| STAFF MEETING MINUTES | |
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| **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, 7 December 2022<br>**TIME:** 9:30am – 11:15am<br>**TAKEN BY:** All |

| TOPIC | ISSUE & DECISION | ACTION REQUIRED |
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| **1. Welcome** | The team played a game, following on from the holiday dinner. | None |
| **2. Staff Meeting Minutes** | 1. The November meeting minutes were not yet complete and deferred for approval by email, no later than 15 December.<br>2. Staff were reminded that the September meeting had been combined with the August meeting, due to leave. | • Staff to complete Nov minutes asap<br>• SB to upload Oct redacted minutes |
| **3. Review Team** | 1. Review statistics as of 30 November 2022 were as follows:<br>▪ Total applications: 246<br>▪ Pending investigations: 59<br>▪ Pending validation: 1<br>▪ Closed – decided: 125<br>▪ Closed – resolved: 26<br>▪ Closed – invalid: 28<br>▪ Closed – abandoned: 7<br>In November 2022, the ICO:<br>▪ received 3 new applications<br>▪ issued 1 decision<br>▪ resolved 1 case<br>▪ closed 1 case because it was invalid, and<br>▪ closed 0 cases because it was abandoned.<br>2. The Court of Appeals hearing was held on 9 November for the ongoing judicial review and attended by all staff, as expected. The Court's judgement is pending. The IC briefed with staff to share thoughts and discuss questions.<br>3. Decision 27/2022 dealt with a new issue for the IC, on whether a public authority was reasonable to have allowed the requester's access to records in a different manner than expected (section 17). The review helped to close an information gap, | |

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| | where the requester expected the type of record to be available in a standalone register which they could freely inspect, but the authority's actual record-keeping did not accommodate this.<br>4. Another new issue considered by the IC was whether her power of review extended in situations where a late internal review request was not accepted by the authority. The IC ultimately decided that it did not. PATI requesters should be mindful that their right to seek an internal review is time-bound.<br>5. The review team has targeted to issue a number of decisions by year-end, as their main focus.<br>6. No update on Workpro was shared. | |
| **4. Finance/Administration** | 1. Budget preparation submissions for 2023/24 is coming to a close, with the proposed budget with a slight increase now submitted.<br>2. The calendar year is also coming to a close and TS is preparing to reconcile staff leave from January – December 2022 to ensure correct balances are carried forward into 2023. Individual VLT reports will be distributed for staff to review and noting any changes for final reports to be signed. | • TS to distribute individual VLT reports. Staff to review and respond with confirmations re details. |
| **5. Human Resources** | 1. No updates to report. | |
| **6. Compliance** | 1. 2022 Annual Returns have been distributed to PAs. Next deadline for PAs is 13 January for package to be returned to the ICO. SB thanked LD for the feedback from Department Heads to extend deadline to 13 January.<br>2. Public Disclosures: Oct 2022 minutes are ready to be uploaded to the website. The aim is to have Nov & Dec minutes ready for upload by 15 Dec 2022. | |
| **7. Outreach/Education** | 1. SB and GG will begin drafting the PR for the Court of Appeals decision that is pending.<br>2. Next IC Briefing is on Thursday 8 December. 2 in-person sessions will be held. This is the first time the ICO has held in-person Briefings since before the pandemic. Registered attendees have been asked to submit any questions that they wished discussed during the Briefing to SB.<br>3. Public awareness stats have been sent via email to staff. Website still needs to be updated. Low stats reflect low posting on SM with no posts being boosted. No other major public awareness updates to report.<br>4. The current Monthly Roundup will be a combined October/November issue. SB/AS have completed drafting content and awaiting GG's review. The aim is to publish the week of Dec 12. | |

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| | 5. Annual Report planning has begun. SB thanked TS for her help in securing the contract with the vendor that we will use, ID Associates. Normal timelines for the Report are in place, as the AR must be tabled by 31 March. | |
| **8. IC Update** | 1. No updates to report. | |
| **9. A.O.B.** | 1. Staff decided to collect food items to donate. The invite for the initiative will be forwarded to OPC. TS, AS and SB to decide on which charity will receive the donation. | • TS, AS & SB to decide which charity. |
| ****CONFIDENTIAL & SECRET = NOT FOR PUBLIC DISCLOSURE**** | | |
| **Reviews** | 1. [redacted] | |

**APPROVAL:** The ICO adopted and approved the 7 December 2022 staff meeting minutes via email on 16 December 2022.