

Executive Team minutes

Monday 26 March 2012

Members and other attendees present

Daniel Benjamin	Director of Corporate Services
Christopher Graham	Information Commissioner and Chief Executive (Chair)
Andrew Laing	Head of Complaints Resolution
David Smith	Deputy Commissioner and Director of Data Protection
Graham Smith	Deputy Commissioner and Director of Freedom of Information
Peter Bloomfield	Senior Corporate Governance Manager (Any other business)
Beth Gibbons	Internal Communications Officer (Item 4)
David Wells	Head of IT (Item 3)
Jonathan Kay	Corporate Governance Officer (Secretariat)

1. Introductions and apologies

- 1.1. There were apologies from Simon Entwisle. Executive Team (ET) welcomed Andrew Laing who was attending in his stead.

2. Draft minutes and matters arising from the Executive Team meeting of 27 February 2012

- 2.1. The minutes of the last meeting were agreed with minor amendments.

Action point 1: Secretariat to publish the minutes and relevant papers from the last meeting on the website.

- 2.2. ET examined outstanding action points. Action point 2 from 03 October 2011, relating to the visitors policy, was now closed.

- 2.3. It was also agreed that action points 5 and 7, from 27 February 2012, about blackberries and space planning, should also be closed.

3. IT re-procurement

- 3.1. David Wells attended to discuss options for the re-procurement of the ICO's IT provision. The current IT service contract expires in July 2013. The ICO will liaise with the Treasury and Ministry of Justice before issuing an OJEU (Official Journal of the European Union) tender notice in May.
- 3.2. The different factors to be considered when choosing the sort of service the ICO needs and in undertaking the re-procurement were discussed. In particular the IT landscape had evolved over the last few years, with social media, mobile computing and the cloud, all gaining in prominence. The new contract will need to have flexibility enough to allow developments such as these to be incorporated when opportunities arise. And the ICO now had a more mature IT Department and was able to buy services more effectively than before. Options for the exercise were also discussed.
- 3.3. ET considered that the re-procurement was broadly on track although risks had been identified. It was agreed that Daniel Benjamin would discuss the options with the chair of the Audit Committee as soon as possible and brief the other Non-executive Directors. A final decision would then be taken at the next ET meeting.
- 3.4. ET thanked Daniel, David and Simon for their work on the re-procurement exercise.

Action point 2: Daniel Benjamin to discuss the options paper with the chair of the Audit Committee, and brief the remaining Non-Executive Directors as soon as possible afterwards.

Action point 3: Corporate Governance to add re-procurement to the agenda for the next meeting.

4. Executive Team ICON pages

- 4.1. Beth Gibbons was welcomed to discuss members' ICON pages. The staff survey had suggested that staff would be interested in knowing better what ET members did. It had therefore been agreed that ET members should have dedicated pages on the ICO intranet (ICON). A page had been provided for each member with general background information and scope for additional material.

- 4.2. ET members agreed to provide regular contributions on their work, for example on speaking engagements, meetings and projects they were involved in.

5. Any other urgent business

- 5.1. ET welcomed Peter Bloomfield to discuss the agenda for the April Management Board meeting. ET agreed to provide a pre-meeting briefing for the Board on the data protection legislative framework and the possible impact of any changes on the ICO. There will be a similar briefing on the Freedom of Information Act post-legislative scrutiny at a future meeting.
- 5.2. ET discussed the ETcetera meetings. The first had been generally well received. There had been concerns about the location and a more appropriate location had now been found. At the meetings ET will pass on key messages from the preceding ET meeting and updates on major issues.