



Foreign &
Commonwealth
Office

Overseas Territories Directorate
Foreign and Commonwealth Office
King Charles Street
London SW1A 2AH

Website: <https://www.gov.uk>

13 April 2021

FREEDOM OF INFORMATION ACT 2000 REQUEST REF: 0885-18

Thank you for your email of 14 August asking for information under the Freedom of Information Act (FOIA) 2000. You asked for:

1. *Job Descriptions of the Governor and all Governor's Office Staff, including who each person reports to.*
2. *Salary amounts, other terms of service and source of funds i.e. Cayman Islands Government or UK Government.*
3. *Work history of Mr. Matthew Forbes*

I am writing to confirm that we have now completed the search for the information which you requested.

I can confirm that the Foreign and Commonwealth Office (FCO) does hold information relevant to your request.

The job descriptions below have been sourced from the most up to date material available (either from job adverts that were advertised or taken from similar job roles). The descriptions do not cover the totality of tasks that members of staff undertake and should be used as an indicative guide to their roles.

Job Title: Governor

The role of the Governor is a key part of the compact between the UK and the Overseas Territories to allow the devolution of powers and the development of self government, whilst enabling the UK to discharge its international obligations and to manage its contingent liabilities. The Governor acts as an intermediary between the United Kingdom and the Territory's elected representatives and is directly responsible for the security and good governance of the Cayman Islands.

The Governor retains oversight and strategic direction of the Royal Cayman Islands Police Force and chairs the Cayman Islands National Security Council. The Governor's roles as the representative of Her Majesty the Queen, assenting to legislation, and approving senior public sector appointments all contribute to discharging the Governor's good governance responsibilities. He or she also chairs the weekly Cayman Islands Cabinet. The Governor's formal responsibility for the effective administration of justice is exercised in collaboration with the Chief Justice.

Whilst the Governor has prescribed Constitutional powers, on a daily basis what determines success is the effective use of tact, leading, influencing and negotiating skills to achieve outcomes that are in the best interests of both the Cayman Islands and the UK. The Governor reports to the Director of the Overseas Territories Directorate in the Foreign and Commonwealth Office.

The Governor's salary is paid by the Cayman Islands Government.

Job Title: Head of the Governor's Office

To support the Governor on the formulation and delivery of policy, especially in the areas of good governance and public service reform, and those which fall under his direct Constitutional responsibility e.g. internal security (including law enforcement, aviation/maritime security and safety, disaster management) and external affairs; and others such as good governance and financial services. Provide policy and other advice to the Governor on these and a range of other issues.

The Head of the Governor's Office reports to the Governor. Their salary is paid by the UK Government.

Job Title: Policy Officer

Supporting policy for the Governor's Office on areas of the Governor's responsibility such as international obligations, internal security and good governance. Management of FCO funded projects and budget management.

The Policy Officer reports to the Head of the Governor's Office. Their salary is paid by the UK Government.

Job Title: Assistant Management Officer

Oversight of the Governor's Office financial and budget management. Office management.

The Assistant Management Officer reports to the Head of the Governor's Office. Their salary is paid by the UK Government.

Job Title: PA to the Governor

Diary management and administrative support to the Governor.

This position is paid for by the Cayman Islands Government.

Details of the work history of Matthew Forbes are already in the public domain and are therefore exempt under section 21 of the Freedom of Information Act.

<https://www.gov.uk/government/news/matthew-forbes-joins-the-governors-office-team>

Although we do hold information relating to the salaries and terms of service of those positions that are paid by the UK Government, it is our view that disclosure of this information would breach the data protection principle, which states that personal data should be processed fairly and lawfully. Section 40 (2) and (3) of the Freedom of Information Act therefore apply. In such circumstance section 40 confers an absolute exemption on disclosure.

Yours sincerely,

Overseas Territories Directorate



For information about how the FCO handles personal information please see our [Personal Information Charter](#)