STAFF MEETING MINUTES	
IN ATTENDANCE: Gita Gutierrez (GG), Information Commissioner (IC); LaKai Dill (LD), Acting Deputy Information Commissioner; Answer Styannes (AS), Senior Investigation Officer; Sheena Bassett (SB), Project Officer; Tikitta Suhartono (TS), Manager – Finance & Administration; Caitlin Conyers (CC), relief Investigation Officer | **ABSENT:** Kentisha Tweed (KT), Investigation Officer; Ian Cameron (IAN), T/A Investigation Officer	**DATE:** Wednesday, 4 October 2023 **TIME:** 9:40am – 12:15pm **TAKEN BY:** LD

TOPIC	ISSUE & DECISION	ACTION REQUIRED
1. Welcome	The IC led a staff encouragement activity.	None
2. Staff Meeting Minutes	1. The July and August meeting minutes were previously approved and published. 2. A September meeting was not held due to staff leave.	• Finish Oct draft by 6 Oct
3. Review Team	1. Review statistics as of 30 September 2023 were as follows: ▪ Total applications: 286 ▪ Pending investigations: 52 ▪ Pending validation: 0 ▪ Closed – decided: 165 ▪ Closed – resolved: 31 ▪ Closed – invalid: 31 ▪ Closed – abandoned: 7 In September 2023, the ICO: ▪ received 4 new applications ▪ issued 3 decisions ▪ resolved 0 cases ▪ closed 1 case because it was invalid, and ▪ closed 0 cases because it was abandoned. 2. Decision 32/2023 included an explanation on the process for anonymising the Employment Tribunal's decisions. Decision 34/2023 was related to a prior review and ordered disclosure of the Applicant's information to the Applicant themselves, not the world-at-large. Decision 33/2023 was for a failure-to-decide. 3. The IC commented on a high number of Decisions where compliance was pending. In discussion, the IC approved for the published monthly review statistics to start including a count for the IC's	None

	decisions where compliance with an order was pending. The website will be updated to reflect the 'as of 30 September' count. 4. No matters were currently under judicial review. 5. The review team began to actively use Workpro.	
4. Finance/Administration	1. The cyber security incident on 21 September affected the ICO's access to GoB systems (e1, VLT, intranet), which remain unavailable across GoB. In the interim, AcG has set-up a manual process for requesting payments. 2. September payroll was a duplicate of August. This process will continue until e1 access is restored. Pay stubs were not distributed. Any payroll adjustments will be reconciled by AcG and applied to a later payroll. 3. Staff were reminded to send leave approvals and updates to GG copied to TS. 4. Preparation for the FY24-25 budget has begun. Staff were asked to raise any purchase requests by 13 October; later requests might not be accommodated. For instance, a Royal Gazette subscription was requested. 5. TS will be our point-person for delivering correspondence by hard copy on Monday afternoons, including all non-urgent ones for reviews, until the GoB email system has been fully restored. 6. A new cleaning company was hired. PrivCom will be their point-of-contact. Staff were asked to raise any issues with TS. 7. Staff were asked to raise any IT issues they experience with TS. TS and LD will meet with Oxygen to review the ICO's IT needs.	• TS to look into RG subscription
5. Human Resources	1. The IC commended AS for her 1-year acting period as Deputy Information Commissioner, which was completed at the end of September, with LD starting hers this month. CC, a former staff, was welcomed back as a relief officer covering for KT. 2. Staff were reminded to log their overtime for RTKW events and to use the entry logbook daily. 3. A teambuilding day was scheduled for 30 October, and weekly meetings will be rescheduled.	None
6. Compliance	1. The annual return will begin this month. The distribution method and timing might change due to the cyber security incident. LD, in her new role, will review the process with 'fresh eyes'. 2. A new handbook was published for compliance enforcement. A revised exemption guidance note for section 21 was published, and another for section 30 was revised and will be published shortly.	None
7. Outreach/Education	1. RKTW events were held last week. One highlight was the staff pop-up tables. The information officer award will be re-envisioned, as nominations were not received. The 'thank you' card for information officers will be distributed around the same time as the awards. SB thanked the team.	• SB to look into website suggestions

	2. The annual report process might be impacted by the extent of data gathered through the annual return. 3. A new website feature was launched on RTK day as a blog, with the first set of posts based on the August monthly roundup. Moving forward, the monthly roundup will be replaced with a blog, to allow for more timely and topical publications. Staff were encouraged to raise any feedback and ideas on what to feature in the blog with SB. 4. Other suggestions for the website were raised. 5. A new social media management tool was introduced, CoScheduler, to help maximise the ICO's social media presence.	
8. IC Update	1. The IC commented on her approach to assessing how the cyber security incident was impacting on our regulatory work. Staff were reminded that any internal update, which was shared by the IC or received via GoB lists for public officers only, must not be shared outside the ICO. 2. Non-ministry heads set up their own communication channels to stay abreast of GoB's restoration efforts and interim processes. TS has attended AcG's comptroller meetings and taken notes, which were being shared. 3. The IC will look at the October data protection/privacy conference agenda to see if the ICO might be interested in attending any session.	• GG to look at GPA agenda
9. A.O.B.	1. The holiday dinner was set for 15 December, and pass-the-parcel will continue.	• TS to gather menu and budget options
****CONFIDENTIAL & SECRET = NOT FOR PUBLIC DISCLOSURE****		
Review Team	[redacted]	

Finance/Administration	[redacted]	[redacted]
Compliance	[redacted]	[redacted]
Outreach/Education	[redacted]	[redacted]
IC Update	[redacted]	