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:** 7 April 2021 **TIME:** 10:04am – 11:24am **TAKEN BY:** All

TOPIC	ISSUE & DECISION	ACTION REQUIRED
1. Welcome	GG led a communication exercise game.	None
2. Staff Meeting Minutes	1. Staff meeting minutes for December 2020, February and March 2021 were finalised and approved. 2. The redacted minutes will be uploaded to the website once their spot on the website has been determined.	• AS to redact the minutes as appropriate. • SB to confirm when website ready for uploading minutes. • TS to circulate approved minutes.
3. Review Team	1. Review statistics as of 31 March 2021 were as follows: ▪ Total applications: 162 ▪ Pending investigations: 37 ▪ Pending validation: 0 ▪ Closed – decided: 79 ▪ Closed – resolved: 19 ▪ Closed – invalid: 20 ▪ Closed – abandoned: 7 In March 2021, the ICO: ▪ received 2 new applications ▪ issued 1 decision ▪ resolved 1 case ▪ closed 0 cases because it was invalid, and ▪ closed 0 cases because it was abandoned. 2. Compliance with the IC's order is pending for one review only (which is overdue). The Applicant has been updated on this. 3. GG filed her affidavits and exhibits for the ongoing judicial review proceeding brought by the Attorney-General.	None

	4. LD is working with CAS and Oxygen on resolving a few issues with Workpro. The report training scheduled for 9 April 2021 has been cancelled, in lieu of other ways to learn about report building that are more economical.	
4. Finance/Administration	1. The ICO received an unqualified audit with no exit management points, which was conducted independently by the Office of the Auditor General, for the year ended 31 March 2020. It is also noted that this is the second year in a row that the ICO did not receive any exit points. 2. The Financial Statements (FS) for 2019/20 completed audit will be submitted for tabling in the House, once they resume, on 7 May 2021. 3. The year-end process for the Consolidated Fund for fiscal year ending 31 March 2021 has officially started, which requires the ICO to submit a number returns to the Accountant General's Department. The process is expected to end in June 2021. 4. TS will send the usual monthly reminder at the end of the day for staff items to be submitted.	• TS to submit 2019/20 FS for tabling to Parliament. • TS to circulate monthly reminder email for April.
5. Human Resources	1. The PA/FJP process was delayed until April. The IC will circulate the PA/FJP package to officers following this meeting. Officers are asked to send an invite at a convenient time for the meeting, and should assume the meetings will be held virtually. The process should be completed by Friday, 30 April. IC is available for discussions or to review proposed objectives prior to the meeting. Remember that FJP should be reasonable and realistic. 2. The ICO's remote working policy is back in full effect. Officers are reminded that they are expected to work during normal working hours or discuss alternative/flexed working hours with the IC. The IC will also approve last minute leave or TIL requests for officers to attend to unexpected situations. IC emphasized that the ICO had performed at high standards during remote work last year and recognized officers for their work. The ICO is committed to supporting officers' physical and mental well-being during these uncertain times. Communication remains the key element to everyone's success. 3. The ICO's COVID policies and procedures remain in place. Updates will be required for quarantine protocols for individuals who travel and who are vaccinated. The Government protocols continue to be updated as circumstances change. The IC advised that if officers have overseas travel planned, please discuss quarantined requirements with the IC at that time. As a practical matter, all officers are able to work remotely, so quarantine protocols should not have a significant impact. 4. The IC expressed thanks to Ms. Trott for her work with the ICO, which came to an end on 31 March 2021. Ms. Trott will continue to assist OPC during April and May for part of the week.	• IC to circulate 2021-2022 PA/FJP package to officers. • Officers to complete their portion of PA/FJP forms and send invite for meeting before 30 April 2021. • If officers are traveling overseas, to discuss the travel and quarantine protocols in place at that time with the IC.

	5. The IC shared that OPC is nearing the end of its first recruiting process and ICO officers should anticipate that we may have more individuals in the office and be developing additional common policies to support our shared office space.	
6. Compliance	No update.	None
7. Team/Culture Building	No update.	None
8. Outreach/Education	1. Public awareness statistics for March 2021 were as follows: a. Facebook: ▪ Post Reaches (number of people who saw any of our posts at least once) = 3903 ▪ Post Engagement (number of times people engaged with our posts through reactions, comments, shares and clicks) = 79 ▪ Page Reaches (number of people who had any content from our Page or about our Page enter their screen) = 308 ▪ Page Engagements (number of people who engaged with our Page) = 16 b. Website (ico.bm) – Google Analytics: ▪ Session (visits to our site) = 680 ▪ Session Duration (average length of a session) = 0:5 c. Website (ico.bm) – Wix Reports: ▪ Session (visits to our site) = 324 ▪ Session Duration (The average length of a Session) = 1:39	None
9. IC Update	1. For the ICO 2021/2022 plans, the IC encouraged officers to continue to work steadily towards our goals and maintain a healthy balance at work. For the first year, the ICO is in a position of having its major infrastructure established. We are able to focus completely on our annual work plan and benefit from the stability of the office this year. 2. The ICO's 2021/2022 Budget is lean but sufficient to support the IC's mandate under the current circumstances. The IC and OM will be carefully evaluating all expenses and will continue to seek cost savings throughout the year. 3. The ICO's Workplace Survey will remain open for another two weeks and officers are encouraged to provide feedback.	• Officers are encouraged to complete the ICO's Workplace Survey by the extended deadline of 23 April 2021.
10. A.O.B.	1. Next staff meeting will be on 5 May 2021.	
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Review Team	1. [redacted] 2.	

APPROVAL: The ICO adopted and approved the 7 April 2021 staff meeting minutes at the 5 May 2021 staff meeting.