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) | **ABSENT:** Tikitta Suhartono (TS), Office Manager (OM)	**DATE:** Wednesday, 2 June 2021 **TIME:** 9:40am – 11:25am **TAKEN BY:** All

TOPIC	ISSUE & DECISION	ACTION REQUIRED
1. Welcome	The team watched videos related to empathy in the workplace and discussed their reflections. GG introduced the activity touching on recent employee wellness efforts.	• GG to arrange follow up training on empathy and communication in the workplace.
2. Staff Meeting Minutes	1. Staff meeting minutes for May 2021 were approved, with no amendments.	• 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 May 2021 were as follows: ▪ Total applications: 166 ▪ Pending investigations: 38 ▪ Pending validation: 2 ▪ Closed – decided: 79 ▪ Closed – resolved: 20 ▪ Closed – invalid: 20 ▪ Closed – abandoned: 7 In May 2021, the ICO: ▪ received 3 new applications ▪ issued 0 decisions ▪ resolved 0 cases ▪ 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, which is overdue. [redacted] 3. The Review Team provided an update on the ongoing judicial review.	None

	4. No significant update on Workpro progress. Some helpdesk tickets remain open to be resolved before we can confirm full functioning of all parts of the site for users.	
4. Finance/Administration	1. Financial-year process is completed. 2. ICO is preparing a file for the audit of FY 2020/2021. 3. TS circulated the usual monthly reminder for May prior to her leave, with responses due by Friday.	• Staff to provide monthly responses by Friday.
5. Human Resources	1. The IC noted that everyone has now submitted their PA/FJP forms. Because of the delay in submitting them, the IC is working to complete all of them and hold the outstanding one-on-one meetings by mid-June. 2. The public health regulations have been updated and officers are encouraged to consider when they will be returning to in-office work, if they have not already. The IC will have discussions with each individual, and officers will be supported in returning-to-work in a manner that promotes their well-being and the ICO team cohesion. 3. The ICO completed its May training on self-care and the IC will circulate the handout. Upcoming trainings include: • ICIC Annual Conference – closed session (virtual), 23-34 June • ICIC Conference (open) – 30 June, *Blurred boundaries in access to information: home office and public records management*	• IC to circulate self-care handout.
6. Compliance	No update.	None
7. Team/Culture Building	1. The ICO will schedule a summer event for the team. AS and TS will organise, including confirming the date and time.	• AS & TS to organise and report back.
8. Outreach/Education	1. Public awareness statistics for May 2021 were as follows: a. Facebook: ▪ Post Reaches (number of people who saw any of our posts at least once) = 5699 ▪ Post Engagement (number of times people engaged with our posts through reactions, comments, shares and clicks) = 180 ▪ Page Reaches (number of people who had any content from our Page or about our Page enter their screen) = 9848 ▪ Page Engagements (number of people who engaged with our Page) = 157 b. Website (ico.bm) – Google Analytics: No analytics captured during this period c. Website (ico.bm) – Wix Reports: ▪ Session (visits to our site) = 246 ▪ Session Duration (The average length of a Session) = 1:47 2. The May monthly roundup is scheduled to be published by 9 June. Content is due by 4 June.	

	3. SB has begun liaising with the Future Leaders Programme and looking to have Gita included in their summer programme (August). 4. The IC recorded and published her first in-house promotional video for Facebook. 5. The IC advised of potential public relations for upcoming decisions that will be issued by the end of June.	
9. IC Update	No update.	
10. A.O.B.	1. The next staff meeting will be on Wednesday, 7 July 2021.	
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Review Team	1. [redacted] 2.	

APPROVAL: The ICO adopted and approved the 2 June 2021 staff meeting minutes at the 7 July 2021 staff meeting.