists clients with the implementation of recommendations arising from consultancy.

HR Business Partnering

- Strategic HR

- Partnering with assigned Ministries and Department in relation to strategic business planning
- Implementation of HR programmes
- Identification of HR issues and coordination of relevant resources to provide services and solutions to meet clients' needs
- Management, Administration and Consultation
 - Advice on people matters, employment services, industrial relations, performance management, recruitment and selection, coaching and mentoring

Performance Management and Industrial Relations

- Policy & Performance Management
 - Development of HR strategies and harmonized policies and processes to support human capital effectiveness across the public service
 - Performance management programmes and systems for employee performance
- Employee & Industrial Relations
 - Strategic advice and guidance in the areas of employee and industrial relations within the public service

Talent Management

- Talent Management
 - Strategic approach to attract, train and retain talent to meet business needs
 - Oversight and administration of the Professional & Technical Trainee and Public Service Bursary schemes to assist with identifying and training talent to fill critical and hard to fill Government positions.

Compensation & Benefits

- Process all Government employees' payroll and pension payments
- Administration of the Public Service Superannuation Fund, and Ministers and Members of the Legislature Pensions Fund

Recruitment & HR Support

- Recruitment
 - Identification, assessment and sourcing of talent
- HR Support
 - Administrative support services to client Ministries and Departments, and the public

Human Resource Information

- Management of the development and maintenance of the Department's information technology
- Help desk support for employees and members of the public utilizing the systems

Currently, there are no charges for the services that the DE&OD renders to its stakeholders.

Programmes:

N/A

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

The Department of Employee & Organizational Development (DE&OD) is responsible for maintaining the following information:

- Departmental correspondence such as commissioned reports for the DE&OD and the former Department of Human Resources (DHR), minutes from monthly staff meetings, policies and procedures, business plans.

- Joint Safety and Health Committee file containing minute and documents relating to safety and health.
- Safety and Health Accident Reports for those accidents that occur within the DE&OD and the former DHR
- Dignity at Work records containing complaints lodged by employees (“complainant”) against another employee (“respondent”) together with the documentation relating to the investigation and recommended action in accordance with the Dignity at Work Policy and Complaints Procedure.
- Personnel records for employees in posts represented by the Bermuda Public Services Union (BPSU).
- Sealed records of disciplinary proceedings.
- Payroll records for employees and students paid by the DE&OD and the former DHR.
- Bursary records for individuals who have applied for and have been successful or unsuccessful with receiving bursary awards.
- Training materials in relation to courses workshops currently and previously offered to Government employees.
- Post files for positions represented by the BPSU which includes job descriptions, and any decisions made by the Public Service Commission (PSC) and DE&OD and the former DHR pertaining to such areas as recruitment and selection.
- Departmental Head files which contain information on decisions made by the Public Service Commission relating to recruitment and selection process for posts not represented by the BPSU, disciplinary matters and in some cases appeals for employees in posts that are not represented by the BPSU.
- Senior Grading Panel and Joint Grading Panel files – these files contain submissions for the grading of job descriptions for posts represented by the BPSU, minutes and the approvals.
- Cabinet Conclusions that are received from the Cabinet Office that pertain to human resource matters, i.e. creation of departments, departmental reorganizations, establishment of posts, etc.
- Interview records – retained for one (1) year from the closing date.
- Some consultant files which contain copies of consultant contracts for individuals approved through the consultant process.
- Vendor files that include copies of invoices for services/goods received.
- Employee Assistance Programme (EAP) files – tender process and contract, as well as files containing Board and AGM information.
- Some historical files related to negotiations between the Government of Bermuda and the BPSU, Fire Service Association (FSA) and the Prison Officers Association (POA). These will include minutes of negotiations that have been held between the Government and the Union and Associations.
- Employee Opinion Survey files

Records Specifically held by the Management Consulting Services

- Job Description Evaluations
- Reports of Government Client Projects
- Terms of Reference for Government Client Projects
- Various Government Organizational Structures

Records specifically held by Compensation & Benefits Services

- Payroll records
- Benefits enrolment forms
- Pension records
- Employee records

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

Below is a list of the administrative manuals/guidelines used by employees in the Department of Employee & Organizational Development for administering and/or carrying out activities:

- Financial Instructions and any policies and procedures set out by the Ministry of Finance
- Code of Practice and Project Management and Procurement
- Collective Bargaining Agreements
- Conditions of Employment and Code of Conduct (CECC)
- Departmental Policies and Procedures
- Dignity at Work (DAW) Policy and Complaints Procedure
- Job Evaluation Policies & Procedures Manual

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

Decisions within the Department of Employee & Organizational Development are made in accordance with:

- Legislation as outlined in Section A
- Financial Instructions
- Bursary and Trainee Agreements
- Collective Bargaining Agreements
- Conditions of Employment and Code of Conduct (CECC)
- Departmental policies and procedures
- Job Evaluation Policies & Procedures
- Reports of Government client projects
- Executive Summaries of the reports are often attached as Annex.

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

Carlita O'Brien, Chief Employee and Organizational Development Officer
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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: 7th January 2022

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 (www.gov.bm/department/employee-organizational-development) 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: *Carlita O'Brien*
Carlita O'Brien – 7th January 2022