

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); LaKai Dill (LD), Investigation Officer (IO) | **ABSENT:** None

DATE: 3 March 2021
TIME: 10:10am – 11:55pm
TAKEN BY: All

TOPIC	ISSUE & DECISION	ACTION REQUIRED
1. Welcome	GG led a game.	• GG to bring team reward on Friday
2. Staff Meeting Minutes	1. Staff meeting minutes for December 2020 and February 2021 will be finalised and approved at our April 2021 meeting.	
3. Review Team	<p>1. Review statistics as of 28 February 2021 were as follows:</p> <ul style="list-style-type: none"> ▪ Total applications: 160 ▪ Pending investigations: 35 ▪ Pending validation: 2 ▪ Closed – decided: 78 ▪ Closed – resolved: 18 ▪ Closed – invalid: 20 ▪ Closed – abandoned: 7 <p>In February 2021, the ICO:</p> <ul style="list-style-type: none"> ▪ received 5 new applications ▪ issued 1 decision ▪ resolved 1 case ▪ closed 0 cases because it was invalid, and ▪ closed 0 cases because it was abandoned. <p>2. Compliance with the IC's order is pending for two reviews, where one is overdue and one is on target.</p> <p>3. [REDACTED]</p> <p>4. The Workpro live installation started on 3 February, and the final big issue resolved on 26 February. It involved significant back-and-forth between CAS, Oxygen and LD (e.g. setting up user profiles with permissions, then syncing; setting up outbound and inbound email; testing cases in the live site; resetting case ID). LD plans to</p>	

	<p>compile feedback for CAS about the final configuration/installation phase, including inviting [REDACTED] at Oxygen to share his views, as LD found some aspects with the installation could have gone smoother. LD and GG will meet soon to discuss what tasks we need to do before users can start using the live site; e.g. creating public authority contact records (SB said the current spreadsheet is in a good state). For user training, CAS will do a reports writing session (for AS, SB and LD due to their user permissions), as part of the installation phase; and LD will lead do for the whole team for general use and progressing cases.</p> <p>5. [REDACTED]</p>	
4. Finance/Administration	<ol style="list-style-type: none"> 1. Deadline for year-end requests are now closed. Approved items requested have been ordered, and expected to be received by 31 March 2021. 2. All March leave must be entered in to the VLT by 31 March 2021 to ensure the leave liability report as at 1 April 2021 is accurate. 3. Initial 2021/22 budget ceiling was adjusted twice and reduced to \$989,847 (final). 4. ICO's 2021/22 budget pages are available and will be posted on the shared drive. 	<ul style="list-style-type: none"> • TS will send the usual monthly reminder email today as a reminder for March leave requests. • TS to alert staff once the budget pages are saved to the shared drive.
5. Human Resources	<ol style="list-style-type: none"> 1. The ICO has a Workplace Survey available now for officers to share feedback in a confidential and anonymous manner about the changes in our work environment and practices over the last year. The IC will use the survey to inform revisions of our work policies as the ICO moves into 2021-2022. 2. IC will send officers an invite for scheduling PA/FJP meetings. 3. Ms. Trott will work with the ICO until 31 March 2021, then will be split with OPC. 	
6. Compliance	<ol style="list-style-type: none"> 1. 2. 3. 	
7. Team/Culture Building	<ol style="list-style-type: none"> 1. Staff dinner scheduled for Friday, 26 March 2021. 	

<p>8. Outreach/Education</p>	<p>a. Upload review stats to website (1 decision (FTD), 1 resolved case) Public Awareness Stats for Feb 2021: Facebook:</p> <ul style="list-style-type: none"> • Post Reaches (The number of people who saw any of our posts at least once.) = 3,253 • Post Engagement (The number of times people engaged with our posts through reactions, comments, shares and clicks) = 75 • Page Reaches (The number of people who had any content from your Page or about your Page enter their screen) = 7,458 • Page Engagements (The number of people who engaged with your Page) = 269 <p>Website (ico.bm):</p> <ul style="list-style-type: none"> • Google Analytics: <ul style="list-style-type: none"> ○ Session (A session is a visit to your site.) = 2,369 <ul style="list-style-type: none"> ▪ Note: This number seems out of sync with past data. There may have been an issue with Google Analytics during Feb 2021. ○ Session Duration (The average length of a Session) = 0:12 <ul style="list-style-type: none"> ▪ Note: This number seems out of sync with past data. There may have been an issue with Google Analytics during Feb 2021. • Wix Reports: <ul style="list-style-type: none"> ○ Session (A session is a visit to your site) = 322 ○ Session Duration (The average length of a Session) = 1:37 <p>1. 2. 2020 Annual Report will be submitted for Tabling by 19th March.</p>	
<p>9. IC Update</p>	<p>1. The final 2021-2022 Budget Estimate was reduced again. The IC has delayed the hiring of the Deputy for a few months to accommodate the reduction without impacting current services.</p> <p>2. The Annual Report will be tabled in the third week of March.</p> <p>3. The Implementation Review will be tabled in the third week of March.</p> <p>4. 5.</p>	
<p>10. A.O.B.</p>	<p>1. Next staff meeting will be on 7 April 2021.</p>	
<p>**CONFIDENTIAL & SECRET = NOT FOR PUBLIC DISCLOSURE**</p>		
<p>Review Team</p>	<p>1. [REDACTED]</p> <p>2. [REDACTED]</p> <p>3. [REDACTED]</p>	

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APPROVAL: The ICO adopted and approved the 3 March 2021 staff meeting minutes at the 7 April 2021 staff meeting.