STAFF MEETING MINUTES	
IN ATTENDANCE: Gita Gutierrez (GG), Information Commissioner (IC); Answer Styannes (AS), Acting Deputy Information Commissioner (A/DIC); LaKai Dill (LD), Information Officer; Ian Cameron (IAN), T/A Investigation Officer; Sheena Bassett (SB), Project Officer (PO) | **ABSENT:** Tikitta Suhartono (TS), Manager – Finance & Administration; Kentisha Tweed (KT), Investigation Officer	**DATE:** Wednesday, 2 August 2023 **TIME:** 9:33am – 10:38am **TAKEN BY:** LD

TOPIC	ISSUE & DECISION	ACTION REQUIRED
1. Welcome	GG congratulated the ICO team on midyear progress.	None
2. Staff Meeting Minutes	1. The July meeting minutes were not yet finalised and all updates should be entered by Wednesday, 9 August for approval by the end of next week. 2. All updates to the August meeting minutes should also be entered by Wednesday, 9 August.	• Updates for July and Aug meeting minutes entered by 9 August • Approval of Jul and Aug minutes by 11 Aug
3. Review Team	1. Review statistics as of 31 July 2023 were as follows: ▪ Total applications: 272 ▪ Pending investigations: 45 ▪ Pending validation: 8 ▪ Closed – decided: 152 ▪ Closed – resolved: 30 ▪ Closed – invalid: 30 ▪ Closed – abandoned: 7 In July 2023, the ICO: ▪ received 7 new applications ▪ issued 7 decisions ▪ resolved 1 case ▪ closed 0 cases because it was invalid, and ▪ closed 0 cases because it was abandoned. 2. The July statistics were being confirmed and updated after the meeting. 3. The IC highlighted Decision 17/2023 where she upheld Government House's denial of access to an interim update under personal information. In a court proceeding, the judge has ordered disclosure of the same report to the DPP for assessment of its relevance to	None

	that particular proceeding. Another highlight was the IC addressing two separate Decisions, with different numbers, in one notice. 4. No matters were currently under judicial review. 5. No Workpro updates.	
4. Finance/Administration	1. GG thanked the staff for a smooth transition moving to our new side of the floor. Staff were encouraged to raise any shared space needs, ideas or challenges with GG. 2. Staff were encouraged to raise any office needs with TS by 11 August. This information will help with budget planning. Staff requested that a phone and laptop be placed in the ICO meeting room, along with folding board room tables. 3. Staff should take their dishes to the shared kitchen and place them directly in the dishwasher.	• Email any office needs to accounts@ by 11 Aug
5. Human Resources	1. The summer activity day will be on 11 August starting at 11am in Dockyard. If raining, staff will report to the office.	None
6. Compliance	1. Recent changes were made to Permanent Secretary assignments, and SB has worked on understanding who the heads of authorities are in the PATI context.	None
7. Outreach/Education	1. Staff were scheduled to meet this afternoon about RTKW planning. Activities will include the IC's award for information officers and 'motorcade', a panel for requesters, the IC's message, radio talks (Daily Hour and Power95), the launch of a blog on our website, tabling at Nelly's Walk and Marketplace, and appreciation for all information officers. Everyone will be expected to assist with organising and participating. 2. In July, IAN presented to the Future Leaders Programme, with LD as support. GG would like to see the ICO host Future Leader participants as interns. 3. The July Monthly Round-up will be issued by 14 August. 4. All planned press releases were issued. Investigators were asked to send SB their notes on decisions on the same day they were issued. 5. SB and GG will regroup on targeted community outreach this month. 6. An upcoming session was scheduled on 20 September for the BIU membership. 7. SB will run the public awareness statistics for June and July and circulate.	• Staff to attend RTKW meeting this afternoon • SB to circulate public awareness statistics
8. IC Update	1. The IC thanked TS and AS for being our Social Committee chairs. Invites will be open for new chairs.	• GG to circulate invite for new social committee chairs • Staff to consider chairing
9. A.O.B.	No updates.	None

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Review Team	[redacted]	None