

### STAFF MEETING MINUTES

**IN ATTENDANCE:** Gita Gutierrez (GG), Information Commissioner (IC); Tikitta Suhartono (TS), Office Manager (OM); Answer Styannes (AS), Investigation Officer (IO); Sheena Bassett (SB), Project Officer (PO)  
**ABSENT:** N/A

**DATE:** 5 February 2020  
**TIME:** 9:30am – 11:30am  
**TAKEN BY:** TS

TOPIC	ISSUE & DECISION	ACTION REQUIRED	
		BY	DETAILS
1. Welcome	None.		
2. Staff Meeting Minutes	1. July, November and December 2019 minutes have been circulated: <ol style="list-style-type: none"> <li>Revised minutes will be due from staff by 21 February:               <ul style="list-style-type: none"> <li>AS to revise for versions that can be published.</li> <li>SB to identify where meeting minutes can be published on the ICO website.</li> </ul> </li> <li>Outstanding minutes will be adopted at 4 March staff meeting.</li> <li>No minutes were taken for the January staff meeting. Refer to the ICO goals for 2020-2021, which were finalised during the January staff meeting (see below).</li> </ol>	AS  SB	Revise minutes for publication  Identify website placement
3. Review Team	1. Review statistics as of 31 January 2020 were as follows: <ul style="list-style-type: none"> <li>Total applications: 133</li> <li>Pending investigations: 34</li> <li>Pending validation: 1</li> <li>Closed – decided: 59</li> <li>Closed – resolved: 14</li> <li>Closed – invalid: 18</li> <li>Closed – abandoned: 7</li> </ul> In January 2020, the ICO: <ul style="list-style-type: none"> <li>received 1 new application</li> <li>issued 0 decisions</li> <li>resolved 0 cases</li> <li>closed 0 cases because it was invalid, and</li> <li>closed 0 cases because it was abandoned.</li> </ul>		

	2. The IC's Decision 24/2019, concerning the BHB's Executive Team members' salary information, has been taken to judicial review.		
<b>4. Finance/Administration</b>	None.		
<b>5. Human Resources</b>	1. The IC is pleased to formally announce that Ms. LaKai Dill will be joining the ICO as our new Investigation Officer next month. We will plan on a welcome event that week (suggestions are invited).	All staff	Make suggestions for welcome event
	2. We have confirmed the dates for Sean Murray's visit as 2–27 March. He will be working with the IC on the implementation review; working with Investigation Officers on the annual update of the review handbook; and providing one-on-one training for Investigation Officers on investigation practices.		
	3. We will have a staff workshop in March on the Logic Program Model for performance management in the public sector. The ICO is currently using this model to set office goals that cascade down to team goals and then individual officers' performance objectives. The date for the training should be announced later this week.	GG	Announce staff workshop date
	4. Staff is invited to send the IC and OM any requests for staff-wide trainings for the 2020-2021 budget year by the end of February, so that the training calendar can be arranged by 1 April.	All staff	Send 2020-2021 training requests to the IC and OM by end of February
<b>6. Compliance</b>	1. Annual Return process for reporting year 2019 was completed with only 4 outstanding submissions from public authorities.		
<b>7. Team/Culture Building</b>	None.		
<b>8. Outreach/Education</b>	1. The PO updated us about the following events planned for the next months: <ul style="list-style-type: none"> <li>a. Bermuda College – 24 March</li> <li>b. Fresh TV – 21 April</li> <li>c. Ag Show – 22–25 April</li> </ul>		

<b>9. IC Update</b>	<ol style="list-style-type: none"> <li>The ICO is on schedule for moving into our new office location on Friday, 14 February. As noted in the IC's email of 29 January to staff, our move date on 14 February is final, and we will be providing the building keys to Estates at the end of the day. Works &amp; Engineering will start their pre-demolition work over the weekend. All staff must have their offices packed and ready by the end of the day on 13 February for the movers on the following morning. Overtime will be approved for packing; staff should email the IC for any overtime requests.</li> <li>The ICO portion of the new office will be ready for business on Monday, 17 February when officers arrive. New access cards will be provided and security orientation will occur that morning.</li> <li>The ICO will place an advertisement and make public announcements for both the office closure on 14 February and the new office address.</li> <li>The Annual Report will be ready next week for staff review before it is submitted to the designers.</li> <li>The Carter Center's draft report should be available by the end of February.</li> <li>The ICO 2020-2021 goals have been saved on the shared drive, after input and revisions from staff.</li> <li>Reminder: the IC briefing in March will be on proactive publication and boards and committees.</li> </ol>	All staff   GG & TS  All staff	Must complete packing for office move by Friday, 13 February COB   Place public announcements for move Review annual report draft, once circulated
<b>10. A.O.B.</b>	<ol style="list-style-type: none"> <li>Next staff meeting will be on 4 March 2020.</li> </ol>	TS	Circulate invite via calendar email
<b>**CONFIDENTIAL &amp; SECRET = NOT FOR PUBLIC DISCLOSURE**</b>			
<b>Review Team</b>	<ol style="list-style-type: none"> <li>[REDACTED]</li> </ol>		
<b>IC Update</b>	<ol style="list-style-type: none"> <li>[REDACTED]</li> </ol>		

**APPROVAL:** The ICO adopted and approved the 5 February 2020 staff meeting minutes at the 6 May 2020 staff meeting.