

### 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:** N/A

**DATE:** 3 June 2020  
**TIME:** 9:30am – 11:38am  
**TAKEN BY:** All

TOPIC	ISSUE & DECISION	ACTION REQUIRED	
		BY	DETAILS
1. Welcome	Team building appreciation exercise		
2. Staff Meeting Minutes	1. Meeting minutes for the following staff meetings will be adopted and approved at the July 2020 staff meeting: <ol style="list-style-type: none"> <li>a. April 2020</li> <li>b. May 2020</li> <li>c. June 2020</li> </ol>	TS	Circulate April-May draft minutes by 5 June
	2. Prior meeting minutes are ready for publishing on the website.	GG & SB	Agree on location, then publish
3. Review Team	1. Review statistics as of 31 May 2020 were as follows: <ul style="list-style-type: none"> <li>▪ Total applications: 135</li> <li>▪ Pending investigations: 31</li> <li>▪ Pending validation: 0</li> <li>▪ Closed – decided: 63</li> <li>▪ Closed – resolved: 15</li> <li>▪ Closed – invalid: 19</li> <li>▪ Closed – abandoned: 7</li> </ul> In May 2020, the ICO: <ul style="list-style-type: none"> <li>▪ received 0 new application</li> <li>▪ issued 1 decision</li> <li>▪ resolved 0 case</li> <li>▪ closed 0 case because it was invalid, and</li> <li>▪ closed 0 case because it was abandoned.</li> </ul> 2. The Review Team targeted to issue 5 decisions this month.		

	<ol style="list-style-type: none"> <li>3. An update on the ongoing judicial review brought by BHB on Decision 24/2019 was shared.</li> <li>4. The IC contacted counsel to discuss filing a contempt of court action on a public authority's failure to comply with her decision and accompanying Order.</li> <li>5. The Workpro configuration is well-underway. <ol style="list-style-type: none"> <li>a. CAS has been working on assessing our feedback, to send us their response hopefully this week. CAS also re-confirmed the next steps, including that: they will give an estimate for doing any changes which would be outside of scope; they will make no changes until authorised; and the next round of site testing will be limited to the pending list of agreed changes. LD anticipated at least another four weeks before 'go live'.</li> <li>b. The ICO will aim to use CAS's training time to learn about more technical skills, e.g. how to create reports. The team will support each other internally to learn the basics on how to create a case. All staff will be Workpro users, as anyone can take an inquiry from a member of the public.</li> </ol> </li> <li>6. To support Workpro, last week Oxygen completed an upgrade of our SQL server software, from version 2014 to 2016. The software is required for Workpro databases and reporting. The upgrade will cover us for several more years. TS should expect to see the labour cost included in Oxygen's next invoice; the software itself was provided at no cost to the ICO.</li> <li>7. Staff are reminded to log inquiries which they may have taken from members of the public, using the spreadsheet saved on the shared drive. SB intends to glean from this information for our publications.</li> </ol>		
<p><b>4. Finance/Administration</b></p>	<ol style="list-style-type: none"> <li>1. Items for remote work have nearly all been acquired. One additional cell phone is still pending further quotes from CellOne.</li> <li>2. The year-end process for 2019-2020 is nearly completed with only the Variance Analysis left. This also means that we will be moving into our next audit, with the draft audit papers due in mid-July.</li> <li>3. Note that a new email has been created, [REDACTED]@ico.bm and all invoices, quotes, receipts, and reimbursements should be cc'd to this mailbox.</li> </ol>	<p>TS</p>	<p>Follow up with Cell One</p>
<p><b>5. Human Resources</b></p>	<ol style="list-style-type: none"> <li>1. The PA/FJP process has neared completion. All forms should be signed off on within the next week. The IC expressed appreciation to all officers for their efforts during the process. Staff training needs have been identified and plans for the trainings are underway.</li> <li>2. Staff are reminded that they are required to use 60% of their annual leave for 2020. Due to the financial liability, carrying over excess leave into 2021 may not be approved and officers should plan accordingly. If leave is taken now and is exhausted, officers may request unpaid leave at the end of the year if needed.</li> </ol>	<p>TS</p>	<p>Follow-up with IDT on remote access for ICO (LD new, SB extended)</p>

	<ol style="list-style-type: none"> <li>3. Officers are reminded that they are responsible for taking half or full days of leave as needed during Phase 2 when they cannot work a full day (using flexible hours).</li> <li>4. The IC shared information about the Educational Support Program available in public and most private schools during Phase 2.</li> <li>5. The IC encouraged the ICO team to continue supporting each other as we adapt to new schedules and ensure coverage for our work.</li> <li>6. There are no current updates to Phase 3 planning. Staff are asked to adhere to one person in the office at a time during Phase 2 and to remember their team bubbles.</li> <li>7. Remote courses have been identified for individual and team trainings to start in June. It was agreed that the office is interested in a PIPA training in June that will be opened up to other independent offices.</li> </ol>	GG	Schedule PIPA training
<b>6. Compliance</b>	<ol style="list-style-type: none"> <li>1. Discussion is deferred to a later meeting.</li> </ol>		
<b>7. Team/Culture Building</b>	<ol style="list-style-type: none"> <li>1. ICO will have a monthly team building activity from 3:30-5:00pm on 12 June.</li> </ol>	GG & AS	Choose online activity
<b>8. Outreach/Education</b>	<ol style="list-style-type: none"> <li>1. The PO noted the following ICO publications to be posted to the website: <ol style="list-style-type: none"> <li>a. February 2020 &amp; March 2020 staff meeting minutes</li> <li>b. Decision 04/2020</li> <li>c. Statement of Expenses, when available</li> </ol> </li> <li>2. April/May 2020 Monthly Roundup is being drafted and will be published next week.</li> <li>3. The IC's Annual Report 2019 has been tabled and published on the website.</li> <li>4. As of the end of April, we are tracking performance measure metrics related to public awareness (e.g., traffic on the ICO's Facebook and website).</li> <li>5. The first virtual IC's Quarterly Briefing will be scheduled before the end of June. The proposed topic is guidance for PAs on handling PATI requests in light of changes to the work environment. The format will likely be a brief presentation followed by ample Q&amp;A. We will likely offer two 1-hour sessions, in the morning and the afternoon, with a cap of 20 persons per session.</li> </ol>	GG  Review team	Send website analytics to SB Discuss briefing topic
<b>9. IC Update</b>	<ol style="list-style-type: none"> <li>1. For the office fit-out, the blinds have been installed and the intercom system is nearly finished. No further construction will happen at this time.</li> <li>2. Items are still outstanding from May, e.g., configuring the new phone system.</li> </ol>		
<b>10. A.O.B.</b>	<ol style="list-style-type: none"> <li>1. Next staff meeting will be on 1 July 2020.</li> </ol>		

**Review Team**

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**APPROVAL:** The ICO adopted and approved the 3 June 2020 staff meeting minutes at the 1 July 2020 staff meeting.