

Executive Team minutes

Monday 12 August 2013

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
Stephen Eckersley	Head of Enforcement
Hannah Cutler	Corporate Governance Officer (secretariat)

1. Introductions and apologies

Apologies were received from Simon Entwisle Stephen Eckersley was welcomed in his stead.

2. Draft minutes of the previous meeting and matters arising

The minutes were agreed as accurate.

Action point 1, to make amendments to the internal audit brief, and action point 2, to draft a paper on the history of ICO freedom of information (FOI) funding; are both complete.

Action point 2 from the 15 July, letters to non-executives regarding taxation of expenses, is outstanding as the Head of Finance is on leave.

Christopher Graham confirmed the formal letter of appointment for the new non-executive director has been sent.

Action point 2 from the 28 May, to consider the grievance procedure and the extent to which it drove subject access requests, remains on-going. Action point 3, to discuss actions needed to meet National Archive deadlines, also remains on-going.

Action point 1: Graham Smith to liaise with Lesley Bett on the actions needed to complete the transfer of information to The National Archives.

3. Finance report

Issues: Notification fee income is below projection. It will be reviewed when the August finance report is received.

Action point 2: Secretariat to invite the Head of Finance to attend the September Executive Team meeting to present and discuss the August expenditure report.

IT spending is ahead of projection and thought needs to be given as to the impact on other projects before approving further spending. A review of projects (underway and proposed) will be brought to the September ET meeting.

The ICO is currently covering the additional cost of taking credit and debit card payments through the ICE system.

Action point 3: Daniel Benjamin to review credit and debit card charges six months after the implementation of the ICE system and to report back to ET.

4. Workshop at the MOJ

Issues: Christopher Graham updated ET on his meeting with the MOJ to discuss spending controls and possible ICO exemptions. The MOJ are drafting a business case for ICO exemption for IT, marketing and external catering controls.

Action point 4: Christopher Graham to liaise with the MOJ to ensure the business case for exemptions covers the year to date.

The ICO recently hosted a visit from Simon James who will be replacing Glenn Preston at the MOJ. During his visit Simon met with several senior members of ICO staff including some members of ET. He also spent time listening to Helpline calls.

ET has agreed to a workshop with the MOJ to discuss long-term funding options. It was confirmed that the business case

to retain the costs of recovering civil monetary penalties has now been sent to the Treasury by the MOJ.

Action point 5: Daniel Benjamin and Graham Smith to prepare an ICO position for the funding meeting with the MOJ on 1 October.

5. Towards a 2020 vision for the ICO

Issues: Christopher Graham confirmed he will hold sessions with staff to present the 2020 vision planning work and to seek staff views.

Decisions: To ensure all staff will have the chance to be involved Christopher Graham will hold an additional session for any staff absent on the day.

Action point 6: ET members to respond to the request to confirm list of stakeholders to engage for the ICO plan consultation by Thursday 15 August.

6. Any other urgent business

- The new regulators code has been launched and will come into force in January 2014.
- The ICO's business case proposing a change to the law relating to civil monetary penalties under PECR has been drafted and will be submitted to the Department of Culture, Media and Sport.
- The ICO is meeting with Google next week to discuss their privacy policy.
- Evidence of blacklisting by contractors on the Crossrail programme is currently being assessed.

Action point 7: Secretariat to postpone the Corporate Services department review in September to a time when all ET members are present.

7. Review of decisions on publication of papers

ET agreed to proactively publish the previous minutes and the finance report.

8. Key messages

1. At the beginning of September Christopher Graham will invite all ICO staff to an update on key Information Rights developments.
2. An important element of the 2014/2017 ICO Corporate Plan will be consultation with staff and key stakeholders. The stakeholder research will take place during September. Christopher Graham will brief staff on their opportunity to input into the Corporate Plan next month.
3. ET reviewed the ICO's income and expenditure for the first four months of the current financial year. Notification fee income is currently below budget. If the trend is not reversed in August, during September ET will consider the actions required to align income and expenditure for the remainder of the financial year.