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); Tikitta Suhartono (TS), Office Manager (OM)	**DATE:** Wednesday, 3 November 2021 **TIME:** 9:30am – 11:15am **TAKEN BY:** All

TOPIC	ISSUE & DECISION	ACTION REQUIRED
1. Welcome	None	None
2. Staff Meeting Minutes	1. Staff meeting minutes for October 2021 were deferred for approval, as they were not ready in time.	• Staff to update draft Oct minutes. • Staff to draft Nov minutes.
3. Review Team	1. Review statistics as of 31 October 2021 were as follows: ▪ Total applications: 183 ▪ Pending investigations: 45 ▪ Pending validation: 0 ▪ Closed – decided: 88 ▪ Closed – resolved/withdrawn: 30 ▪ Closed – invalid: 23 ▪ Closed – abandoned: 7 In October 2021, the ICO: ▪ received 4 new applications ▪ issued 2 decisions ▪ resolved 0 cases ▪ closed 0 cases because it was invalid, and ▪ closed 0 cases because it was abandoned. 2. Highlights from Decisions 11 and 12/2021 were shared. 3. Compliance has been confirmed for the Order accompanying Decision [redacted], and the case file now closed. Evidence of compliance has been received for the Order accompanying Decision [redacted]. 4. Staff were reminded to plan to attend the Supreme Court hearing on 8 December for the judicial review. 5. The status for Workpro remains the same.	• Staff to plan to attend Court hearing on Wed 8 Dec.

4. Finance/Administration	1. The new desktops had not arrived on island in time for installation on Friday, 29 October. TS will update staff once the new desktops have arrived and a new installation date is confirmed with Oxygen. 2. Staff were reminded to provide their monthly updates to TS, including any recent overtime earned. 3. AcG's response to superannuation repayment questions is still outstanding. However, TS understands that AcG is working with officers individually on their pension repayment plans. 4. The Budget Preparation process for 2022/23 (ZBB Estimates) continues and submissions will be closed in December.	• TS to update all on new PC install. • Staff to send TS monthly updates by Fri 5 Nov.
5. Human Resources	1. Recruitment has begun for the additional Investigation Officer post and will begin shortly for the Deputy Information Commissioner. 2. Mid-year Reviews are due to be scheduled. 3. The next staff training will be the ICIC webinar on 24 November on the interplay between data protection and access to information. 4. Staff were reminded to calendar their upcoming leave.	• Staff to join ICIC webinar 24 Nov. • Staff to calendar leave.
6. Compliance	1. The 2021 Annual Return is still scheduled to be distributed to public authorities by mid-November. Initial AR emails will be distributed using read receipt instead of RPost.	None
7. Team/Culture Building	1. Holiday dinner is scheduled for Friday, December 17.	None
2. Outreach/Education	1. Public awareness statistics for October 2021: Facebook: • Post Reaches (The number of people who saw any of our posts at least once) = 3275 • Post Engagement (The number of times people engaged with our posts through reactions, comments, shares and clicks) = 1203 • Page Reaches (The number of people who had any content from your Page or about your Page enter their screen) = 6331 • Page Engagements (The number of people who engaged with your Page) = 1239 Website: • Google Analytics: ○ Session (A session is a visit to your site) = 295 ○ Session Duration (The average length of a Session) = 2:00 ▪ Top 3 Landing Pages: Homepage, Decisions, Monthly Roundup • Wix Reports: ○ Session (A session is a visit to your site) = 241	• AS & LD to draft insight, decision blurbs, Q&A or Tips for Oct MR by Nov 5.

	○ Session Duration (The average length of a Session) = 1:37 ▪ Top 3 Landing Pages: Homepage, Monthly Roundup, Decisions 2. SB shared about the upcoming website redesign project. She asked the team to email SB their needs for the website. 3. The December IC Quarterly Briefing will be on the Annual Return. 4. The press release on the 2021 Commissioner's Award was published on 2 November. 5. The October monthly roundup is scheduled to be published on Wednesday, 10 November, with content due by Friday, 5 November.	
3. IC Update	None	None
4. A.O.B.	1. The next staff meeting will be on Wednesday, 1 December 2021.	None
****CONFIDENTIAL & SECRET = NOT FOR PUBLIC DISCLOSURE****		
Review Team	1. [redacted] 2. [redacted] 3. [redacted]	• [redacted]

APPROVAL: The ICO adopted and approved the 3 November 2021 staff meeting minutes during the 12 January 2022 staff meeting.