STAFF MEETING MINUTES	
IN ATTENDANCE: Gita Gutierrez (GG), Information Commissioner (IC); Answer Styannes (AS), Acting Deputy Information Commissioner (A/DIC); LaKai Dill (LD), Investigation Officer; Kentisha Tweed (KT), Investigation Officer; Ian Cameron (IAN), T/A Investigation Officer; Sheena Bassett (SB), Project Officer; Tikitta Suhartono (TS), Office Manager	**DATE:** Wednesday, 2 November 2022 **TIME:** 9:30am – 11:15am **TAKEN BY:** All

TOPIC	ISSUE & DECISION	ACTION REQUIRED
1. Welcome	The IC led a gift-giving game, to inspire the team's year-end social.	None
2. Staff Meeting Minutes	The October meeting minutes were approved via email on 27 October 2022.	• AS to redact approved minutes • SB to post redacted minutes
3. Review Team	1. Review statistics as of 31 October 2022 were as follows: ▪ Total applications: 243 ▪ Pending investigations: 58 ▪ Pending validation: 3 ▪ Closed – decided: 124 ▪ Closed – resolved: 25 ▪ Closed – invalid: 27 ▪ Closed – abandoned: 7 In October 2022, the ICO: ▪ received 2 new applications ▪ issued 3 decisions ▪ resolved 0 cases ▪ closed 0 cases because it was invalid, and ▪ closed 0 cases because it was abandoned. 2. Decisions 24/2022 to 26/2022 dealt with search issues. Orders were made in each. One lesson highlighted for public authorities was to take care in not blurring the line with what a PATI request asks for based on broader interactions they may have with a requester. 3. The Court of Appeals hearing will be held on 9 November 2022, for the ongoing judicial review. The IC encouraged all staff to attend the in-person hearing. The Court's judgement will set a precedent for the IC's powers in relation to records claimed to fall within section 4 of the PATI Act.	• Staff to attend Court hearing on Wed 9 Nov

	4. The IC is considering ways to take an education-oriented approach during reviews, where public authorities have routinely underperformed in meeting their PATI duties due to, for instance, significant resource constraints. 5. Our Workpro upgrade was deployed to the live site, after testing was completed. The aim is for the review team to begin active use of Workpro in January 2023.	
4. Finance/Administration	1. TS plans to replenish the office food supplies early next week, please provide TS with any items you wish to add to the Lindo's list.	• Staff to provide food supply items to TS by Friday.
5. Human Resources	1. Virgin Pulse End of Challenge celebration will be held on Friday, 18 November 2022. The team is encouraged to sign up and attend. 2. Update on salary raise negotiation between the Government and the BPSU. 3. Discussion on placing collection boxes for Christmas hampers for charities.	
6. Compliance	1. 2022 Annual Return process has begun. Acting Deputy IC Styannes will be the Compliance lead this year, with assistance from Sheena. The aim is to begin distributing the return to PAs by Wednesday 30 November. If there are any updates to IOs that you are aware that are not reflected in the Master List, please let Sheena know so that she can made the necessary updates, prior to the start of the AR distribution to PAs.	
7. Outreach/Education	1. We have arranged for a staff photo after the November Court of Appeals hearing. 2. We have arranged for our staff photo for the annual report on 10th November. GG, KT and IC will have their headshot taken at the same time. 3. For our Decision-related PRs going forward we will make specific reference to when an Order is issued with a Decision, to bring awareness to the fact that this is a power that the Commissioner has and what is means when she exercises it. Suggestion was made to have a dashboard on the website that shows the running total of order compliance. 4. SB has made contact with BPSU, BIU to find out who is their contact person for training in an attempt to get on the calendars for possible PATI training. SB still needs to follow-up with them further. 5. Public awareness stats will be distributed via email. 6. Review stats have been uploaded to the website.	
8. IC Update	1. No updates needed.	
9. A.O.B.	1. No updates to report.	

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Reviews	1. [redacted]	

APPROVAL: The ICO adopted and approved the 2 November 2022 staff meeting minutes via email on 16 December 2022.