

STAFF MEETING MINUTES

IN ATTENDANCE: Gita Gutierrez (GG), Information Commissioner (IC); Answer Styannes (AS), Investigation Officer (IO); LaKai Dill (LD), Investigation Officer (IO); Sheena Bassett (SB), Project Officer (PO); Tikitta Suhartono (TS), Office Manager (OM)

DATE: Wednesday, 12 January 2022
TIME: 9:40am – 11:15am
TAKEN BY: All

TOPIC	ISSUE & DECISION	ACTION REQUIRED
1. Welcome	The team shared some 2021 reflections. The IC thanked all staff for managing to progress all important areas of the office's work during a second pandemic year, noting that improvements were seen across-the-board, while balancing the need to support colleagues and attend to individual needs and challenges arising from the second year of the global pandemic.	None
2. Staff Meeting Minutes	1. Staff meeting minutes for October, November and December 2021 were approved, with no amendments.	• TS to finalise Oct-Dec minutes as approved.
3. Review Team	<p>1. Review statistics as of 31 December 2021 were as follows:</p> <ul style="list-style-type: none"> ▪ Total applications: 192 ▪ Pending investigations: 41 ▪ Pending validation: 2 ▪ Closed – decided: 98 ▪ Closed – resolved: 20 ▪ Closed – invalid: 24 ▪ Closed – abandoned: 7 <p>In December 2021, the ICO:</p> <ul style="list-style-type: none"> ▪ received 4 new applications ▪ issued 7 decisions ▪ resolved 0 cases ▪ closed 0 cases because it was invalid, and ▪ closed 0 cases because it was abandoned. <p>2. Highlights were shared about Decisions 17/2021 to 20/2021, as the substantive reviews decided on in December.</p> <p>3. The judicial review hearing was held as scheduled, with all staff attending remotely. The ICO awaits the judge's decision.</p>	None

<p>4. Finance/Administration</p>	<ol style="list-style-type: none"> 1. TS will email our annual personnel file check for all staff to complete. 2. Audit preparation for the last quarter of FY2021/2022 is underway and has been a smooth process. 3. Any year-end purchase request should be sent to ██████@ico.bm as soon as possible. More kitchen supplies and plant care is already planned. 	<ul style="list-style-type: none"> • Staff to complete annual personnel file check. • Staff to email any year-end purchase request to ██████@ico.bm.
<p>5. Human Resources</p>	<ol style="list-style-type: none"> 1. For the Investigation Officer recruitment, the short-listed candidates have completed the skills test. The IC and review team will score them this week. 2. The Deputy Information Commissioner extended application stage ended on 10 January. 3. The IC anticipates that the two new officers will be in place by no later than the start of the upcoming fiscal year, subject to the successful completion of the recruitment process. 4. The IC has begun to schedule the mid-year performance appraisal review meetings with individual staff. 	<ul style="list-style-type: none"> • Staff to prep for mid-year reviews as scheduled.
<p>6. Compliance</p>	<ol style="list-style-type: none"> 1. The annual return process is well underway and has been SB's main focus. No major issues have arisen with the returns, and SB has found it to be a smooth process. The return rate is about 50% to date, which is in line with prior years. Some public authorities have asked for extensions and these have been granted. Non-compliance letters will be sent this week, allowing submissions until the end of January. Any public authority that does not submit their late return will be notified in early February that they will be listed publicly as non-compliant if they take no further action. IDT also has sent the PATI log, noting not all public authorities use it. Notably, some public authorities received their first ever PATI request during 2021, including environment-related boards. 2. Staff were reminded that this is the time of year when the heads of public authorities change. Attention should be paid to board membership notices via the Official Gazette. 	<p>None</p>
<p>7. Team/Culture Building</p>	<p>None</p>	<p>None</p>
<p>8. Outreach/Education</p>	<ol style="list-style-type: none"> 1. The website contract with SJD World should be signed this week. SB has discussed the draft mapping with the contractor, who has raised useful initial queries. Staff are reminded to email SB any feedback on website 'wants' no later than 31 January. 2. For the annual report, SB is engaging with the designer this month about layout. SB introduced the design concept. Content drafting should start next month. 3. SB has continued to work with the videographer. The on-camera and voiceover work will feature male talent. GG and LD will represent the ICO officers on-camera. 	<ul style="list-style-type: none"> • Staff to share website feedback by 31 Jan. • SB to discuss video with LD.
<p>9. IC Update</p>	<ol style="list-style-type: none"> 1. The IC introduced the draft 2022/2023 ICO goals, which continue on from prior years. The draft acknowledges that the ICO has set a solid base, and the IC wishes 	<ul style="list-style-type: none"> • Staff to offer feedback if any on draft ICO goals.

