

Executive Team minutes

14 July 2014

Members and other attendees present

Simon Entwisle	Deputy Chief Executive Officer
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)
Neil Bostock	Corporate Governance Officer (secretariat)

1. Introductions and apologies

- 1.1. There were no introductions or apologies.

2. Matters arising from the previous meeting

Minutes

- 2.1. The minutes of the previous meeting were agreed subject to a few minor amendments.

Action points

- 2.2. Corporate Governance will complete the detailed work plan for Executive Team and Leadership Group by the end of July.
- 2.3. The meeting schedule for 2015 has been finalised and invitations are being sent to attendees.
- 2.4. The date for the Leadership Group planning session is Tuesday 9 September.

3. Pre discussion of upcoming Management Board and MOJ liaison meetings.

Issue

- 3.1. Issues coming to the forthcoming Ministry of Justice Liaison meeting and Management Board were discussed. In respect of the Ministry of Justice meeting progress in moving to a new funding model for the ICO and the pay remit would be raised. In respect of grant in aid for freedom of information work the ICO needed to be able to describe the work it could not afford to do, on encouraging and educating public authorities on good practice.
- 3.2. It was noted this the Management Board on 28 July will be Neil Masom's last meeting as an ICO Non-Executive Director.
- 3.3. The Management Board action to finalise the IT strategy was not yet complete. Simon Entwisle would update the Board on the current position at the meeting.

Decisions

- 3.4. To add an agenda item to the Management Board agenda to review the ICO's funding, powers and independence.

Actions

- 3.5. Corporate Governance to update the Management Board agenda before circulating papers on Friday 18 July.

4. Website rebuild / digital service foundations project

Issue

- 4.1. The Executive Team were updated on the website rebuild project by Greer Schick and Robert Parker from Corporate Affairs.
- 4.2. It was explained that a rebuilt website – properly resourced, built and maintained - will give the ICO a solid platform for providing digital services to better meet the needs of users. There was discussion on the rationale for the new website.
- 4.3. Greer Schick demonstrated the site and explained that the project is on schedule with the first phase now complete. The second phase is due to start shortly and will culminate in sections of the site being made available to the public in September 2014. Full roll out was expected by the end of the calendar year.

Decisions

- 4.4. It was agreed that the strategic aims and objectives for the project be reviewed to ensure that they properly articulated how the new website would help the ICO meet its aims.

Actions

- 4.5. Rob Parker to review the strategic aims and objectives for the project and to report back to Executive Team members before the next meeting.

5. Finance report for June 2014

Issue

- 5.1. The June 2014 income and expenditure report was considered. Comments were sought by Simon Entwisle.
- 5.2. It was noted that the notification fee income was up in June. However expenditure on IT projects remained uncertain and it was likely that money would be freed up from the IT budget for other areas later in the year. Much work was ongoing to firm up on some of the many small projects scheduled into the IT work stream.

Decisions

- 5.3. It was confirmed that approval would be needed from Executive Team for any budget transfer.

Actions

- 5.4. Simon Entwisle to further investigate the status of any IT projects which lack ownership or that currently exist without a formalised action plan and to revise the IT work plans accordingly.

6. Annual report launch

Issue

- 6.1. Christopher Graham updated the team on the plans for the ICO Annual Report launch on Tuesday 15 July. The internal launch on Friday 11 July had been successful and Simon Entwisle was thanked for his valuable input to the presentation. Minor amendments to the presentation slides were identified.
- 6.2. Discussion took place regarding attendance and the questions that may be asked during the Q&A session.

7. Any other business

- In January members of the Executive Team had completed a survey from the Cabinet Office about cyber threat awareness at board level. An overview of responses from 36 departments and agencies, along with four endorsed recommendations, had been issued.

Executive Team acknowledged the importance of raising awareness of cyber threats at Board and Heads of level, and evidenced the recent training from the National Archives as being useful. Further training was needed and Leadership Group training needs would be considered, including higher level technical training, and the nature of risk for central government departments. In addition the Information Governance Steering Group to would be asked to focus on the matter.

- There were a number of different meetings allowing Executive Team members to discuss issues, and the question was asked whether they were still all needed. It was agreed to stop the monthly Commissioner and Deputy Commissioner liaison meetings.

8. Key messages

Executive Team met on 14 July and discussed the following items:

- The first phase of the project to rebuild the ICO website is now complete. The current site was launched in 2006 and a rebuild will give us a solid platform on which to ensure our digital services meet future needs. User feedback on work to date has been positive. The next phase is due to start shortly during which parts of the site will be released to the public. The project is due to be complete by Christmas 2014 and is on track.
- The launch of the ICO's Annual Report for 2013/14 takes place on Tuesday 15 July. The Commissioner will present how the ICO is "effective, efficient and busier than ever"; highlighting the impressive productivity and efficiency of the ICO and how progress in delivering 'better for less' is being achieved.
- Executive Team have reviewed the financial update for June 2014. Last month was very good for data protection fee income with £1.4m being collected. Overall the fee income is now 7% above budget.