STAFF MEETING MINUTES	
IN ATTENDANCE: Gita Gutierrez (GG), Information Commissioner (IC); LaKai Dill (LD), Acting Deputy Information Commissioner; Sheena Bassett (SB), Project Officer; Ian Cameron (IAN), T/A Investigation Officer; Caitlin Conyers (CC), relief Investigation Officer | **ABSENT:** Answer Styannes (AS), Senior Investigation Officer; Tikitta Suhartono (TS), Manager – Finance & Administration; Kentisha Tweed (KT), Investigation Officer	**DATE:** Wednesday, 1 November 2023 **TIME:** 9:30am – 10:20am **TAKEN BY:** LD

TOPIC	ISSUE & DECISION	ACTION REQUIRED
1. Welcome	None	None
2. Staff Meeting Minutes	1. The October meeting minutes were approved by email and will be published this month.	• Publish Oct approved on 15 Nov • Finish Nov draft by 7 Nov
3. Review Team	1. Review statistics as of 31 October 2023 were as follows: ▪ Total applications: 290 ▪ Pending investigations: 50 ▪ Pending validation: 1 ▪ Closed – decided: 170 ▪ Closed – resolved: 31 ▪ Closed – invalid: 31 ▪ Closed – abandoned: 7 ▪ Decisions pending compliance: 11 In October 2023, the ICO: ▪ received 3 new applications ▪ issued 4 decisions ▪ resolved 0 cases ▪ closed 0 cases because it was invalid, and ▪ closed 0 cases because it was abandoned. 2. AS was commended as the investigator in Decision 37/2023, which closed out the oldest review stemming from a 2018 application. Decision 38/2023 was highlighted as the first IC's decision setting out her understanding of section 37's application and the scope of the Children Act's	None

	confidentiality provision. It included a policy commentary on a need for a legislative review. The other two Decisions were for failure-to-decide reviews and no order was required. 3. No matters were under judicial review.	
4. Finance/Administration	1. The FY21-22 audit memo was sent yesterday to the OAG, in preparation for a planning meeting and testing to follow. The IC commended AS and TS for taking responsibility on preparing the audit file, which was an important experience for continuity within the Office. The IC noted that, once underway, TS's time would be focused on audit testing responses, though the OAG's attention was currently focused on the Consolidated Fund audit. 2. The FY24-25 budget preparation was started, with a note from the Budget Office that training would be foregone this year. The IC highlighted that this would be the ICO's first budget process without a non-ministry comptroller, which was a concern in terms of potential communication gaps and limited advocacy for the specific needs of the non-ministry offices. As a result, once underway, TS's time might be impacted with undertaking tasks usually dealt with by the comptroller. 3. September and October payrolls were a duplicate of August. Pay stubs were distributed for October. Where staff received a blank one, no adjustment was applied; and a completed one, if received, indicated that an adjustment was made. Reconciliations will be applied in the November payroll (e.g., to account for vacation leave, sick leave, acting pay, overtime). The IC noted that, in the interim, TS has maintained a spreadsheet to help verify adjustments that will be needed. Staff were encouraged to pay close attention to the leave status report that will be run in early January and to raise any query with TS.	None
5. Human Resources	1. The teambuilding event was rescheduled from 30 October to 23 November in the afternoon.	None
6. Compliance	1. The annual return distribution was targeted to begin the third week of November in a staggered approach, to allow SB to test, adjust the method (e.g., if hard copy needed) and manage expectations. LD had started to review the process with 'fresh eyes' for introducing some changes this year. Staff were reminded to funnel all queries, once they start rolling in, to SB. 2. The next IC's quarterly briefing will be held on 7 December at the Dinghy Club.	None
7. Outreach/Education	1. The annual report progress will begin in January, featuring data compiled from the annual return. The staff photo will be scheduled by the end of November. 2. The new social media management tool, CoSchedule, was helping to maximise the ICO's online presence. The IC gave kudos to SB, highlighting how she had seen our posts being shared by public officers on LinkedIn. SB will circulate the monthly public awareness numbers shortly.	None
8. IC Update	1. The IC shared that she would work on opening lines of communication in the aftermath of the cyber security incident and the GoB's system restoration efforts. Staff were reminded to read the IC's recent interim guidance. The IC also shared that IDT was leading a process for	None

	departments to identify in templates the state of their file share access so that IDT could work to restore them as a priority.	
9. A.O.B.	None	None