

Executive Team minutes

Monday 29 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 5)

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 with just one minor amendment.

Action points

- 2.2. The action for Simon Entwisle to arrange for a discussion of issues arising from previous conversations at Executive Team on grading would not now be cleared till September.
- 2.3. It was agreed that the action for David Smith and Simon Entwisle to discuss a new quality assurance process for advice given by the ICO was cleared.
- 2.4. The Audit Committee action for Christopher Graham to consider the possibility of initial work on reviewing the Information Rights Strategy was noted. The need to review the strategy was an audit recommendation but it was not intended to start the review immediately.

Actions: Peter Bloomfield to circulate the correspondence relating to the internal audit and the management response to the recommendation.

3. Finance report for May 2015

Issue

- 3.1. The May income and expenditure report was considered. Although it is still early in the new financial year there is confidence that the budget is on track and will remain so.
- 3.2. Discussion with the MOJ continued over the allocated capital budget. The budget delegation letter was still awaited.

4. IT service delivery resourcing

Issue

- 4.1. Following the recent DCEO restructure a review of the IT service delivery function has taken place. This paper from the Head of Customer Contact and Business Development was to seek approval for the introduction of a new post to the management team, an IT service desk manager, and one new level D officer to work in the delivery team.

Decisions

- 4.2. Executive Team members approved the changes to the department .

5. MOJ Liaison and Management Board agendas

Issue

- 5.1. The quarterly Management Board and Ministry of Justice liaison meetings take place in July. The views of ET members were sought on the draft agendas.

Decisions

- 5.2. Executive Team agreed the agendas with some re-organisation of the items.

6. Accommodation

Issue

- 6.1. This item was an opportunity for an oral update to Executive Team on the position regarding the future of accommodation at Wilmslow. A decision from the MOJ had been expected prior to the meeting but had not been received. Due to this it was formally noted that no decision had been made on the future of accommodation in Wilmslow.

7. Any other business

Enforcement staffing: This paper set out proposals for converting temporary posts to permanent posts in the Enforcement Department, and the creation of new posts including a change to the management structure.

Decision

The proposals were approved in principal but a further version of the paper was needed, and agreement would be reached outside of these meetings.