

Executive Team minutes

Monday 17 March 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
Lesley Bett	Group Manager Information Governance (agenda item 5 only)
Louise Buyers	Head of Good Practice (agenda item 5 only)
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 of the meeting of 17 February were agreed subject to minor amendment.

Action points

- 1.3. Action points were considered in detail. The action for Daniel Benjamin to check the position on the appeal against the rate rebate had been cleared, as had the action for Daniel Benjamin to undertake work on employment checks.

3. Income and expenditure report February 2014

Issue

- 1.4. Daniel Benjamin advised that the ICO was unable to capitalise certain IT costs and therefore it had not spent as much as expected on capital.
- 1.5. Other than for this accounting issue income, expenditure were tracked. A small carry forward was the current expectation but much depended on the last few weeks' notification fee income.

Decisions

- 1.6. It was agreed that there should be more discussion with the MOJ to better understand their position on the accounting issue.

Actions

- 1.7. Daniel Benjamin to discuss the accounting issue with the MOJ and to report back to Executive Team members.

4. Options for car parking in Wilmslow

Issue

- 4.1. Daniel Benjamin presented a paper on staff car parking in Wilmslow. The number of spaces was set to fall from April and there were various options.
- 4.2. The proposal was for the ICO to facilitate the renting of additional spaces, the costs of which would be passed on to those staff who wanted to use Wilmslow based work car parking. This would mean that whilst staff would have to pay for parking the cost would be less than using other local car parks. If there was no agreement on the proposal by the end of the month a fall back position would have to be implemented.
- 4.3. The need to have a practical solution was emphasised.

Decisions

- 4.4. The proposed option be taken forward if possible, with the fall back being that spaces would be available on a first come basis.
- 4.5. Agreement for additional ICO expenditure in this area should not be sought from the MOJ.
- 4.6. It was agreed that the provision of bike shelters be investigated with the landlord.

Actions

- 4.7. Daniel Benjamin to put in place a practical solution which would allow the ICO to facilitate the renting of extra car park spaces in Wilmslow, with the cost being passed on to those staff

wanting to park, by 1 April. If this was not possible the fall back option would need to be implemented.

- 4.8. Daniel Benjamin to discuss with the landlord the provision of bike shelters in Wilmslow.
- 4.9. Executive Team to review the position after 3 months; ie after June.

5. The Information Governance Strategy

Issue

- 5.1. Lesley Bett and Louise Byers presented a draft Information Governance Strategy for 2014-2016. The existing internal compliance and information security strategy covered up to 2013 and given the recent re-organisation of the team, timing was right to look at developing a new strategy.
- 5.2. The new strategy takes account of the re-positioning of Information Governance in the Good Practice department and aims to ensure that information governance messages conveyed externally are consistent with internal ways of working. The strategy aims to deliver all the essential information governance compliance elements in a way which actively enables and supports the delivery of corporate objectives.
- 5.3. Highlighted was a proposed change in governance arrangements with the setting up of an information governance steering group to be chaired by the SIRO.

Decisions

- 5.4. It was agreed that the link between the Information Governance Team and the team responsible for responding to information requests made of the ICO should be clarified.
- 5.5. It was agreed that the strategy should come to Leadership Group in April to be discussed after which it would be finalised.

Actions

- 5.6. Simon Entwisle to ensure that the information governance strategy was reviewed following discussion at Executive Team and was brought to Leadership Group in April.

6. Amendments to ET and MB terms of reference

Issue

- 6.1. The internal audit review "Governance and decision making in times of uncertainty" had recommended that the terms of reference for Executive Team and Management Board be amended

to clarify the information that is needed for discussion prior to a decision being made. An additional paragraph was proposed.

Decisions

6.2. The changes to the terms of reference were agreed subject to amendment

Actions

6.3. Peter Bloomfield to amend the terms of reference and to bring them to Management Board in April for final confirmation.

7. Populating the risk register

Issue

7.1. The draft risk register had been revised to include new risk areas previously identified by Executive Team. There was now a need to identify mitigating actions and confirm risk statuses.

7.2. In respect of the risk on resourcing the ICO, the adequate allocation of resources within the ICO to meet rising workloads was considered to be a possible risk which needed considering.

7.3. The risk on succession planning had been widened out from simply relating to senior managers. The need to consider succession at a senior level remained however.

7.4. Changes to the European data protection legislation had been identified as a possible risk area for the future. In addition there was a wider risk that UK legislative changes widened the scope of the ICO without additional resources being made available. There was a danger that the ICO be spread too thinly.

Decisions

7.5. It was agreed to bring the risk register to Leadership Group to get the input of members.

Actions

7.6. Peter Bloomfield to bring the register to Leadership Group.

8. Oral updates

Issue

8.1. Simon Entwisle provided several oral updates.

Employee Voice

8.2. The workshops had been summarised and the proposal was to bring the resulting papers to Leadership Group for discussion.

Operation Spruce

8.3. Work was ongoing and was having a significant impact on other work the Investigations Department was doing.

Project Eagle

8.4. The project would go live on 1 April. The good cross office support for the project was noted.

Decisions

8.5. It was agreed to consider Employee Voice results at the next Leadership Group meeting.

Actions

8.6. Simon Entwisle to bring the Employee Voice papers to the next Leadership Group meeting for discussion.

9. Equality and diversity and Northern Ireland

Issue

9.1. How best to meet the Northern Ireland single equalities scheme given the ICO's change in approach to equality and diversity issues for the rest of the UK was discussed.

Decisions

9.2. No decision was made.

Actions

9.3. Daniel Benjamin and Simon Entwisle to discuss further and to report back to the next Executive Team on the best way forward.

10. Any other business

10.1. Pay guidance for 2014/15 had been published by the Treasury. HR was considering the detail of the guidance and its implications for the ICO.

10.2. Audit Committee had suggested that development of one overarching efficiency indicator for the ICO might be useful.

10.3. The Organisational Development review had begun and work was on track to report back to ET on 14 April.

10.4. A Memorandum of Understanding between the ICO and the US Federal Trade Commission on mutual assistance in the enforcement of laws protecting personal information in the private sector had been agreed and signed.

11. Publication of papers

11.1. The publication of papers was considered.

12. Key messages

12.1. Key messages were agreed in the areas of car parking and the Information Governance Strategy.