

Executive Team minutes

Monday 14 April

Members and other attendees present

Paul Arnold	Head of Customer Contact
Daniel Benjamin	Director of Corporate Services
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 apologies from Simon Entwisle who was unable to attend. Paul Arnold was welcomed in his stead.
- 1.2. It was agreed to consider the Organisational Development review as the last item in the absence of secretariat.

2. Matters arising from the previous meeting

Minutes

- 1.3. The minutes of the previous meeting were agreed subject to minor amendment.

Action points

- 1.4. Action points were considered in detail:
 - 1.4.1. Daniel Benjamin reported that applications had been received for the IT posts at level E (action point from 3 February). Executive Team would be advised of the final results of the recruitment exercise once decisions were made.
 - 1.4.2. Peter Bloomfield reported that the revised information governance strategy and the amended terms of reference for Executive Team and Management Board were coming to the

Leadership Group and Management Board respectively. These actions were cleared.

- 1.4.3. In respect of the actions relating to the car parking at Wycliffe House Daniel Benjamin advised that the car parking scheme was ready to go from 1 May. The actions were cleared.

3. Finance report

Issue

- 1.5. An interim end of year finance report was considered. Figures were provisional but indicated a significant increase in fee income during the last quarter of the year.
- 1.6. An estimate had also been made on dilapidations on Wycliffe House in the event that the ICO did not renew the lease at the next break point. The potential for funding the dilapidations was being discussed with the Ministry of Justice.

Decisions

- 1.7. Executive Team was concerned about the amount of money that may have to be returned to the consolidated fund. The figure was inconsistent with that reported at previous meetings. Executive Team agreed that the amount be firmed up and that there be further discussion on budgeting strategy at the next meeting.

Actions

- 1.8. Daniel Benjamin to advise Executive Team on the amount of money that would be returned to the consolidated fund when known.
- 1.9. Daniel Benjamin to advise Executive Team as to the amount of money that had been returned to the consolidated fund in previous years.
- 1.10. Daniel Benjamin to amend the finance paper for forthcoming meetings by close 16 April.
- 1.11. Secretariat to put discussion of the budget strategy on the agenda for the next Executive Team meeting.

4. Pay discussions update (originally an any other business item)

Issue

- 4.1. Daniel Benjamin reported back on recent discussions with the Ministry of Justice on future pay negotiations. A business case was needed by the end of April if flexibility was to be allowed in future pay settlements.

Decisions

- 4.2. It was agreed that the ICO should seek to meet the deadline of the end of April by providing a business case to the Ministry of Justice.

Actions

- 4.3. Daniel Benjamin to provide the Ministry of Justice with a business case on pay architecture changes reflecting discussion at the meeting.

5. Internal audit plan 2014/15

Issue

- 5.1. The draft internal audit plan was presented to Executive Team for comments prior to final agreement at Audit Committee in June. The plan had been circulated to the Committee and Neil Masom had responded. In addition Leadership Group members had also seen a copy and provided some responses.
- 5.2. It was confirmed that there was no requirement for audits in the areas of civil monetary penalties, appeals to the Tribunal or HR change management.
- 5.3. A lessons learnt audit of Project Eagle would be very useful if targeted at whether or not the project had achieved its aims in respect of external stakeholders.

Decisions

- 5.4. It was agreed that Daniel Benjamin should discuss the plan further with Grant Thornton with the aim of bringing a finalised version to Audit Committee members as soon as feasible.

Actions

- 5.5. Daniel Benjamin to discuss the internal audit plan with Grant Thornton and to bring a finalised version to Audit Committee members as soon as feasible.

6. Implementation of the revised grading policy – panel members

Issue

- 6.1. Executive Team was asked to agree membership of the Job Grading Panel which would consist of five members, four of which would come from Leadership Group.

Decisions

- 6.2. It was agreed that all Leadership Group members receive training and be available to sit on panels as appropriate.
- 6.3. It was also agreed that Graham Smith be chair of the panel in the first instance.

Actions

- 6.4. Daniel Benjamin to advise members of Leadership Group of the arrangements and to organise training as necessary.

7. Review of Organisational Development (originally agenda item 4)

Issue

- 7.1. Executive Team considered a report from Graham Smith and Paul Arnold on the reorganisation of Organisational Development.

Decisions

- 7.2. It was agreed not to continue with the recruitment of a Head of People and Resources. Further discussion was deferred to the next Executive Team meeting when all members would be present.

Actions

- 7.3. There were no specific actions.

8. Any other business

- 8.1. There was no any other business.

9. Publication of papers

- 9.1. Proactive publication of papers was considered.