

## **Executive Team minutes**

Monday 13 May

### **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
Andy Laing	Head of Complaints Resolution
Dawn Monaghan	Strategic Liaison Group Manager
Robert Parker	Acting Head of Corporate Affairs
Hannah Cutler	Corporate Governance Officer (secretariat)

### **1. Introductions and apologies**

There were no introductions or apologies.

### **2. Draft minutes of the previous meeting and matters arising**

The minutes were agreed as accurate.

Action point one, 15 April, to draft guidelines detailing when it is appropriate for investigations to come to ET meetings. Simon Entwisle will report back at the June 24 meeting.

Action point two, 15 April, further work on the PDR changes project. This is on going and will come back to ET with an update later in the year.

### 3. MOJ spending controls and spending freezes

**Issues:** The MOJ have requested that the ICO implement departmental spending controls. ET discussed the issues associated with the request. It was noted that the Framework Agreement was the formal point of reference for the ICO.

**Decisions:** ET will discuss the controls with the MOJ at the next liaison meeting. Practice and policies will be reviewed with particular regard to the Framework Agreement.

**Actions point 1: Andrew Cryer to build in a process for managers to sign off GPC statements in the same way as expense statements.**

**Action point 2: Andrew Cryer to include the explanation of purchases with future publication of Government Procurement Card data when required.**

### 4. Data Protection Officer conference feed back

**Issues:** Planning for the 2014 conference has begun. This process starts by reviewing the feedback from the 2013 conference. ET was asked to decide on possible changes.

Charging for the conference was discussed. The ability to process card payments will be in place by the next conference. Any charge would be on a cost recovery basis.

**Decision:** To implement a charge for the next DPO conference.

Attendance criteria were discussed and it was agreed to keep the focus on practitioners.

The name of the conference was reviewed in light of the fact that Data Protection Officer is no longer the common job title of those attending.

**Decision:** Rename the conference to 'The ICO Data Protection Practitioner conference'.

The focus and timescales were debated.

**Decision:** There will not be two separate data protection and freedom of information conferences, or separate days for the two areas of work or different stakeholders. Flexible choice of workshops, including ones with freedom of information themes will be offered.

The workshop presentations and public speaking skills were discussed and ET agreed to engage with workshop presenters to share their skills and provide training in advance of the conference.

**Action point 3: Secretariat to add discussion on DPP conference workshops to the next Information Rights Committee agenda.**

A decision was needed on whether to extend an early invitation to a key note speaker or wait nearer the time which might make the speaker more topical.

**Decision:** To invite Chris Grayling as the key note speaker, early in order to confirm a booking in advance.

**Action point 4: Rob Parker to organise an invitation to Chris Grayling as key note speaker for the next DPP conference.**

## **5. Proactive disclosure update**

**Issues:** During the January Information Rights Committee meeting it was agreed that Andy Laing would bring to ET a decision on the proactive disclosure of casework outcome information as raw outcome data. Since this idea was first raised the environment has changed and ET was asked to put the decision on hold for 4 months. During this period the best approach to present this information and the provision of a commentary will be investigated.

**Decisions:** ET agreed to put the decision to make a proactive disclosure of casework outcome information on hold. A Further review will take place in September 2013.

**Action point 5: Secretariat to add proactive disclosure to the ET agenda in September 2013.**

## **6. Corporate Services Update**

**Issues:** ET reviewed a paper proposing a more focused and effective Corporate Services management team to support an agile ICO.-

**Decisions:**

- The Information Access casework team will be transferred to Operations.
- A new role of Head of Organisational Development and Finance was approved. No uplift premium will be paid for managing another level G.
- The Procurement Team will report to the Head of Finance.
- The Facilities Team will report to the Head of IT.
- A new post of Group Manager for Governance will be created.

- The role of Head of Corporate Affairs will be redefined to take responsibility for all aspects of the ICO's Communications and Governance.

**Action point 6: Daniel Benjamin to present the changes to the Corporate Services department on May 14.**

**Action point 7: Daniel Benjamin and Mike Collins to draft job descriptions and grade the relevant posts.**

## **7. Any other urgent business**

- The ICO is publishing new guidance on vexatious requests on the 15 May. Graham Smith will be launching the publication at the 9<sup>th</sup> Annual PDP FOI conference.
- To date the transition to ICE has been successful. The migration of data from DUIS to ICE has now been completed.
- 'Which?' is putting pressure on the ICO and Ofcom.

## **8. Review of decisions on publication of papers**

ET agreed to proactively publish the previous minutes and actions, the Data Protection Officer's Conference feedback and the Proactive Disclosure update.

## **9. Key messages**

1. The success of the 2013 Data Protection Officer conference has been highlighted by the feedback results. The majority of feedback was: Excellent or Very good. Planning for next year is now underway. There will be a change of name for the conference to 'The ICO Data Protection Practitioner Conference' and a fee will be introduced.
2. The Ministry of Justice has asked the ICO to implement departmental spending controls. Many of the controls are already in operation. ET will be reviewing the controls and considering ways in which the ICO can improve existing cost saving measures.
3. Ways in which we can proactively disclose our complaints data are being considered. The ICO is looking to publish this data. It will include our own commentary and detail any actions we have or are about to take in connection with those most complained about.
4. To date the migration to ICE has been going very well. On the morning of the 13 May we completed the migration of data from DUIS to ICE.