

Executive Team minutes

Monday 5 November 2012

Members and other attendees present

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| Christopher Graham | Information Commissioner |
| Daniel Benjamin | Director of Corporate Services |
| David Smith | Deputy Commissioner and Director of Data Protection |
| Peter Bloomfield | Senior Corporate Governance Manager (agenda item 7) |
| Simon Entwisle | Director of Operations |
| Steve Wood | Head of Policy Delivery |
| Hannah Cutler | Corporate Governance Officer (secretariat) |

1. Introductions and apologies

- 1.1. Apologies from Graham Smith who was unable to attend. Welcome to Steve Wood who attended in Graham Smith's absence.

2. Draft minutes of the previous meeting and matters arising

- 2.1. The minutes were agreed as accurate. All actions have been cleared.

3. Knowledge Management Strategy

- 3.1. Over the past two years there has been significant work and effort put into developing a knowledge management initiative, with numerous successful outcomes. The group believe it is time to review the direction of the programme.

- 3.2. An alternative direction could be an 'innovation lab' promoting the sharing of new ideas and gaining inspiration from external sources.
- 3.3. There is scope to engage with other organisations as we have already gained useful contacts and are finding out how other knowledge management strategies are implemented and measured.

Decision: to revise our approach to KM using the maturity matrix to get feedback from the Leadership Group; where we are currently positioned on the matrix, our aims and timescales for achieving.

Action point 1: Daniel Benjamin to brief the Leadership Group on the Innovation Lab approach at the meeting on 17 December.

Action Point 2: Daniel Benjamin to contact Leadership group members prior to meeting on 17 December; to gain their views on the maturity matrix.

- 3.4. ET noted their appreciation for the work completed by the Knowledge Management group to date.

4. Policy Delivery Internal Audit Report

- 4.1. The report summarised a need for improvement in the Policy Delivery business planning, in particular; defining both outcomes and their measurement.
- 4.2. A department meeting took place to share the findings; there was engagement from colleagues and buy in to take ideas forward. A new business plan is currently being drafted.
- 4.3. Policy Delivery now has contacts with other Government Policy Delivery teams to better share approaches and measure for success.

Decision: There is no need for the Information Rights Committee to sign off all Policy Delivery business plans as suggested in the audit.

5. Communicating Messages on funding

- 5.1. ET is asked to decide on the upcoming communication to staff on budgeting for 2013/14 and beyond and on how the information should be cascaded.

Decision: Await further information on the pay deal to incorporate communications. Begin communications with

the Leadership Group and utilise the Commissioners ICON blog.

Action point 3: Daniel Benjamin and Simon Entwisle to draft briefing for the Leadership Group.

Action point 4: Daniel Benjamin to ensure that future 'Manager's Briefing' documents explain how the message should be communicated as well as the message.

6. Management Development options for front line managers

6.1. Options for better supporting front line managers to effectively and confidently manage performance within their teams. Financial investment would be required as well as dedicated time spent with these managers. ET is asked for a decision on the approach and in which quarter to complete the training.

Decision: Developing effective training for front line managers was essential. More detailed information on the recommended approach and its potential impact was required. The preferred time was to complete the training in Q3.

Action point 5: Simon Entwisle to work with Fran Adamson on management development opportunities for front line staff in order to provide further information to help inform the final ET decision.

7. ICO Plan and Consultation

7.1. Peter Bloomfield presented the timetable for the agreement of a draft ICO Plan for 2013-which could be consulted on before Christmas. There was also a need for the budget to be developed to the same timetable. Andrew Cryer would need to be given a steer to do this.

Decision: The timetable is achievable and ET is in agreement with the dates.

Action point 6: ET members to pass on any further changes to the current draft plan to Peter Bloomfield in time for the Management Board strategy day i.e. by close 16 November.

8. Reinstating web analytics – communications plan

- 8.1. The communication plan was circulated prior to the meeting for reading.
- 8.2. ET made no amendments to the plan.
- 8.3. It was noted that the six month Privacy, Communications and Electronic regulations report is also to be published in November.

9. Any other business

- 9.1. The notification consultation began on the 1 November and the replies so far have been positive or neutral.
- 9.2. We have been working with GMB on the issue of advising people who might have been on the construction industry black list. GMB have received the information and can begin to contact their members.

Action point 7: Simon Entwisle to review with Steve Eckersley how we might deal with similar circumstances in the future.

- 9.3. Policy Delivery will be revisiting policies on vexatious requests and the charter for responsible use of the Freedom of Information Act when making requests for information.
- 9.4. The level of ICO involvement on the Transparency Board is undecided.

Action point 8: Christopher Graham to discuss ICO involvement on the Transparency Board with Graham Smith on his return.

10. Publication of papers

- 10.1. It was agreed to publish the Policy Delivery Internal Audit report and the ICO Plan and consultation paper.

11. Key Messages

1. The success of the Knowledge Management group in taking forward knowledge management across the ICO; the Leadership Group will be looking at how we can create further success in the future.
2. The ICO Plan is nearing completion and ET look forward to the Management Board Strategy day on 26 November to finalise the second draft for wider circulation.