

Executive Team minutes

Monday 31 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
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 agreed subject to clearance of various amendments.

Action points

- 1.3. Action points were considered in detail. In particular the accounting issue had been discussed with the Ministry of Justice and a response was awaited. Daniel Benjamin would feed back to Executive Team colleagues on the continuing discussion by Friday 4 April.
- 1.4. The action relating to how best the ICO could meet the Northern Ireland single equalities scheme was cleared. Simon Entwisle and Daniel Benjamin were exploring the options outside Executive Team. If needed however they would bring the issue back to Executive Team.

3. Wycliffe House car parking

Issue

- 1.5. Daniel Benjamin reported back to Executive Team on the staff group proposals for a car parking scheme in Wilmslow. The ICO was (on a temporary basis) hiring some car parking spaces but formal arrangements needed to be put in place to allow staff who wanted to make use of ICO car parking in Wilmslow to pay for the spaces in the future.
- 1.6. It had been agreed that the ICO could fund the spaces for a further couple of weeks pending the setting up of a scheme. And in the meantime a staff group had pulled together proposals for the running of the scheme. Executive Team was asked for a steer on some of what was proposed.
- 1.7. The Executive Team welcomed the cooperation shown by staff and the hard effort put in to developing the scheme. They confirmed that they supported the general approach being taken and in particular confirmed support for (or suggested that):
 - 1.7.1. A 20% fee to be paid by motor bikers, as five bikes could fit into one car parking space.
 - 1.7.2. That the fee paid would be prorated on the basis of contracted hours.
 - 1.7.3. That occasional users would not be accommodated by the scheme due to the administrative difficulties of doing so.
 - 1.7.4. On days when there were more members of the scheme wanting to park than spaces, the cost of paying for parking in a public space would be reimbursed for those unable to use ICO spaces. However there were problems in policing this and Executive Team suggested that reimbursing members at the cheapest long stay rate payable in Wilmslow would help ensure closer ICO spaces were fully used.
 - 1.7.5. Temporary workers would be included within the scheme but not contractors.
 - 1.7.6. Those members of staff with blue badges would retain guaranteed car parking spaces close to the building but would have to join the scheme and pay.

Decisions

- 1.8. It was confirmed that the ICO was responsible for any scheme set up even if it was run by staff, and that this would be by way of the Facilities Team line management; ie the Head of IT. There would also need to be good financial controls
- 1.9. It was agreed that negotiations should continue with the landlord over the provision of more bike shelters to encourage people to cycle.

Actions

- 1.10. Daniel Benjamin to update trade union side and the staff groups as quickly as possible to allow operational procedures for the parking scheme to be developed.
- 1.11. Daniel Benjamin to put the Executive Team paper on ICON to inform staff.
- 1.12. Daniel Benjamin to discuss and agree financial controls and management responsibilities with Finance and Facilities.

4. Any other business

- 4.1. David Smith advised that he would shortly be giving evidence to a Lords Select Committee on the US safe harbor.
- 4.2. Simon Entwisle noted the Department of Culture, Media and Sport's announcement over the weekend on the handling of nuisance calls.
- 4.3. Graham Smith reported that he had met with Ministry of Justice officials last week to discuss freedom of information issues.
- 4.4. Daniel Benjamin was meeting with other Ministry of Justice officials to discuss pay awards in 2014/15.
- 4.5. Christopher Graham noted that the international conference, looking at improving cooperation on enforcement was taking place this week in Styal, and that there would be visitors in the office on Wednesday.

5. Publication of papers

- 5.1. Decisions on proactive publication were made.

6. Key messages

- 6.1. Key messages about staff car parking in Wilmslow were agreed.