

## **Executive Team minutes**

Monday 1 June 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
Neil Bostock	Corporate Governance Officer (secretariat)
Peter Bloomfield	Senior Corporate Governance Manager (item 3)

### **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 were accepted as a true record.

#### Action points

- 2.2. The outstanding action about utilising the expertise of the non-executive directors had been cleared. Relevant projects or areas of interest had been identified.
- 2.3. The action for Simon Entwisle to take forward the process for recruiting a management accountant was cleared.
- 2.4. The views of Trade Union side have been sought on changes to the recognition document.
- 2.5. Christopher Graham provided an update on the proposed review of the decision making process and communications around the increase in Executive Team member salaries last year.

### **3. Preparation for Audit Committee on 8 June**

#### Issue

- 3.1. This agenda item was an opportunity for Executive Team members to discuss the upcoming Audit Committee.
- 3.2. A combined annual report and accounts draft has been compiled. Members had a week to review the draft and propose any changes.
- 3.3. At the time of the meeting the ICO had not received either the internal or external audit reports for the year but they were not expected to raise any big issues.

### **4. Feedback from the Information Rights Committee (IRC) meeting on 12 May 2015**

#### Issue

- 4.1. This item was an opportunity for Executive Team members to review any outstanding issues from the recent IRC meeting. It had been agreed that IRC minutes should formally be reviewed each quarter.
- 4.2. Reference was made in particular to the growing impact of the charter of fundamental rights on data protection and the impact it might have on casework.

#### Decisions

- 4.3. Executive Team formally acknowledge the minutes and actions from the IRC.

#### Actions

- 4.4 David Smith and Simon Entwisle agreed to work on a new quality assurance process to check that advice given by the ICO accurately reflects policy lines.

### **5. Any other business**

- 5.1. Christopher Graham has written to the new ministers responsible for freedom of information (Dominic Raab MP) and data protection (Shailesh Vara MP).
- 5.2. It has been agreed that Ian Watmore will represent the views of the Non-Executive Directors at a meeting with the chair of the triennial review challenge group.
- 5.3. Christopher Graham wanted to formally thank all the ICO staff who worked on the European Spring Conference. The event was a huge success and feedback from our European colleagues had been positive.