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; Tikitta Suhartono (TS), Office Manager | **ABSENT:** Sheena Bassett (SB), Project Officer	**DATE:** Wednesday, 1 March 2023 **TIME:** 9:30am – 11:15am **TAKEN BY:** All

TOPIC	ISSUE & DECISION	ACTION REQUIRED
1. Welcome	The team shared personal stories about a nostalgic item.	None
2. Staff Meeting Minutes	1. In January 2023, a staff meeting was not held, due to leave. In lieu of a meeting in February 2023, there was a staff appreciation event. 2. The approved December 2022 meeting minutes were redacted for publication.	• SB/TS to upload Dec22 redacted minutes
3. Review Team	1. Review statistics as of 28 February 2023 were as follows: ▪ Total applications: 247 ▪ Pending investigations: 50 ▪ Pending validation: 1 ▪ Closed – decided: 134 ▪ Closed – resolved: 27 ▪ Closed – invalid: 28 ▪ Closed – abandoned: 7 In February 2023, the ICO: ▪ received 1 new application ▪ issued 2 decisions ▪ resolved 1 case ▪ closed 0 cases because it was invalid, and ▪ closed 0 cases because it was abandoned. 2. The Court of Appeals judgment for the ongoing judicial review remains pending. 3. The first two 2023 Decisions were issued yesterday, which related to a same PATI request about misconduct allegation records that was reviewed in two prior IC Decisions. Decision 01/2023 touched on an opportunity to strengthen public trust by explaining the authority's reasoning on why a report was said to not exist, in the context of some unclear prior explanation about the government's handling of the allegation.	

	4. The resolved application was about a PATI request for COVID budget expenses. Through the IC probing the Applicant's information needs, it became clear that the information sought was not in the responsive records given the actual budget figures would be available at a later time. 5. The review team achieved the highest number of closed applications in 2022 and met their year-end targets. The impact of having more investigators was noticeable. 6. GG planned for LD to re-focus on Workpro this month.	
4. Finance/Administration	1. TS reminded staff to respond to the Annual Personnel File check-in forwarded on 6 January, including NIL updates. 2. In preparation of year-end 2022/23, TS will forward VLT reports ahead of 31 March 2023 for staff to review for any discrepancies. Final reports will then be forwarded for approval signatures for year-end files. 3. The IC updated on efforts to expand our shared office space to accommodate PrivCom's expansion and the need for more segregated working space between the two offices. At a minimum, the offices will maximum the existing lease footprint by installing a security door and using the workspace outside the mediation room.	
5. Human Resources	1. The IC informed officers that if they wished to receive overtime payments during the current budget year, the request was due to TS prior to 10 March.	• All staff to notify TS if overtime pay is requested
6. Compliance	1. AS and LD will present at the IC Briefing on 9 March, focusing on practical tips for efficient and effective searches. 2. The 2022 Annual Report will be tabled on 13 March, which is the same day the ICO's budget will be debated. 3. AS will prioritise an information statement audit and updates to existing guidances, to meet those two 2022/23 KPIs.	
7. Outreach/Education	1. The Monthly Roundups for December/January and February will be finalised as able, to meet an annual target of 9 issues.	
8. IC Update	No update was given.	
9. A.O.B.	1. A joint ICO/PrivCom staff event will be held on 24 March from 12pm onwards. 2. Staff were reminded of PrivCom's hosting of the global privacy conference in October, which may impact the boardroom's availability as preparations quicken.	

APPROVAL: The ICO adopted and approved the 1 March 2023 staff meeting minutes via email on 22 March 2023.