

Executive Team minutes

Monday 29 September 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
Steve Wood	Head of Policy Delivery
Peter Bloomfield	Senior Corporate Governance Manager (secretariat)

1. Introductions and apologies

- 1.1. There were apologies from Graham Smith who was unable to attend the meeting. Steve Wood was welcomed in his stead.

2. Matters arising from the previous meeting

Minutes

- 1.2. The minutes of the meeting of 15 September were agreed with minor amendments.

Action points

- 1.3. The action from the 1 September meeting, for Simon Entwisle to check the Ministry of Justice's (MOJ's) position on travel insurance for ICO staff traveling abroad, remained outstanding.
- 1.4. The action from the 15 September meeting, for Simon Entwisle to bring a paper to Executive Team on predicting notification fees, would be cleared at the next meeting. A paper was to be brought linked to the monthly finance report.
- 1.5. Simon Entwisle had also been actioned to circulate the IT work schedule to Executive Team members. This had been done and the schedule was to be discussed at this meeting under any other business.

- 1.6. The upcoming Management Board Strategy Day was also to be discussed under any other business, clearing the final action from the last meeting.

3. Procurement

Issue

- 1.7. A revised structure for the integration of procurement into the Finance Team was presented to Executive Team. The proposal was for a slightly slimmed down version of what had been previously proposed with two solicitors at level F. The change in the proposal reflected recent senior management changes, the recruitment of a new Head of Finance and increased use of framework agreements for procuring services. There were savings when compared to the previous proposal.
- 1.8. The need for two solicitors was because the solicitor role was wider than just procurement (it also covered issues such as leases) and because of increased complexity in managing the IT contracts. It also offered a level of resilience should one of the solicitors be absent.

Decisions

- 1.9. The proposed structure was agreed in principle subject to trade union comments.

Actions

- 1.10. Simon Entwisle to share the proposal to integrate procurement within Finance with trade unions.

4. Operation Spruce

Issue

- 4.1. Simon Entwisle provided an update on Operation Spruce; a criminal investigation supported by the NCA, into potential section 55 offences by a number of organisations who may have tasked private investigators to unlawfully obtain personal data.
- 4.2. The resources needed for this exercise were large and there was an impact on what else Investigations could do.
- 4.3. It was noted that relevant members of Executive Team were being kept up to date on the work. The professionalism of the investigators was also recognised.

Actions

- 4.4. Steve Eckersley to provide a more detailed update at the next Executive Team meeting.

5. Any other business

IT

- 5.1. Simon Entwisle updated Executive Team on the IT work schedule. This was a work in progress and one factor which could have a serious impact on the delivery of IT projects was the ability of Northgate to provide resources to support projects. One important project had already been delayed due to a lack of resources despite the issue being escalated.
- 5.2. Cabinet Office permission for the next stage of the website rebuild project was still awaited.
- 5.3. The ICO was sharing its IT experience with the MOJ and was also looking into the potential for shared services.
- 5.4. A paper on ICE savings was to come to Executive Team shortly.

Management Board Strategy Day

- 5.5. The agenda for the Management Board Strategy Day was discussed. Possible themes were identified and Christopher Graham and Peter Bloomfield would finalise an agenda and send out relevant papers shortly.

Events for Small and medium sized enterprises (SMEs)

- 5.6. At the end of September the ICO hosted had two events for SMEs providing opportunities to learn more about data protection obligations. These had been successful and staff were thanked for their hard work.

Triennial review

- 5.7. The MOJ would be visiting the office towards the end of the week to discuss the triennial review. The review was expected to be completed by the end of March 2015.

6. Key messages

- 6.1. Key messages in the areas of procurement, the recent SME events, the IT projects and planning for the Management Board strategy day.