

Executive Team minutes

Monday 17 August 2015

Members and other attendees present

Paul Arnold	Head of Customer and Business Services
Christopher Graham	Information Commissioner (chair)
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)

1. Introductions and apologies

- 1.1. Apologies were received from Simon Entwisle. Paul Arnold was invited to the meeting in his place.

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 after one amendment was made.

Action points

- 2.2. The action regarding appointing a facilitator for the Management Board and Leadership Group planning days was in progress. Paul Arnold will speak to the Head of Organisational Development and would update colleagues ahead of the next meeting.

3. ICO International Team staffing

Issue

- 3.1. David Smith presented a proposal to increase the complement of the International Team by half a full time equivalent post in order to allow the team to meet the demands being placed on it.

- 3.2. The change would involve recruiting one new member at Level D, and increasing the overall team complement by half a post.
- 3.3. There was discussion on whether freedom of information work would continue to be dealt with by the team.
- 3.4. Executive Team was asked to approve the recruitment proposal.

Decisions

- 3.3 ET approved the proposal.

4. Finance report for July 2015

Issue

- 4.1. The July income and expenditure report was considered. The year to date registration fee income was very close to the profiled amount and therefore the full year forecast of £18m was unchanged.
- 4.2. Progress has been made on a report for Management Board on the impact of achieving blanket registration among large, under-represented groups and what this would mean to ICO DP fee income.

5. Leadership Group consultation

Issue

- 6.1 Christopher Graham confirmed progress had been made in planning for the departure of the two Deputy Commissioners in the autumn.
- 6.2 Meetings have taken place with the Trade Union side, non-executive directors have been informed, and although no firm decisions have been made, a note had been sent round to Leadership Group members with plans to date.

Actions

- 6.3 David Smith and Graham Smith to put together a list of specific tasks for hand over.

6. Any Other Business

Christopher Graham noted receipt of a letter from the Chief Executive of the Better Regulation Delivery Office about the forthcoming Enterprise Bill. Regulators have been asked to assess the impact on business when policy changes are put into practice. The assessment will be validated by the Regulatory Policy Committee.

Christopher Graham updated colleagues on the recent machinery of government changes which had resulted in freedom of information policy responsibility moving to the Cabinet Office.

The recruitment process for appointing the next Information Commissioner was in train and a job specification had been drafted.