

### 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, 2 February 2022  
**TIME:** 9:30am – 11:40am  
**TAKEN BY:** All

TOPIC	ISSUE & DECISION	ACTION REQUIRED
1. Welcome	None	None
2. Staff Meeting Minutes	1. Staff meeting minutes for January 2022 were approved, with no amendments.	<ul style="list-style-type: none"> <li>• TS to finalise Jan minutes as approved.</li> </ul>
3. Review Team	<p>1. Review statistics as of 31 January 2022 were as follows:</p> <ul style="list-style-type: none"> <li>▪ Total applications: 203</li> <li>▪ Pending investigations: 44</li> <li>▪ Pending validation: 5</li> <li>▪ Closed – decided: 102</li> <li>▪ Closed – resolved: 20</li> <li>▪ Closed – invalid: 25</li> <li>▪ Closed – abandoned: 7</li> </ul> <p>In January 2022, the ICO:</p> <ul style="list-style-type: none"> <li>▪ received 11 new applications</li> <li>▪ issued 4 decisions</li> <li>▪ resolved 0 cases</li> <li>▪ closed 1 case because it was invalid, and</li> <li>▪ closed 0 cases because it was abandoned.</li> </ul> <p>2. Highlights were shared about Decisions 01/2022 to 04/2022.</p> <p>3. An update on the judicial review was shared in light of Judge Williams's decision.</p>	None
4. Finance/Administration	<p>1. In preparation of year-end, staff should submit any annual leave requests, up to and inclusive of 31 March 2022, to the IC for approval. TS will update the Vacation Leave Tracking (VLT) and circulate the related reports for staff review and confirmation in March.</p> <p>2. The VLT system has been updated to a new platform and now accessible via Google Chrome; access via Internet Explorer is no longer available. There are no changes to the ICO's internal process when administering staff leave.</p>	<ul style="list-style-type: none"> <li>• Staff to submit annual leave requests as soon as possible.</li> </ul>

	3. The 2022/23 budget process is still ongoing, with one adjustment to reflect a cost savings noted.	
5. Human Resources	<ol style="list-style-type: none"> <li>1. Late mid-year reviews will be completed this week. The IC thanked all officers for engaging in the process.</li> <li>2. Final Performance Appraisals and Forward Job Planning will occur at the end of March.</li> <li>3. COVID policies have been updated as of 21 January 2022, and align with the current GOV policies. Antigen tests are available for voluntary use. The Review Team will be working remotely when possible. If any officer needs to go into the office for work-related reasons, they may do so.</li> </ol>	None
6. Compliance	<ol style="list-style-type: none"> <li>1. Less than 30 annual returns remain outstanding.</li> <li>2. Many administrators stepped up and completed returns on behalf of their public authority. They should be commended.</li> <li>3. A suggestion was made to send quarterly reminders to PAs about the annual return needs so that it is not viewed as an end-of-year requirement only.</li> </ol>	None
7. Team/Culture Building	None	None
8. Outreach/Education	<ol style="list-style-type: none"> <li>1. A press release, highlighting the ICO's milestone of 100 Decisions and 200 IC review requests, was issued.</li> <li>2. Decision 01/2022 will be published today. Decision 02/2022 will be published tomorrow.</li> <li>3. The website project is progressing. Weekly meetings are being held with SJD so that their progress can be monitored and so that the PO can provide the necessary feedback/updates that they require.</li> <li>4. "How to Make a PATI Request" video production is ongoing. Method Media is scheduled to film at the ICO on Thursday, 3 February with GG and LD.</li> <li>5. Now that the Annual Return period is coming to a close, the Annual Report will take over as we prepare the statutory reporting and aim to meet our statutory deadline. Work continues with ID Associates towards finalising the design concept for the Report.</li> </ol>	<ul style="list-style-type: none"> <li>• TS to confirm House dates for tabling.</li> </ul>
9. IC Update	None	None
10. A.O.B.	None	None

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<b>Review Team</b>	1.	[REDACTED]	None
	2.	[REDACTED]	
	3.	[REDACTED]	

**APPROVAL:** The ICO adopted and approved the 2 February 2022 staff meeting minutes via email on 29 April 2022.