STAFF MEETING MINUTES	
IN ATTENDANCE: Gita Gutierrez (GG), Information Commissioner; LaKai Dill (LD), Acting Deputy Information Commissioner; Answer Styannes (AS), Senior Investigation Officer; Sheena Bassett (SB), Project Officer; Ian Cameron (IAN), T/A Investigation Officer; Caitlin Conyers (CC), T/R Investigation Officer | **ABSENT:** Tikitta Suhartono (TS), Manager – Finance & Administration; Kentisha Tweed (KT), Investigation Officer	**DATE:** Wednesday, 7 February 2024 **TIME:** 9:30am – 10:30am **TAKEN BY:** All

TOPIC	ISSUE & DECISION	ACTION REQUIRED
1. Welcome	No item was discussed.	None
2. Staff Meeting Minutes	1. The January meeting minutes were not ready for approval.	• Finish Jan draft
3. Review Team	1. Review statistics as of 31 January 2024 were as follows: ▪ Total applications: 305 ▪ Pending investigations: 42 ▪ Pending validation: 3 ▪ Closed – decided: 187 ▪ Closed – resolved: 33 ▪ Closed – invalid: 33 ▪ Closed – abandoned: 7 ▪ Decisions pending compliance: 10 In January 2024, the ICO: ▪ received 5 new applications ▪ issued 0 decisions ▪ resolved 0 cases ▪ closed 0 cases because it was invalid, and ▪ closed 0 cases because it was abandoned. 2. No matters were under judicial review. 3. The Commissioner has set a target for the review team to close all carried over cases by mid-year. The ICO also awaited public authorities' compliance with 10 of the Commissioner's Decisions, which was a high count. It was observed that, based on social media posts, the public were interested in several pending disclosures ordered by the Commissioner's Decisions.	None

4. Finance/Administration	1. The impact of the ICO's current FY2024/25 budget ceiling was discussed, which at the present funding level could have a negative impact on meeting the Commissioner's mandate and the ICO's operations. The ICO's FY2024/25 budget ceiling set by the Ministry of Finance did not cover all existing contractual obligations, meaning the ICO would operate under an austerity-like budget. The upcoming budget debate might speak to this underfunding, and the Commissioner wanted to make staff aware. The Commissioner also gave some background on her requests in prior years to the Speaker of the House to introduce a standing parliamentary committee, similar to the structure for the Auditor General, to consider and recommend the ICO's budget and improve the governance framework for the ICO. This year, in response to receiving the budget ceiling, the Commissioner had sent a formal memo to the Budget Office, explaining the anticipated negative impact on her capacity to deliver her mandate and requesting an adjustment to the budget ceiling. 2. The ICO will be able to carry over into the 2024/25 budget year any remaining funds in its legal costs award asset account. Nearly all of this account was being used for current-year expenses (FY2023/24); so at this late stage in the year, only a small portion would be available for carryover. Discussion was held on whether public communication on the ICO's governance framework and budgeting concerns would help or hinder the ICO's budget challenges, and suggestions were raised. 3. An upgrade was planned for the computer and software that control the office's shared security system, including the entrance doors [redacted]. 4. A potential change to staff desk placements was discussed.	None
5. Human Resources	1. Hiring a new administrative assistant would be delayed, mainly due to the proposed budget ceiling for FY2024/25. 2. An ICO-sponsored staff lunch would be planned before the end of the fiscal year. 3. Team objectives were being set based on the draft ICO goals. These will then be used to draft individual performance objectives for FY2024/25.	None
6. Compliance	1. For the annual return, the deadline passed yesterday for public authorities to avoid being listed as s.58 noncompliant (i.e. for not sending their 2023 PATI request report etc. to the Commissioner) in the annual report. It was anticipated that around 13 public authorities might be listed. SB would finalise this spreadsheet next week. 2. An in-person quarterly briefing for public authorities will be held on 22 February, on the topics of reasonable search and handling PATI requests post-cyber incident. The Commissioner and LD will present. Staff were reminded to encourage all new information officers to attend.	None

7. Outreach/Education	1. For the annual report, the Commissioner aimed to submit it for tabling by Parliament on 7 March. Content was being drafted in hopes of finalising it next week. The review team was asked to send SB any compliments that could be used as callouts. The staff photo was scheduled for 23 February. 2. The annual public awareness survey was resumed this fiscal year, and the results were expected by 28 February. 3. The Commissioner will co-host the 'PATI & People's Budget' with Jamal Hardtman on 6 March at 6pm. Staff were asked to share the flyer with their personal contacts, for instance via WhatsApp.	None
8. IC Update	No item was discussed.	None
9. A.O.B.	No item was discussed.	None