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:** 2 September 2020 **TIME:** 9:30am – 11:52am **TAKEN BY:** All

TOPIC	ISSUE & DECISION	ACTION REQUIRED
1. Welcome	Team building exercise, sharing reflections on what motivates our work	None
2. Staff Meeting Minutes	1. Minutes for the following staff meeting were adopted and approved: August 2020. 2. The IC will review the approved minutes for posting on the ICO website. 3. AS will prepare the redacted versions of all approved minutes, once prompted by SB that the ICO webpage is ready. 4. The IC reminded all staff to update the minutes by the end of the week.	• AS to redact August minutes. • TS to circulate approved August minutes. • All staff to complete today's minutes by 4 September.
3. Review Team	1. Review statistics as of 31 August 2020 were as follows: ▪ Total applications: 141 ▪ Pending investigations: 24 ▪ Pending validation: 2 ▪ Closed – decided: 72 ▪ Closed – resolved: 17 ▪ Closed – invalid: 19 ▪ Closed – abandoned: 7 In August 2020, the ICO: ▪ received 2 new applications ▪ issued 6 decisions ▪ resolved 2 cases ▪ closed 0 cases because it was invalid, and ▪ closed 0 cases because it was abandoned. 2. The Review Team closed the last 2017 case last month. The oldest case we have at the moment is from July 2018. There are only 4 cases pending from 2018. 3. The Review Team provided an update on [redacted] 4. The Review Team provided an update on [redacted] 5. CAS has provided the Workpro final configuration schedule. On 9 September 2020, LD will meet online with CAS for a walkthrough of the new test site (UAT), then CAS will release it to the ICO for testing. The timeframe for the ICO to return UAT testing	None

	feedback is 5 days. If all goes well, the ICO's live Workpro site might be complete by the end of September. The goal will be to migrate all applications and reviews into Workpro, to benefit from generating reports on the ICO's entire caseload from one source; closed cases will be inputted in an abbreviated format, e.g. only fields required for statistics purposes. By the end of the year, the Review Team should be using Workpro daily to manage cases.	
4. Finance/Administration	1. [redacted] 2. Staff are reminded to forward confirmations of TIL, overtime, etc. (including NIL responses) by Friday, 4 September, which will also be forwarded in the usual Finance/Admin. monthly reminder email. 3. TS reminded staff of the dental open enrolment period, effective 1 August 2020. If staff wish to up/downgrade their dental coverage, the required form must be completed and forwarded to TS by 25 September 2020. Further details are provided in the email sent to staff on 11 August 2020. 4. Staff are alerted that the OPMP's Code of Practice has been updated. IC and OM will meet to discuss to ensure ICO adheres to the Code as appropriate. The ICO are also preparing for a number of RFPs to be completed before the end of the calendar year, to include IT management services, cleaning services, and possibly AR design services. 5. An administrative day is scheduled for 1 October for staff to assist with filing, organising, etc. Staff may wear comfortable, but still professional attire to work. 6. The IC reminded staff of the importance of meeting the deadlines set by the OM to facilitate timely reporting to the IC.	• All staff to confirm TIL, overtime etc. by 4 September. • All staff to consider dental coverage; if decide to change, complete by 25 September. • All staff to do admin. day on 1 October. • GG to circulate revised OPMP code.
5. Human Resources	1. Staff are encouraged to vote early in the day on 1 October for health and safety reasons. 2. Next week, the IC will send each officer their current leave balances as well the amount of leave, if any, which is still required to be taken by the end of the calendar year. 3. Officers are reminded to circulate timely notices to colleagues of any upcoming vacation leave, as well as to prepare OOO memos and send emails for coverage, as appropriate. Any questions about this process should be raised with the IC. 4. Staff are reminded of the 'safe return to work' guidelines when planning for overseas travel, which would include working remotely until after a day 8 test.	• GG to send out leave balances week of 8 September.
6. Compliance	1. The IC shared the plan for the working team for the ICO Annual Return, to include the OM joining as the initial recipient of the returns. 2. The ICO will seek a contract administrator to help with administrative duties for the office to enable the OM to shift some work responsibilities and accommodate the new ICO Annual Return duties.	• GG/TS to seek contract administrator, in prep for Annual Return.

7. Team/Culture Building	1. Social Committee agreed to organise two staff events before the end of the calendar year: a. Mid-year activity for staff b. Holiday event for ICO staff	
8. Outreach/Education	1. The PO noted the following ICO publications were posted to the website: a. July Roundup b. Press releases for Decision 09/2020 BHeC, Decision 10/2020 BMA, Decision 11/2020 Education c. Review statistics have been uploaded to website 2. Monthly Roundup: a. Development of August issue has commenced, with an aim to publish it on 8 September. 3. Facebook: a. Metrics for August (Engaged: 13,993, Post Engagements: 822, Post Reach: 7836) 4. Website metrics: a. July (Sessions: 475, Average Duration: 1:19, New Users: 288, Total Users: 343). 5. RTKW Week 2020 a. 2020 RTKD is Monday, 28 September. The IC will deliver her Declaration at City Hall at 10am. b. Three ICO banners will hang for the full week on the façade of City Hall. c. The IC Award will be presented on Tuesday, 29 September. Nominations will close on 22 September. d. An appreciation card will be sent to all information officers by 1 October. e. After the general election and throughout October, outreach activities will include releasing the new ICO videos and an Instagram campaign. 6. The team agreed to create a new checklist about PATI compliance for boards and committees. The PO will seek support from the review team.	• SB to draft a new checklist for boards/committees. AS & LD to support.
9. IC Update	1. The IC provided advance notice of projects that are upcoming for the remainder of the fiscal year: finalising and issuing the IC review of the implementation of the PATI Act, revisiting recruitment of the Deputy IC, various RFPs, the budget process, and the annual report. 2. Other projects raised were: the development of an ICO style guide; the continuing implementation of FileHold; and configuration of Workpro workflow for the annual returns.	None
10. A.O.B.	1. Next staff meeting will be on 7 October 2020. The Acting Information Commissioner will lead in GG's stead.	None

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Review Team	1. [redacted] 2. [redacted] 3. [redacted] 4. [redacted]	• [redacted]

APPROVAL: The ICO adopted and approved the 2 September 2020 staff meeting minutes at the 7 October 2020 staff meeting.