

Executive Team minutes Monday 8 October

Members and other attendees present

Christopher Graham	Information Commissioner
Daniel Benjamin	Director of Corporate Services
David Smith	Deputy Commissioner and Director of Data Protection
Graham Smith	Deputy Commissioner and Director of Freedom of Information
David J Evans	Strategic Liaison Group Manager (agenda item 3)
Greer Schick	Online and Internal Communications Manager (agenda item 3)
Hannah Cutler	Corporate Governance Officer (secretariat)
Peter Bloomfield	Senior Corporate Governance Manager (secretariat)

1. Introductions and apologies

- 1.1. Apologies from Simon Entwisle who was unable to attend.

2. Draft minutes of the previous meeting and matters arising

- 2.1. Minor amendments to the wording of a decision, secretariat to complete.
- 2.2. Minutes agreed as accurate.
- 2.3. The one action is complete.

3. Cookie Compliant reinstatement of reliable analytics on the ICO website.

- 3.1. Executive Team were asked for a decision on the proposal to reinstate reliable analytics on a 'implied consent plus' basis.
- 3.2. The proposed change would improve the reliability of information about how people use the website, which was key in measuring the value of the site and informing plans for development.
- 3.3. Communicating the changes is important so users understand the changes and how they can continue to make choices about cookies when using our website.

Decision: Communications plan to be set before final decision and to be discussed again by Executive Team.

Decision: Completion of an internal audit will take place after plans are finalised to ensure compliance.

Decision: There will be a review six months after implementation.

Action 1: Greer Schick and Robert Parker to draft communications plan and gain Executive Team approval.

4. Environmental Engagement

- 4.1. Engaging a group of the ICO's staff to form a Green Group; working on improving the ICO's environmental performance. The group to be supported by management. This commitment would be in accordance with the corporate plan and would assist us in working towards Government sustainability targets.
- 4.2. Suggestions made that there are tools and companies available to assist the Green Group, some free and some incur costs such as coaching.

Decision: Executive Team approval to set up the group under the management of the Director of Corporate Services. Funds would be assessed as and when the ideas generated need them for implementation.

5. Management Board agenda

- 5.1. Agreed subject to moving agenda item six (Commissioners update) to item four.

6. Finance Report

- 6.1. The current forecast is for the ICO to overspend by £256k. Income is currently ahead of the forecast by £37k. An Executive Team decision was required to confirm two budget increases.
- 6.2. It was noted that October is a significant month for notification income as it originally began in October, so the November report may show a significant change.
- 6.3. The ICO is comparing costs for other postage suppliers to see if savings can be made.
- 6.4. It was noted that savings have been made in FOI appeals and the placement of the house lawyer has contributed to this.
- 6.5. Belfast accommodation was discussed.

Decision: Agreed £30k increase in budget for COGNOS and £100k increase for postage.

7. Any Other Business

Provision of Internal Audit

- 7.1. A paper was presented to Executive Team for discussion on different models available to provide the ICO for the Internal Audit function.
- 7.2. The ICO has an improved resource for audit available since the launch of the good practice team providing value for money.
- 7.3. The co-sourced model, with the ICO doing more of the work on integrated assurance, was recommended and favoured.

Decision: Paper to be discussed at Audit Committee.

Corporate Governance

- 7.4. Discussion on: how to gain the best from Executive Team and Leadership Group meetings, risk register and renewal of non-exec directors.
- 7.5. A more proactive rather than reactive Executive Team regularly reviewing the operations of the ICO is needed.

Action 2: Corporate Governance to create Executive Team and Leadership Group work plan incorporating today's discussion. Arrange meetings in diaries.

Decision: Tenure of non-exec directors to be reviewed further and discussions to take place with non-execs prior to Management Board meeting.

7.6. The need to incorporate the risk register into one 2 one discussions between Executive Team and Heads of.

Decision: Agenda item for the leadership group meeting.

Action 3: Graham Smith to bring an example from Policy Delivery to the Leadership Group on how the register can be incorporated into everyday practice.

Other

7.7. An update was provided on the construction industry blacklist.

7.8. An update was provided on the Scottish Borders CMP.

8. Review of decisions on publication of papers

8.1. It was agreed to proactively publish the finance report and the provision of internal audit paper.

9. Key messages

9.1. Executive Team also agreed to the setting up of a cross office green group to help the ICO reduce its carbon footprint further.

9.2. There was discussion on the corporate governance of the ICO, in particular on the working of Executive Team and the Leadership Group, how to make risk management more real and on the role of the non-executive directors.