September 2024 – Written update in lieu of monthly staff meeting | 23 September 2024

We were unable to schedule a monthly Staff Meeting due to work and vacation schedules, but we have a number of updates. ICO management provides this update in lieu of the Staff Meeting to ensure that officers are updated on the ICO's work and administration.

Staff Meeting Minutes

- The August 2024 Staff Meeting Minutes were approved and on the Shared Drive. The information officer (LD) will prepare a copy for uploading to the ICO website by 4 October.

Review Team

- August review statistics were emailed to staff on 3 September, are currently reflected on the website's dashboard, and otherwise will be published on the ICO's blog within the August decisions summary once ready.
- The IC's priority for September continues to be on closing reviews for the outgoing Senior Investigation Officer.

Finance/Administration

- Audit: GG, TS and our Comptroller are preparing the FY23 and FY24 accounts for audit so these can be completed and tabled early next year.
- Budget: GG and TS have reviewed the current budget with our Comptroller in light of employee transitions. s.29(1) [redacted]
- We have been advised by our Comptroller that we should no longer be providing snacks or sanitary items under Financial Instructions, as these are considered personal expenses. In the past, the ICO has provided snacks for officers who may be on deadlines and remaining in their offices and sanitary items for unexpected emergencies. We have now adjusted as advised by our Comptroller.
    - *Please let GG know if you would like to set up a snack area with items for at-cost purchase. If so, please give her your list of favourite items (candy, chips, protein bars, etc.).*
- Office space: As you are aware, the ICO's lease is over at the end of January 2025. The ICO and PrivCom are in discussions s.29(1) [redacted]
- Health & safety: s.30(1)(b) [redacted]

Human Resources

- Staff transitions:

s.23(1) & s.29(1)

- Meeting with Governor and Deputy Governor: The ICO officers are scheduled to meet with the Governor and Deputy Governor on Wednesday, 25 September from 2:30pm-4:30pm in the ICO boardroom. This meeting is an opportunity to share input with them on the ICO's office culture, what characteristics officers see as essential or needed for the next Information Commissioner, the ICO's work processes (strengths and areas for improvement), and any other information they need to be aware of as they prepare for the recruitment and appointment of the next Information Commissioner. The UK public sector recruitment of executive officers includes a staff engagement exercise. In a similar fashion, this is a staff engagement opportunity prior to the recruitment. The A/DIC will share an agenda with Government House prior to the meeting. The IC will do introductions but will not participate in the meeting to encourage candid dialogue.
    - *GG will circulate questions for consideration. ICO officers should brainstorm and provide input. LD to finalise agenda and questions, as well as facilitate the meeting. TS to liaise with Government House regarding protocols.*
- Recruitment: The ICO is mid-recruitment for a new Investigation Officer. s.29(1) [redacted] the ICO panel members were selected from those who had prior experience and training for recruitment. Officers interested in participating in upcoming recruitment panels should inform their supervisor and then attend a DEOD recruitment training and have a 1-on-1 session with the IC and DIC about our recruitment practices to ensure their awareness of the applicable guidelines, internal procedures, regulations and laws for recruitment.
- Training: Each officer should meet with their supervisor to discuss training opportunities that are now available due to the availability of training funds.
- Jibble attendance tracking: The IC expresses appreciation to everyone working to use Jibble in the month of September as our attendance tracking tool. Our Manager – Finance & Administration will be using the September Jibble report to confirm our hours for the September payroll. Please remember to log your (1) in/out, (2) activity and change in activity, and (3) period of time off (leave,

TIL). Officers are expected to use Jibble on a daily basis to record your payroll hours. If you are in the office early or staying after work for personal reasons (e.g., you are done with work, you should log out of Jibble before or after you have finished your actual workday). You may receive a reminder from GG or TS if you have not logged in or out at the end of the day. Please continue to use the office sign in/out log for safety and security purposes. As you are using Jibble, please let GG know if you have any questions. Successful use of Jibble by the office will enable the adoption of a permanent, formal flex hours and remote work policy in the near future, as has been requested. In the interim, officers are invited to make requests for remote work period and to continue using the availability of flex hours.

Compliance

- The IC postponed the September IC quarterly briefing for public authorities. The November IC briefing will address processing PATI requests following the implementation of PIPA for Information Officers and others in public authorities.
- Compliance notices on the duty to gazette qualifying contracts were being finalised by LD, with a revised aim to distribute next month.

Outreach/Education

- International Right to Know Week is 23-27 September, and the ICO has the following activities scheduled:
  - Interviews with the Information Commissioner: Second Look (Sunday, 22 Sept), Miss Thang (Monday, 23 Sept) and The Daily Hour (Wed, 25 Sept).
  - Community Tabling: All staff at Nelly's Walk on Thursday, 11am-2pm (time commitment for officers is 10am to 3pm). LD and TS are coordinating.
  - Release of the IC's RTKW video statement: timing TBD.
  - Social media postings throughout the week.
  - 'Thank you' cards, signed by the IC, to be mailed to Information Officers.
- The IC's in-person participation at the UNESCO event for the universal day of access to information was cancelled, though there is a query about video participation (by pre-recorded video or live).
- General social media postings have been scheduled through the end of the calendar year.
- Education and outreach duties will be covered by GG and LD with requests for support from other officers as needed.

IC Updates

- The amendments to the PATI Act and Regulations s.29(1) [redacted]
- The IC is preparing for the ICO's implementation of the requirements of PIPA and will be providing updates to ICO officers in due course.
- The Governor may begin recruitment for the next Information Commissioner shortly so you can expect to see an advertisement soon.