

Executive Team minutes

Monday 18 May 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
Graham Smith	Deputy Commissioner and Director of Freedom of Information
Peter Bloomfield	Senior Corporate Governance Manager (secretariat)

1. Introductions and apologies

- 1.1. There were no introductions or apologies.

2. Matters arising from the previous meeting

Minutes

- 1.2. The minutes of the previous meeting were agreed with minor amendment.

Matters arising

- 1.3. It was confirmed that ideas from Executive Team members as to how best to involve Non-executive Directors in various projects were still awaited.
- 1.4. The need to debate further the issues that had arisen from discussion of how best to deal with issues around new technology remained outstanding. It was agreed to have this discussion at Executive Team shortly. Simon Entwisle was to confirm an appropriate time.
- 1.5. The budget virement process had been implemented. And the ICO policies relating to expenses and subsistence had been updated following the decisions made at the last meeting.
- 1.6. Christopher Graham confirmed that the forward to the Annual Report and Accounts would be finalised shortly.

3. April finance report

Issue

- 1.7. Income and expenditure were on track for the first month of the new financial year.
- 1.8. The ICO was still in discussion with the Ministry of Justice (MOJ) over the allocated capital budget. The final position would become clear once the budget delegation letter was received from the MOJ. There was a risk to needed ICO IT projects if the allocated capital budget was not high enough to allow the ICO to do what it needed to do in the way of IT changes.
- 1.9. The new finance system was up and running for the new financial year and this included new reporting processes with budget holders. As part of this Heads of Departments were receiving more detailed reports on staffing levels and vacancies.

4. Risk

Issue

- 4.1. The risk register had been updated to reflect both comments at Management Board and the general election prior to it coming to Audit Committee. Executive Team members were asked for any comments they might have by the end of the week.
- 4.2. There had been concerns expressed about the lack of reductions in risk status despite mitigating actions. The nature of some of the ICO risks meant that this might occur in some cases but it would be a valid assessment of the position. It was important however to challenge the register and assumptions made.
- 4.3. Simon Entwisle confirmed that further work was being done on IT risks.

Decisions

- 4.4. The general approach to the register was considered right.

Actions

- 4.5. Executive Team members to provide Peter Bloomfield with any comments on the risk register by close Friday 22 May.

5. Business case for a level E post for the Finance Team

Issue

- 5.1. A full business case for a new level E post for the Finance Team was discussed.

Decisions

- 5.2. Executive Team agreed the proposal to recruit a level E Management Accountant.

Actions

- 5.3. Simon Entwisle to take forward the process for recruiting a Management Accountant.

6. Trade union recognition document

Issue

- 6.1. Simon Entwisle introduced discussion on the Trade Union Recognition Agreement.
- 6.2. The document is a long standing agreement which has been subject to minor amendments over the years. There is current on-going discussion with trade union side over the facility time provisions and when to consult with trade unions has been a matter of contention in the past.

Decisions

- 6.3. Executive Team agreed that there was merit in reviewing the agreement with trade unions.

Actions

- 6.4. Simon Entwisle to bring the matter back to Executive Team on the 29 June if possible.

7. Any other business

- 7.1. Christopher Graham provided feedback from his recent meeting with MOJ officials.
- 7.2. Christopher Graham confirmed he was taking forward the review of the process and communications around the decision to increase Executive Team salaries last year.