

Executive Team minutes

Monday 7 October 2013

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
Graham Smith	Deputy Commissioner and Director of Freedom of Information
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 draft minutes were agreed subject to a minor amendment.

Action point 2 from the 28 May, to consider the grievance procedure, is outstanding.

Action points 1 and 2 from the 12 August, to help develop a business case for MOJ exemptions and preparing for the funding meeting, are both complete and the funding meeting with the MOJ has taken place.

Actions from the 16 September

Action point 1, to consider the return of funds from the policy research budget, is complete as it has been added to the Information Rights Committee agenda.

Action point 2, to identify potential savings from the communications and IT budgets, is on-going.

Actions point1: Secretariat to add IT budget and savings to the ET meeting agenda for the 21 October.

Action point 3, effective collection of the notification fee, is now complete. Work to look at the collection process and how fees can be chased more systematically.

Action points 4 and 5, reviewing Leadership Group agendas and topics, are now complete. It has been added to the LG agenda for the 5 November.

Action point 6, making ET agendas more strategic, is complete as this has been added to the strategy day agenda.

3. Project Eagle

Issues: The operations directorate project is designed to change the ICO's approach to dealing with complaints, concerns and self-reported incidents. Volumes of complaints have increased making this work more essential.. The project aims to develop more active engagement with organisations and to improve processes across operations.

The project team next meets on 1 November to consider implementation plans and performance measures. It is thought at this stage that there no external costs and no extra burdens on data controllers. Internally other departments need to be engaged early, to plan the work and to identify any additional internal costs.

Decisions: An assessment will be made as to whether the 'Accountability for Regulator Impact' duty applies to these process changes. In any case some consultation with stakeholders on the changes will be undertaken before they are introduced.

Action point 2: The Project Eagle group to

- **Amend stakeholder key messages to ensure that the need for ICO to ensure compliance with the law is given due weight.**
- **Update ET on implementation and progress ET in November**

4. Finance Report and Notification fees

Issues: Fee income has returned to normal levels this September however receipts remain volatile. The potential for savings from the IT budget still needs to be considered; this will be done at the next ET meeting.

Action point 3: Secretariat to invite Andy Cryer and Dave Wells to the next ET meeting for discussion of the IT budget.

Decisions: ET agreed to the changes in the communications budget forecast, this returns some of the communications budget to finance.

5. SRMO annual return to the MOJ

Issues: The Security Risk and Management Overview (SRMO) is an annual return to the Cabinet Office by government departments in compliance with the Security Policy Framework (SPF); the ICO currently adheres to the requirements of SPF. However, as an independent body we have not sent a return in the past.

Decisions: The work to complete the return is not excessive and the capturing of evidence required would be beneficial in providing additional assurance. ET agreed to complete the return for 2013/14.

6. MOJ expense controls

Issues: The ICO is subject to the MOJ's expense controls regime and the MOJ is currently working on a series of exemptions for the ICO. Temporary controls could be implemented whilst the exemptions are being discussed though this would be very disruptive.

Decisions: ET agreed not to introduce any temporary expenditure controls, due to the potential disruption in planned activities and drain on productivity. The ICO will continue with current procedures on the basis that there is a documented commitment to producing exemptions.

7. Any other business

Corporate Service reorganisation

- Daniel Benjamin provided ET with an update on the restructure of Corporate Services and the next actions required.

Decision: The proposals in the paper were agreed.

Cold calling

- Simon Entwisle is giving evidence at an All Party Group of MPs on Wednesday 9 October alongside Ofcom colleagues on cold calling.

8. Review of decisions on publication of papers

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

9. Key messages

1. Thank you to all those who have contributed to and taken part in the workshops for Project Eagle. The main messages to stakeholders and customers have now been discussed by ET. The project group next meets on the 1 November to discuss implementation plans and the support needed from other departments to make the project a success.
2. After the last ET meeting we reported that fee income had dropped. Current reports show the income has returned to normal for September, though income could continue to fluctuate due to the implementation of ICE. Thank you to the Notification team for all your continued hard work in managing the system changes and the backlog of work.
3. For the first time the ICO will be completing a Security Risk and Management Overview return to the Cabinet Office. We currently comply with the Cabinet Office Security Policy Framework but this will be the first time we have completed the return. This will provide the ICO with additional assurance and uphold transparent reporting procedures.