

Executive Team minutes

Monday 15 September 2014

Members and other attendees present

Simon Entwisle	Deputy Chief Executive Officer
Christopher Graham	Information Commissioner (chair)
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

- 1.2. The minutes from the last meeting were agreed subject to a few minor amendments.

Action points

- 1.3. Most action points have been cleared and the matter of insurance for staff travelling abroad will be raised as an agenda item at a future ET meeting.
- 1.4. There was some readjustment to the plan for the Rt Hon Simon Hughes MP's imminent visit.

3. Finance report for August

Issue

- 1.5. The August 2014 income and expenditure report was considered.
- 1.6. Fee income was steady in August as the use of cheques continues to drop as a method of payment.
- 1.7. Payroll was up this month but on track, reflecting recent recruitment and other changes.
- 1.8. One or two questions in the management report were raised with regards actual spend vs revised budgets.

Decisions

- 1.9. No decisions were necessary.

Actions

- 1.10. Simon Entwisle to bring a paper on predicting notification fees to a future Executive Team meeting (linked to the next financial report).
- 1.11. Simon Entwisle to circulate the IT schedule of work before the next Executive Team meeting.

4. Registration fee assessment

Issue

- 4.1. Executive Team were asked to consider a proposal for the sampling of notification fee payments to check data controllers are paying the right amount.

Decisions

- 4.2. All were in agreement that the proposal should be accepted.

Actions

- 4.3. No further actions necessary.

5. Planning for MB strategy day

Issue

- 5.1. Executive Team were given the opportunity to feed ideas into the planning process for the Management Board strategy day on 6 October.

Decisions

- 5.2. ET will explore five of the ideas generated from the Leadership Group planning day, and seek further input on these from the Non Executives during the strategy day.
- 5.3. Management Board will be asked to review the SWOT analysis as it was suggested an external view of the ICO's strengths and weaknesses would be beneficial.

Actions

- 5.4. Christopher Graham to email the Non-Executive Directors for their ideas regarding how they would like the day to be structured.
- 5.5. Executive Team members to come up with five ideas to explore further.

6. A revised approach to probation – right of appeal

Issue

- 6.1. One of the proposed amendments to the probationary policy is to remove the appeal stage. Executive Team were asked to consider whether this was the correct course of action.

Decisions

- 6.2. There will be no right of appeal in the probation policy for future employees. The Group Manager or Head of Department will, after hearing any representations from the probationer, be required to confirm any decision relating to dismissal of a probationer. A member of HR will provide an objective overview of the process.

Actions

- 6.3. No actions necessary.

7. Any other business

- 7.1. The ICO is committed to the next stage of the website rebuild project. Retrospective Cabinet Office approval for further funding for this development is being sought.
- 7.2. The MOJ will be visiting the Wilmslow office on Thursday 2 October to begin the triennial review. Before then consideration will be given as to how best manage the process with a small working group set up with key members of staff.

8. Key messages

The key messages from Monday's Executive Team meeting are:

- Executive Team has reviewed the financial update for August. Data protection income is projected to be in line with the revised budget of £16.6m for the full year.
- We have to be sure that data controllers pay the right fee, and we will therefore sample 60 data protection registrations annually to check that this is the case.
- Executive Team considered the format of the Management Board strategy day being held on 6 October. This is an opportunity to get the views of the non-executive directors on what we want to do over the next three years.