

Executive Team minutes

Monday 3 August 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 4)

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 recruitment of a management accountant is in train although the post has yet to be graded.

3. Performance Improvement – staffing proposal

Issue

- 3.1. The nature of work in the Performance Improvement department has seen a change in emphasis since the introduction of Project Eagle.
- 3.2. Andy Laing and Paddy Dillon joined the meeting to deliver a business case that had been prepared by Performance Improvement Team managers. The proposal was to increase the ratio of level D case officers within the department to handle the workload more efficiently.

3.3. Executive Team was asked to support the proposal.

Decisions

3.3 ET approved the proposal.

Actions

3.4 Andy Laing will check with HR on the most appropriate recruitment process.

4. Planning for 2016/17

Issue

4.1. This agenda item was a chance for Executive Team to identify any preparatory work that was needed for the Leadership Group and Management Board strategy days in the autumn.

Decisions

4.2. It was decided to base the Leadership Group agenda around ideas including risk, staff engagement and recruitment.

4.3. There was agreement that use of an external facilitator would be helpful.

4.4. It was agreed to move the date of the Leadership Group planning day to later in September if possible.

Actions

4.5 Simon Entwisle will consult with Learning and Development about potential names for a facilitator.

4.6 Corporate Governance to rearrange the Leadership Group planning day for a later date in September.

5. Triennial review update

Issue

5.1. At the time of the meeting the Triennial Review was still to be published and although it could be announced during summer recess it was more likely to occur after MPs return on September 7.

5.2. Christopher Graham wanted to discuss the implications for the ICO after the announcement that responsibility for FOI policy was moving to the Cabinet Office.

6. Any Other Business

There was no other business.