STAFF MEETING MINUTES	
IN ATTENDANCE: Gita Gutierrez (GG), Information Commissioner (IC); LaKai Dill (LD), Acting Deputy Information Commissioner; Answer Styannes (AS), Senior Investigation Officer; Tikitta Suhartono (TS), Manager – Finance & Administration; Sheena Bassett (SB), Project Officer; Caitlin Conyers (CC), T/R Investigation Officer | **ABSENT:** Ian Cameron (IAN), T/A Investigation Officer; Kentisha Tweed (KT), Investigation Officer	**DATE:** Wednesday, 17 January 2024 **TIME:** 9:45am – 11:30am **TAKEN BY:** All

TOPIC	ISSUE & DECISION	ACTION REQUIRED
1. Welcome	The team celebrated a staff member's birthday.	None
2. Staff Meeting Minutes	1. No staff meeting minutes were outstanding.	None
3. Review Team	1. Review statistics as of 31 December 2023 were as follows: ▪ Total applications: 300 ▪ Pending investigations: 36 ▪ Pending validation: 5 ▪ Closed – decided: 187 ▪ Closed – resolved: 33 ▪ Closed – invalid: 32 ▪ Closed – abandoned: 7 ▪ Decisions pending compliance: 12 In December 2023, the ICO: ▪ received 5 new applications ▪ issued 12 decisions ▪ resolved 1 case ▪ closed 1 case because it was invalid, and ▪ closed 0 cases because it was abandoned. 2. No matters were under judicial review. 3. The review team's efforts in the last quarter of 2023 succeeded in reducing the backlog, including a steady increase in the number of closed applications in 2023 compared to prior years. Highlights from the decisions issued in December were set out in a blog post.	None
4. Finance/Administration	1. The ICO was still undergoing the FY2024/25 budget process.	None

5. Human Resources	No item was discussed.	None
6. Compliance	1. The annual return was ongoing in preparation for the annual report. The grace period deadline was yesterday. SB was preparing the list of public authorities who would receive the notice of noncompliance. SB was also updating our website on public authorities' latest information statements as submitted during the annual return. 2. For the annual report, SB continued to liaise with the designer for the content and design concept. The team was working on drafting content. The target was to have the final report for tabling by 7 March.	None
7. Outreach/Education	1. The public awareness statistics were shared on 5 January. 2. SB and GG were scheduled to meet with Jamel Hardtman to prepare for the second year of hosting 'PATI & The People's Budget'. 3. The blog post 'December decisions roundup' was published last week. Another blog post about the ICO's new 'Compliance Enforcement Policy & Handbook' was forthcoming.	None
8. IC Update	1. The Commissioner led the team on reflecting and sharing about the office's performance and goals for the new year. She highlighted significant upcoming developments for the ICO, including an office move and staffing transitions. She reviewed the ICO's draft FY2024/25 goals, so that all officers were aware of the overall picture for the year. The office will use the next 2 months to help identify how each officer's work this year would feed up into the big picture to support the ICO's goals. 2. The Commissioner shared how her goal was to ensure that the ICO had a strong foundation to support the office, its work and its officers into its next phase. The Commissioner thanked the Acting Deputy for her leadership and support in this regard. 3. The Commissioner led the officers through a series of reflective questions, to help shape her work and the team's work in the upcoming year. 4. Staff were asked to add their routine updates to the minutes after the meeting.	None
9. A.O.B.	No item was discussed.	None