

Executive Team minutes

Monday 11 February

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
Simon Entwisle	Director of Operations
Greer Schick	Online and Internal Communications Manager (item 5)
Hannah Burling	Lead Information Governance Officer (item 7)
Helena Szehidewicz	External Communications Manager (item 3)
Lesley Bett	Head of Information Governance (item 7)
Peter Bloomfield	Senior Corporate Governance Manager (item 4)
Robert Parker	Acting Head of Corporate Affairs (item 3)
Steven Montgomery	Temporary Online Editor (item 5)
Hannah Cutler	Corporate Governance Officer (secretariat)

1. Introductions and apologies

There were none.

2. Draft minutes of the previous meeting and matters arising

The minutes were agreed subject to the amendment of an action point. Action point 2, to ensure the mentoring scheme is launched, from 14 January is complete. Action points 3, for

the research of open sessions, and 6, to explore shared services with the MOJ, from 17 December are now complete.

Action point 1: Secretariat to make amendment and publish minutes on website.

3. Annual Report

Issues: The publication of this year's Annual Report is to be two weeks earlier than previous years. The proposed authors are detailed in the paper and guidelines for completion contain seven questions based on the ICO Plan aims. There will be a launch event in June for the Annual Report; the event will also be broadcast online.

Decisions: The recommended authors and time table are agreed by ET. The Regional Commissioners will need to be consulted. There will be a separate part of the report responding to the points raised by the Leveson enquiry.

Action point 2: Simon Entwisle to invite Robert Parker to the ODDH meeting to present the annual report paper.

Action point 3: Christopher Graham to draft the annual report forward as early as possible to give guidance to the other authors.

Action point 4: Robert Parker to enquire about laying the annual report on the 19 June instead of the 20 June.

4. ICO Plan Consultation

Issues: The consultation had six responses from individuals and stakeholders. There was also a response from the MOJ; these were reviewed. The foreword to the Plan will address some of the issues raised.

Decisions: The individual and stakeholder responses will be acknowledged. Christopher Graham will respond to the MOJ consultation feedback and Simon Entwisle to the DMA.

Action point 5: Simon Entwisle to make amendments to point 3.1 of the plan.

5. Website home page redesign

Issues: A project is underway to redesign the ICO website homepage. This has been shaped by results from historic analytics data and user testing. We aim to launch this change

in the second half of March. There was a debate about combining the launch of the new homepage with the change to “.org”.

Action point 6: Secretariat to ask Louise Mottershead to send invites and make time in agenda for Robert Parker and Steven Montgomery to attend the informal ET meeting on 18 March with an update on the redesign.

Action point 7: Greer Schick to review the feasibility of combining the launch of the new homepage and “.org.”

6. Shared Services

Issues: The ICO has agreed that it is important to replace the current accounting system. Daniel Benjamin and colleagues met with MOJ Shared Services colleagues on 29 January. ET discussed the Corporate Services recommended approach for the replacement of the ICO’s accounting systems.

Decisions: The recommendations are agreed.

Action point 8: Daniel Benjamin to bring the Shared Services paper to the next Audit Committee meeting.

7. Information Governance – Consulting Association and The National Archives

Issues: Last quarter’s Information Governance workload was dominated by Consulting Association tasks. This has continued into quarter four. The effort needed to support Consulting association related tasks is unsustainable. ET were presented with a recommendation to address this issue.

Decisions: ET agreed to continue to provide the resources required to support the Consulting Association work over the next six months.

Action point 9: Lesley Bett to review costs so far incurred from the Consulting Association work load.

2014 marks the 30th anniversary of the start of what is now the ICO. ICO records from 1984/85 need to be sent to The National Archives.

Decisions: Graham Smith is to act as the ET Executive Sponsor.

8. Departmental Focus - Operations

Issues: Simon Entwisle presented ET with a review of the work provided by the Operation Directorate.

Action point 10: Simon Entwisle to circulate the Department review slides to ET.

Action point 11: Simon Entwisle to present the Department review material to Strategic Liaison and Policy Delivery at their future team meetings.

9. Any other urgent business

- Leadership Group - Subgroups have been prepared and invites sent in preparation for the next meeting on the 21 February.
- The changes to the budget on the finance report were agreed.

10. Review of decisions on publication of papers

ET agreed to proactively publish the previous minutes and actions, Annual report paper, ICO plan consultation, Website home page, Information requests quarterly dashboard and the Finance report.

11. Key messages

1. Information governance work was dominated in the last quarter by enquiries relating to the Consulting Association blacklist. ET have agreed arrangements to meet the resource requirements needed to continue to support the workload over the next six months.
2. 2014 will mark the 30th anniversary of the start of what became the ICO, the Data Protection Registrar. With that comes the obligation for us to send our records to the National Archives under the Public Records Act and the 30 Year Rule. Work is underway to complete this process - something we, above all, are obliged to do very much by the book. More on this in due course.
3. The ICO's Annual Report is to be laid before Parliament and published in late June, a little earlier than in previous years. Work has begun on drafting, and deadlines for the various

contributions will need to be respected. We will be launching the report with a London event on 20 June.

4. The online team are working on a redesign of the ICO website homepage, to make it more accessible to visitors. After user testing and work with web designers, the aim is to launch the new look at the same time as we migrate to the 'dot org' address. Launch date to be confirmed.