

Executive Team minutes

2 February 2015

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
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 presented for approval and, subject to a few alterations, were accepted as a true record.

Matters arising

2.2. Michele Voznick, Solicitor for FOI appeals, has been seconded to the EU Commission. Recruitment to fill the post on a permanent basis will commence shortly.

3. Budget Transfers.

Issue

3.1. Following a review of the current budget, a number of changes to the budget were requested to reflect that:

- Additional data protection fee income of £473K is expected to bring the annual income to £17m.
 - £50K of freedom of information grant in aid has been required to be repaid to the Ministry of Justice this financial year.
 - Additional expenditure is expected in some areas.
- 3.2. Approval to make these requested changes was sought from Executive Team and would be reflected in the management accounts for January to March 2015.

Decisions

- 3.3. ET agreed to all of the proposed changes.

4. Follow up to the Ministry of Justice Liaison and Management Board meetings.

Issue

- 4.1. ET was given opportunity to discuss matters arising from the recent Management Board and meetings with the Ministry of Justice.
- 4.2. The main areas under discussion included:
- An update on the Triennial Review – The Challenge Group has met to discuss initial findings and would meet again in February to consider delivery models. The report was still expected by the end of March.
 - Progress on the ICO Plan consultation – The plan would be out for consultation during February.
 - Future Wilmslow accommodation needs.
 - Staff engagement and the expected PCS industrial action over the pay deal.

Decisions

- 4.3. No decisions were required by ET at this stage.

5. Any other business

The Department for Culture Media and Sport have still to announce when the PECR might be amended to lower the threshold at which the ICO can take enforcement action, from substantial damage and distress. The ICO will request that this matter is resolved before the General Election if possible.

6. Key messages

The Executive Team met on 2 February:

- Following a review of the budget a number of changes were presented to ET for approval. These changes were agreed. The budget was on track to be met.
- The triennial review was discussed. There have been a record number of responses to the public consultation and a summary of the consultation responses had come to the Challenge Group at the end of January. The whole process is on track to be finished by the end of March.
- The team also discussed the imminent industrial action by the PCS and the recent letter to all staff outlining the pay deal. This pay deal can now be implemented for staff who formally agree to the changes.