

## **Executive Team minutes**

Monday 17 February 2014

### **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
Fran Adamson	Learning and Development Manager (agenda item 9)
Lesley Bett	Information Governance Group Manager (agenda item 7)
Simon Ebbitt	Information Security Manager (agenda item 7)
Peter Bloomfield	Senior Corporate Governance Manager (secretariat)

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

1.1. There were no introductions or apologies.

### **2. Matters arising from the previous meeting**

#### Minutes

1.2. The minutes were adopted with one minor amendment.

#### Action points

1.3. The two outstanding action points were noted as being ongoing.

### **3. Finance Report**

#### Issue

- 1.4. The January income and expenditure report was presented for information. Income and expenditure was largely on track, however, the end of year outturn was difficult to judge given the volatility of notification fee income and uncertainty over IT expenditure. In addition there was a need to balance IT capital and revenue expenditure to meet Ministry of Justice financial targets. At issue was how IT transition costs were accounted for.
- 1.5. Half of the rate rebate had been paid but there was uncertainty as to the position with the outstanding payment.
- 1.6. The end of year position was being monitored.

#### Decisions

- 1.7. It was agreed to allocate an additional £10k to the Learning and Development budget for 2013/14.
- 1.8. If needed additional overtime to help introduce Project Eagle reforms was also agreed.

#### Actions

- 1.9. Daniel Benjamin to check the position on the appeal against the rate rebate by close February.

### **4. ICO Plan 2014-2017**

#### Issue

- 4.1. The draft ICO Plan 2014-2017 had been amended following comments from Leadership Group.

#### Decisions

- 4.2. It was agreed to make changes to the mission / vision / objectives page of the Plan.
- 4.3. Section 2.3 of the Plan was to be reviewed by Simon Entwisle and David Smith.

#### Actions

- 4.4. Christopher Graham to draft an introduction for the Plan by close February.
- 4.5. Simon Entwisle to consider any changes to section 2.3 by the end of February.

## **5. Risk and internal audit (originally agenda item 8)**

### Issue

- 5.1. There was a need to update the risk register now that the plans for 2014/15 were firming up. There was discussion as to the continuing uncertainty over income for 2015/16, the future of the EU data protection regulation, the loss of key staff, and staff morale.
- 5.2. In respect of internal audit there was a request for ideas for the internal audit plan 20-14/15.

### Decisions

- 5.3. It was agreed that more work needed to be done in the risk area of loss of key staff and staff morale. It was also agreed that Peter Bloomfield and Daniel Benjamin would reflect the discussion in a revised risk register for further discussion.
- 5.4. It was agreed that the request for internal audit suggestions should go to Leadership Group on 25 February.

### Actions

- 5.5. Peter Bloomfield to update the risk register and bring it back to Executive Team for further comments.
- 5.6. Peter Bloomfield to bring the request for internal audit ideas to Leadership Group on 25 February.

## **6. Planning for the Annual Report and Accounts 2013/14 (originally agenda item 5)**

### Issue

- 6.1. A proposed template for the Annual Report and Accounts 2013/14 and a timetable for the document's development were presented for information.

### Decisions

- 6.2. It was agreed to bring the paper to the Leadership Group meeting on 25 February.
- 6.3. It was also agreed to review the timetable, in particular the input of Executive Team.

### Actions

- 6.4. Peter Bloomfield to bring the template and timetable to Leadership Group on 25 February.
- 6.5. Peter Bloomfield to review the timetable for development of the Annual Report and Accounts.

## **7. Staff security checking (originally agenda item 6)**

### Issue

- 7.1. Whether or not the ICO adopts the baseline personnel security standard for staff joining the ICO? Currently the ICO does not meet the standard as it does not carry out criminal record checks on all successful candidates during recruitment. It does so in some cases (eg senior case officers), but in others it simply asks for a declaration from the individual that they have no criminal convictions.

### Decisions

- 7.2. It was agreed that the ICO should not undertake a blanket criminal record check on all new recruits. Instead it would take a proportionate approach, targeting those posts where there was higher risk.
- 7.3. It was also agreed to check with the Cabinet Office on the use of the Baseline Personal Security Standard.

### Actions

- 7.4. Daniel Benjamin to identify those roles where staff were already subject to the SC employment checks, those roles where such checks would be a proportionate response, and those roles where it would not be, by close March.

## **8. Revising the Personal Development Review process (originally agenda item 7)**

### Issue

- 8.1. Simon Entwisle introduced a proposal to revise the Personal Development Review (PDR) process; reducing the number of box markings from four to two. The boxes would be the equivalent of meeting or above expectations and below expectations. Those with a below expectations would not get a pay rise. Trade union side had been asked for their comments.

### Decisions

- 8.2. Executive Team agreed the proposal in principle, to be introduced for the reporting period 2014/15, dependent on discussion at the next Leadership Group.

### Actions

- 8.3. Simon Entwisle to circulate the paper on changes to the PDR process to Leadership Group for discussion at the meeting on 25 February.



## **9. Learning and Development update**

### Issue

- 9.1. Francis Adamson introduced an update to the work of the Learning and Development Team.

### Decisions

- 9.2. There were no decisions.

### Actions

- 9.3. There were no actions.

## **10. Any other business**

### Issue

- 10.1. Graham Smith advised that, following previous discussion with Executive Team colleagues, a review of Organisational Development conducted by Graham Smith and Paul Arnold was proposed.

### Decisions

- 10.2. Executive Team agreed to the review along the lines discussed.

### Actions

- 10.3. Graham Smith to report back on the Organisational Development review to Executive Team on 14 April.

## **11. Publication of papers**

- 11.1. Proactive publication of papers was considered.

## **12. Key messages**

- 12.1. Key messages were agreed in the areas of:
- 12.1.1. The results of the consultation on the "Looking ahead, staying ahead" document and planning for 2014 - 2017.
  - 12.1.2. The Learning and development update.
  - 12.1.3. Staff security checking.