

## **Executive Team minutes**

3 March 2015

### **Members and other attendees present**

Simon Entwisle	Deputy Chief Executive Officer
Christopher Graham	Information Commissioner (Chair)
Graham Smith	Deputy Commissioner and Director of Freedom of Information
Stephen Eckersley	Head of Enforcement (items 6 & 7)
Peter Bloomfield	Senior Corporate Governance Manager (item 3)
Neil Bostock	Corporate Governance Officer (Secretariat)

### **1. Introductions and apologies**

- 1.1. David Smith sent his apologies as he was attending the International Association of Privacy Professionals in Washington.

### **2. Matters arising from the previous meeting**

#### Minutes

- 2.1. The minutes of the previous meeting were presented for approval and were accepted as a true record.

#### Matters arising

- 2.2. Christopher Graham confirmed that further updates to the risk register had taken place. Graham Smith will bring a paper on subsistence levels in London to the next ET meeting.

### **3. Minutes of IRC on 17 February.**

#### Issue

The Information Rights Committee met on 17 February and this paper was an opportunity for ET to discuss any actions or note any issues arising.

#### Decisions

- 3.1. The minutes from the meeting were noted as a draft record, having been circulated to IRC members last week. No decisions were necessary from ET.

### **4. Preparation for Audit Committee.**

#### Issue

- 4.1. ET was given the opportunity to discuss any of the items coming to Audit Committee on 9 March and to feed into the internal audit plan for 2015/16.

#### Decisions

- 4.2. ET approved the proposed draft plan.
- 4.3. The need for further justification for external audit costs was noted. This was to be raised at Audit Committee.

### **5. Procurement and contracts finder.**

#### Issue

- 5.1. ET was asked to consider whether ICO is a "central government contracting authority" or a "sub-central contracting authority" for the purposes of Chapter 8 of the 2015 Public Contracts Regulations.
- 5.2. The decision has consequences on how contracts are procured above, and below, the £25,000 threshold.

#### Decisions

- 5.3 ET noted the report and the fact that currently the ICO are not listed as a central government contracting authority. Therefore the decision was taken to proceed as a sub-central contracting authority.

## **6. Enforcement department change of posts.**

### Issue

- 6.1. This paper from Steve Eckersley set out proposals for converting some temporary posts within Enforcement into permanent positions, and the creation of one new post at Level D for the Criminal Investigation Team. Workloads had increased and justified making the posts permanent.
- 6.2. ET approval was needed, subject to budget approval for 2015/16

### Decisions

- 6.3 ET accepted the proposal.

## **7. Operation Spruce update.**

### Issue

- 7.1. Steve Eckersley also gave an update on Operation Spruce, the main criminal investigation activity within the ICO – ET had asked for regular updates.

### Decisions

- 5.3 No decisions required at this stage.

## **8. Any other business**

There was no further business from ET members

## **9. Key messages**

The Executive Team met on 3 March:

- The upcoming agenda for Audit Committee on 9 March was discussed and the internal audit plan for 2015/16 was agreed and finalised.
- In order to manage increased workload further recruitment in the Enforcement department was considered and approved.
- The timescales regarding Operation Spruce remain on track. The workload and impact on resources continues to grow and ET would like to thank our colleagues at the National Crime Agency for the commitment and support shown.