

CAYMAN ISLANDS



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THE 2012 FOI PUBLICATION SCHEMES



Cayman Islands Legislative Assembly

Publication Scheme

Produced in accordance with the Chief Secretary's Code of Practice

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1. About the Publication Scheme

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the **CAYMAN ISLANDS LEGISLATIVE ASSEMBLY** to making information available to the public as part of its normal business activities.

The **CAYMAN ISLANDS LEGISLATIVE ASSEMBLY** will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;

- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

The **CAYMAN ISLANDS LEGISLATIVE ASSEMBLY** will generally not publish:

- information in draft form;
- information that is not held by the **CAYMAN ISLANDS LEGISLATIVE ASSEMBLY** or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the **CAYMAN ISLANDS LEGISLATIVE ASSEMBLY'S** (or another organisation's) commercial interests, or endanger the protection of the environment.

When ever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

Many of our documents are published electronically on this website and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

If there is no link, or the link is broken, you can use our website's "Search" facility at www.cila.ky. If you are still having trouble locating information listed under our scheme, please contact foi.lgl@gov.ky or (345) 949-4236

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at foi.lgl@gov.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call the FOI Manager at (345) 949 4236 to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

FOI Manager
Legislative Assembly
P.O.Box 890
Grand Cayman KY1-1103
Cayman Islands

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number and e-mail address so that we can contact you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

Our website www.cila.ky may be accessed as a first source of information.

If you experience any difficulty identifying the information you want to access, please contact the FOI Manager at foi.lgl@gov.ky or (345) 949-4236.

The **CAYMAN ISLANDS LEGISLATIVE ASSEMBLY** will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the **CAYMAN ISLANDS LEGISLATIVE ASSEMBLY** is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The **CAYMAN ISLANDS LEGISLATIVE ASSEMBLY** strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

There are some publications which the CAYMAN ISLANDS LEGISLATIVE ASSEMBLY offers for sale. This includes: Hansard of House sittings. These publications are charged at the cover price, plus actual postage costs as charged by the Cayman Islands Postal Service. Cayman Islands laws and regulations are also sold at the Legislative Assembly at cost.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

Postage costs

The **CAYMAN ISLANDS LEGISLATIVE ASSEMBLY** will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the **CAYMAN ISLANDS LEGISLATIVE ASSEMBLY** has received your payment.

5. Requests for information outside the Publication Scheme

Information held by the **CAYMAN ISLANDS LEGISLATIVE ASSEMBLY** that is not published under this scheme can be requested in writing to the FOI Manager at foi.lgl@gov.ky or P.O.Box 890, Grand Cayman, KY1-1103, Cayman Islands. Your request will be considered in accordance with the provisions of the FOI Law.

6. Complaints

The **CAYMAN ISLANDS LEGISLATIVE ASSEMBLY** aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact the Information Manager Zena Merren-Chin at foi.lgl@gov.ky and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained from www.cila.ky.
You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
George Town, Grand Cayman

PO Box 1375,
Grand Cayman KY1-1108,
CAYMAN ISLANDS
Telephone: +1 345 747 5402
email: appeals@ico.gov.ky

7. Categories of information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

ABOUT US

Name of public authority

CAYMAN ISLANDS LEGISLATIVE ASSEMBLY

Ministry

Portfolio of Internal and External Affairs

Principle staff

Zena Merren-Chin – Clerk of the Legislative Assembly

Zena.merren-chin@gov.ky

(345) 949-4236

Sharon Smith – Deputy Clerk of the Legislative Assembly

Sharon.smith@gov.ky

(345) 949-4236

Nana Bothwell – Assistant Clerk of the Legislative Assembly

Nana.bothwell@gov.ky

(345) 949-4236

Kim Evans – Sergeant at Arms

John.evans@gov.ky

(345) 949-4236

Information Manager - Zena Merren-Chin

You may also utilise the Freedom of Information website www.foi.gov.ky to request information.

Organisation and functions

The Cayman Islands Legislative Assembly is a parliamentary body made up of 15 elected members, 2 official members and the Speaker. Its purpose is to make laws for peace, order and good government of the Cayman Islands. The Legislative Assembly is governed by The Cayman Islands Constitution Order 2009. The practices and procedures of the Legislative Assembly are governed by the Legislative Assembly Standing Orders (2006 Revision).

The Legislative Assembly, also referred to as the "House" is required to meet at least four times for the year. Each meeting may consist of several days of sittings over a period of weeks. At this time Government Motions, Private Members Motions, Papers and Private Members Motions, Reports, Questions to Ministers and Public and Private Bills are dealt with during each meeting. The Government's annual budget is also presented to the members and debated and passed in the Legislative Assembly. Her Majesty Queen Elizabeth's Throne Speech is delivered each year by HE The Governor at the LA.

The Legislative Assembly Building is located in Central George Town and houses the Legislative Department which provides overall management of the LA. The Clerk of the LA is responsible for the custody of the votes, records, bills and other documents laid before the House as well as the production of official reports (Hansards) of all speeches made in the House or Committees.

Department Contact Information:

Mailing address: P.O Box 890, Grand Cayman KY1-1103, CAYMAN ISLANDS

Telephone number: (345) 949-4236

Fax number: (345) 949-9514

Email address: foi.lgl@gov.ky

Website address: www.cila.ky

Committees

Under the Legislative Assembly Standing Orders select and standing committees may be appointed by the House to conduct the business relating to the House.

Finance Committee:

Consists of all members of the House and considers the estimates of expenditures, financial bills and other business referred to it by the House or the Governor. Committee meets once per year for as many days as needed to approve the Government's Annual Budget. It will convene at other times to consider requests for supplementary budgets. Meetings are open to the Public and are broadcasted on Radio Cayman and verbatim transcripts published on our website.

Register of Interest Committee:

Considers the matters relating to the Register of Interest referred to it by the Registrar of Interest and consists of nine members of the House.

Public Accounts Committee:

Considers reports of the Auditor General and consists of five members of the House. The meetings may be held in public or in camera at such times as called by the Chairman. Meetings where witnesses are called are usually open to the public.

Standing Orders Committee:

The committee is chaired by the Deputy Governor and consists of all the members of the House. It considers what changes to the Standing Orders are necessary and proposed amendments. Meetings are held in camera.

Standing Business Committee:

The committee meets before each sitting of the House to approve the business for the day. The Committee consists of five members and all meetings are held in camera.

Standing House Committee:

The committee is charged with the duty of making recommendations to the House in respect of matters affecting the working conditions, comfort and facilities at the LA for members during meetings of the House. House Committee consists of five members who meet in camera.

There are also a select committee to oversee the performance of the Office of the Complaints Commissioner and a committee of the whole House to oversee the performance of the Office of the Information Commissioner as well as a select committee to consider and report to the House on any matter affecting the privileges of the House.

Frequently asked questions**▪ Can I observe House sittings?**

Yes. The public is allowed to sit in the public Gallery and observe all House sittings including Finance Committee and Public Accounts Committee meetings.

▪ What other access do I have to the House sittings?

The House sittings are broadcasted on Radio Cayman.

▪ Can I obtain a copy of what was said in the House?

Yes. Verbatim transcripts (Hansards) are posted on the Legislative Assembly Website www.cila.ky and a copy of the transcript can also be purchased at the Legislative Assembly for \$10 per day.

▪ Can I obtain a copy of the documents presented to the House?

Yes. All documents, including reports, papers and bills are available to the public once they have been dealt with by the House.

Also see FAQ on our website www.cila.ky

STRATEGIC MANAGEMENT

Governance

The following legislation and regulations inform and direct the functions and activities of the Portfolio:

- The Cayman Islands Constitution Order 2009
- Legislative Assembly Standing Orders (2006 Revision)
- The Register of Interests Law, 1996
- Legislative Assembly (Immunities, Powers and Privileges) Law (1999 Revision)
- Parliamentary Pensions Law, 2004
- The Public Management & Finance Law (2005 Revision) & Financial Regulations (2007 Revision)
- The Public Service Management Law, 2005 & Regulations, 2006
- Public Service Pensions Law (2004 Revision)

You can access these documents on the Government website at [www.gov.ky Gazettes](http://www.gov.ky/Gazettes).

Corporate management

- Annual reports can be accessed on -
http://www.gov.ky/portal/page?_pageid=1142,1591697&_dad=portal&_schema=PORTAL
- Plans for hazard management and disaster recovery can be obtained upon request to the FOI Manager at (345) 949 4236

FINANCE & ADMINISTRATION

Financial management

The following relate to the administration of the authority's monetary resources:

- Annual Budget 2012/2013 see www.cila.ky The Budget
- Financial statements/ half-yearly / quarterly reports – these are contained in the Annual Budget Statement, which can be accessed on our website as listed above
- Sources of revenue; Investments; Capital programme – found in the Annual Budget Statement, which can be accessed on our website as listed above
- Accounting procedures; Contracting procedures – these are included in the Annual Report – see www.gov.ky and also in the Public Management and Finance Law (2005 Revision) & Financial Regulations (2007 Revision) – see [www.gov.ky Gazettes](http://www.gov.ky/Gazettes).
- Ministerial expenditure – available in the Annual Report - see www.cila.ky
- List of current tenders, contracts or quotations; Recently-awarded contracts – can be obtained at the Legislative Assembly upon written request.
- The Budget may also be located on the following link:
http://www.gov.ky/portal/page?_pageid=1142,1593653&_dad=portal&_schema=PORTAL

Administration

The following documents pertain to the other administrative functions carried out within the authority:

- Vacancies/ career opportunities see www.gov.ky job opportunities
- Press release available at the Legislative Assembly
- HR Manual available at the Legislative Assembly

POLICIES & PROCEDURES

- HR Manual available at the Legislative Assembly
- Public Servant's Code of Conduct available at the Legislative Assembly
- Complaints-handling procedure available at the Legislative Assembly

DECISIONS & RECOMMENDATIONS

All decisions of the House are available on our website www.cila.ky in the form of Hansards which is a verbatim transcript of the sittings of the House. Minutes of the House sittings are available at the Legislative Assembly Building upon request to the FOI Manager. Minutes and verbatim transcripts of the PAC meetings that are held in public are also available upon request to the FOI Manager.

LISTS & REGISTERS

In accordance with the Register of Interest Law a register of interest is kept by the Registrar who is the Clerk of the Legislative Assembly. The following persons must register their interest: elected members of the LA, the Speaker, the Deputy Governor and acting DG, the Attorney General and acting AG, the Registrar of Interest, candidates nominated for election to the LA, and any person having received permission to attend a meeting of the LA or its committees for the purposes of reporting in any newspaper or periodical or radio or TV broadcast the meeting. The register can be viewed upon request to the Clerk at zena.merren-chin@gov.ky or (345) 949 4236

OUR SERVICES

The Legislative Department is responsible for the sale of all laws of the Cayman Islands. Laws are sold from 9:00am to 3:00pm Monday to Friday each week.

The Legislative Department also provides copies of documents which are moved, laid, or presented in the House. These are available on our website www.cila.ky and include:

- Private Member Motions
- Government Motions
- Governmental Annual Reports
- Private Member Bills
- Government Bills

Regulations
Papers and Petitions
Committees' Reports
Annual Budget
Strategic Policy Statements
Audit Office and Auditor General's Reports
Complaints Commission's Reports
Statements by Members
Questions to Ministers and Official Members

Please visit our website at www.cila.ky for further information. In the event that the information that you require is not available on our website, as some areas are under construction, please feel free to contact us at:

Legislative Assembly
33 Fort Street
P.O.Box 890
George Town
Grand Cayman
KY1-1103
Phone: (345) 949 4236
Fax: (345) 949 9514
E-mail: foi.lgl@gov.ky
Website: www.cila.ky

We will be happy to assist you with your request.

