

Executive Team minutes

Monday 13 April 2015

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, Deputy Commissioner, who was unable to attend the meeting. Steve Wood attended in his stead.

2. Matters arising from the previous meeting

Minutes

- 2.1 The minutes from the last meeting were agreed.

Action points

- 2.2 There was one action point outstanding for Simon Entwisle to bring a paper to Executive Team detailing the consequences of raising the subsistence rates. This would come to the 1 June meeting.

3. Update on the end of year financial position

Issue

- 3.1 Simon Entwisle provided an oral update on the current end of year position for 2014/15. There were still uncertainties but the ICO budget had come in as expected with most of the budgeted for expenditure having been made.
- 3.2 For 2015/16 the ICO was to receive grant in aid of £3.7m; a reduction of £50k on last year's initial budget. However the ICO was currently in discussion with the Ministry of Justice over the amount of capital expenditure it can incur during 2015/16. At issue is the ability of the ICO to plan its capital projects which did need long run in times.

Decisions

- 3.3 There were no decisions.

Actions

- 3.4 There were no actions.

4. Review of the ICO Technology Team

Issue

- 4.1. David Smith introduced proposals to create two new Lead Technology Officer (level D) posts in the Technology Team. The expansion of the team would allow more proactive work to be done. Currently much of the team's work was in providing advice and support to policy and operational colleagues and more work was needed in considering issues before they arose. The 2015/16 budget had included notional costs for this.
- 4.2. David Smith emphasised that the ICO must continue to demonstrate that it was taking a strategic view of new technology and the implications for data protection. The ICO's ability to respond to new technology had been raised as a risk, and the issue had also cropped up in feedback from key stakeholders; for example to the triennial review consultation.

Decisions

- 4.3. It was agreed to go ahead with the recruitment of the two Lead Technology Officers subject to final confirmation from Simon Entwisle that the 2015/16 budget would accommodate this.
- 4.4. Executive Team agreed that there was a need for the ICO to demonstrate that it took new technology seriously and had a strategic view.

Actions

- 4.5. Simon Entwisle to confirm to David Smith that the recruitment of the two Lead Technology Officers could go ahead, by close April.
- 4.6. Executive Team to consider further the issues raised during discussion on how best to demonstrate that the ICO took new technology seriously.

5. Risk register

Issue

- 5.1. Peter Bloomfield introduced a draft update to the risk register; needed because of the Management Board meeting on 27 April.
- 5.2. Given the start of the new financial year there had been changes made to the financial risk, and smaller updates of other risks. In compiling the register it was noted that certain of the risks would become clearer once the General Election was over and a new Government and Ministers were in place.

Decisions

- 5.3. The Executive Team proposed a new risk pulling together different strands of risk under the headline of "Management of Change". In particular these would relate to the known about forthcoming changes in senior managers at the ICO and knock on effects from the Triennial Review and other matters.
- 5.4. The possibility of early legislative changes to ICO regulated legislation needed to be covered in the register.

Actions

- 5.5. Peter Bloomfield to consider the proposed changes to the risk register and to discuss them with Simon Entwisle before finalising papers for Management Board.

6. Any other business

- 6.1. Executive Team discussed the current dispute with the PCS.
- 6.2. In respect of the Triennial Review there would be discussion of the current position, with the report delayed by the General Election, at Management Board on 27 April.
- 6.3. Non-executive director involvement in the selection of a new Information Commissioner was confirmed by Christopher Graham.
- 6.4. Christopher Graham asked colleagues to provide ideas on how best to make use of the Non-executive Directors' expertise over 2015/16. Members were to respond by 27 April.