

Executive Team minutes

3 November 2014

Members and other attendees present

Simon Entwisle	Deputy Chief Executive Officer
Christopher Graham	Information Commissioner (Chair)
Jonathan Bamford	Head of Strategic Liaison
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. Apologies were received from David Smith. Jonathan Bamford was welcomed to the meeting in his place.

2. Matters arising from the previous meeting

Minutes

- 2.1. The minutes of the previous meeting had already been agreed by correspondence.

Action points

- 2.2. Simon Entwisle has shared the proposal to integrate procurement with Trade Unions; and Steve Eckersley was due to provide an update on Operation Spruce later in the meeting. This cleared two of the four outstanding actions from September's meeting.

3. Finance Report

Issue

- 3.1. The September 2014 income and expenditure report was considered.
- 3.2. Permission has been granted by the Cabinet Office for the extra development costs associated with the website project.
- 3.3. Due to a forecast increase in DP income and potential underspend in key areas, there is a risk of underspend for the financial year.
- 3.4. The new variance column in the report was commended as a useful addition and helped overall understanding.

4. Proposal to move redress function for re-use of public sector information to the ICO.

Issue

- 4.1. A paper was provided to help assess whether the ICO should take on the above function, using the ICO document – “Key tests when assessing the ICO’s ability to undertake additional functions”
- 4.2. The recommendation is that the ICO should agree to take on this function, subject to clarification on funding.

Decisions

- 4.3. Executive Team members were all in agreement that this function would align well with other ICO work and can be taken on. However more clarity is needed on how the work will be funded.

5. Operation Spruce

Issue

- 5.1. Steve Eckersley joined the meeting to give an update on Operation Spruce; a major investigation into criminal activity involving personal data.
- 5.2. The professionalism and hard work of the staff involved was highlighted, and timeframes set out for the likelihood of when proceedings may be brought.
- 5.3. Governance around major investigations was outlined. Suggestions were made for regular updates to the Commissioner, and at least quarterly updates at ET.
- 5.4. The large demand this work would have on resources was noted.

Decisions

- 5.5. Due to the potential high profile of this investigation it was decided that ET should receive an update on this area of work each quarter.

6. Development of the ICO plan 2015-2018

Issue

- 6.1. ET was asked to give further consideration to the Corporate Plan 2015-2018 now that Leadership Group and Management Board had contributed via recent strategy days.
- 6.2. Ideas generated at earlier meetings were formally included in the draft at various stages.

Actions

- 6.3. Members of ET are asked to give their updated versions of the plan to Peter Bloomfield by Monday 1 December.

7. Any other business

- 7.1. Discussion on the ICO staff Christmas party confirmed it would be funded by staff. An event to mark the 30 year anniversary of the Wilmslow office in 2015 was also discussed.

8. Key messages

- Executive Team has reviewed the financial update for September and income and expenditure are on track.
- There will be a further meeting with the Ministry of Justice (MOJ) on Wilmslow accommodation once the findings from the OccupEye sensors have been analysed.
- A modified pay remit has been submitted to the MOJ and we await their response.
- Executive Team considered whether the ICO should offer to take on the role of impartial redress body in the area of 're-use of public sector information'. It was agreed that the new role was appropriate for the ICO subject to agreement on funding.
- Further consideration was given to the Corporate Plan 2015-18 and several ideas generated by Management Board and Leadership Group were now formally included in the draft.
- The Head of Enforcement gave an update on Operation Spruce; a major investigation into criminal activity involving personal data. The professionalism of the staff involved was highlighted