

Executive Team minutes

Monday 25 February

Members and other attendees present

Daniel Benjamin	Director of Corporate Services
Simon Entwisle	Director of Operations
Christopher Graham	Information Commissioner
David Smith	Deputy Commissioner and Director of Data Protection
Steve Wood	Head of Policy Delivery
Robert Parker	Acting Head of Corporate Affairs
Hannah Cutler	Corporate Governance Officer (secretariat)

1. Introductions and apologies

Apologies were received from Graham Smith who was unable to attend this meeting. In his place ET welcomed Steve Wood.

2. Draft minutes of the previous meeting and matters arising

The minutes were agreed as accurate.

- Action point two, to present the annual report paper to ODDH, is complete.
- Action point four, to change the date for the laying of the annual report, is outstanding.
- Action point seven, to review combining the launch of the new homepage and change to '.org', is complete. Further information on the development of the website will be brought to ET.

Action point 1: Secretariat to add 'website homepage change' to 18 March agenda.

- Action point nine, to review costs incurred so far from Consulting Association work, is outstanding; this item need not come back to a formal ET meeting.
- Action point 10, to circulate Operations Directorate review slides, is complete.
- Action point 11, to present Operations Directorate review presentation slides at future Strategic Liaison and Policy Delivery team meetings, is on-going.
- Action point four from the 14 January for Daniel Benjamin to check links between the risk register and key areas of work identified by Andrew Hind, is outstanding.

Action point 2: Daniel Benjamin to raise outstanding action point (to check revised risks against recommendations from Andrew Hind) with Peter Bloomfield.

3. Freedom of Information appeals audit response

Issues: ET reviewed Grant Thornton's internal audit report on FOI appeals. The fourfold reduction in the cost of appeals was noted. The audit made one recommendation which will be implemented.

Action point 3: Secretariat to add 'Freedom of Information appeals audit' to the next Ministry of Justice liaison meeting agenda.

4. Orbit Housing Film– Enforcement to Good Practice

Issues: In 2009 Orbit Housing informed the ICO of a breach of the Data Protection Act principle seven. Orbit used this as an opportunity to make changes to their data protection practices across their organisation. The ICO have worked with Orbit to make a documentary film about these changes in order to promote Good Practice engagements. This film will be available on the ICO website. Minor changes were discussed to highlight the ways in which viewers could contact the ICO at the end of the film.

Action point 4: Robert Parker to make amendments to Orbit Housing film and to launch it at the Data Protection Officer Conference in the Good Practice workshop.

5. Procurement Unit

Issues: Following a previous action on 19 November a report was provided on the progress on the plans for an ICO procurement unit.

Decisions: To continue with the Procurement Unit launch; proceed with recruitment; and to closely follow the progress of the plans with six monthly ET reviews.

Action point 5: Secretariat to schedule six monthly procurement Unit reviews.

6. AOB

- Following on from action point one of the 28 January; to develop and mitigation strategy in the case of the sale of Northgate Public Services, ET were provided with a paper to summarise how the action has been addressed.
- ET agreed to re-launch the 'coffee and cake' meetings. The Etcetera exchange group will be asked for rebranding suggestions.
- It was suggested that a 2013 Turing Lecture is organised.

Action point 6: Robert Parker and Christopher Graham to agree a Turing lecture approach.

Action point 7: Steve Wood to research event ideas for September and possible locations.

- Robert Parker and Frances Adamson will be supporting Operations as they lead the new Plain Language initiative across the office.

Action point 8: Simon Entwisle to research options for the Plain Language initiative and the training available for the different departments across the ICO.

Action point 9: Secretariat to add feedback from Simon Entwisle on the Plain Language project to the March ET agenda.

- The ICO has been successful at a tribunal appeal with Southampton Council about the facility to record audio in taxis.
- Members reviewed Christopher Graham's draft foreword for the ICO plan 2013-16 and commented.
- An update was provided on the Consulting Association work.
- ET were updated on the recent initiative to clear 1,000 outstanding cases by 31 March. 600 of the 1,000 cases have now been cleared.

7. Review of decisions on publication of papers

ET agreed to proactively publish the previous minutes and actions and the FOI Appeals Audit.

8. Key messages

1. The ICO successfully defended an appeal to the Information Tribunal by Southampton Council. The Tribunal supported the ICO decision that requirements for audio recording in Southampton taxis breached data protection principles.
2. The Executive Team acknowledges that this is a busy time of year and appreciates all the hard work going on across the office. One of the successes of this hard work is that we have dealt with 600 of the extra 1,000 complaint cases we targeted for closure by the end of March. Thank you to all those involved.
3. The ICO Corporate Plan 2013/16 is near completion and will be launched on 5 March.
4. The ICO is going to launch a 'Plain Language' campaign across the office. Staff at all levels will be invited to take part in refresher training.