

## **Leadership Group minutes**

Tuesday 25 February 2014

### **Members and other attendees present**

Andy Laing	Head of Complaints
Christopher Graham	Information Commissioner
Daniel Benjamin	Director of Corporate Services
Dave Wells	Head of IT
David Smith	Deputy Commissioner and Director of Data Protection
Jonathan Bamford	Head of Strategic Liaison
Louise Byers	Head of Good Practice
Paul Arnold	Head of Customer Contact
Robert Parker	Head of Corporate Affairs
Simon Entwisle	Director of Operations
Steve Eckersley	Head of Enforcement
Steve Wood	Head of Policy Delivery
Peter Bloomfield	Senior Corporate Governance Manager (secretariat)

### **1. Introductions and apologies**

There were apologies from Anne Jones, Ken Macdonald, Mike Collins and Graham Smith.

### **2. Matters arising from the previous meeting**

Issues: Outstanding action points were considered.

Decisions: The action point related to integrated assurance had been cleared. An updated was also provided on the action relating to administration of Memorandums of Understanding.

Actions: There were no specific actions.

### **3. Integrated assurance**

Issues: Lesley Bett attended to provide an update on the recent integrated assurance exercise. The exercise had generated valuable evidence of good practice, ideas for changes and indicated areas

for improvement. These were in the areas of access to information (hard and electronic copies), how information was sent externally and the appropriateness of staff resources.

Decisions: It was agreed to share the more detailed results of the survey, subject to any reservations individuals had on wider circulation of individual feedback.

Actions: Louise Byers to provide a detailed feedback report on the integrated assurance exercise by 31 March.

#### **4. Internal audit**

Issues: Leadership group were asked for input into development of the internal audit plan for 2014/15. Ideas supported included:

- reviewing access to information as this had been flagged up as a possible issue in the integrated assurance exercise; and
- help with a lessons learnt exercise for Project Eagle.

Actions: Daniel Benjamin to reflect discussion on ideas for internal audit at the next Audit Committee.

#### **5. Planning for the Annual Reports and Accounts 2013/14**

Issues: A draft timetable and template for the development of the Annual Report and Accounts was presented to Leadership Group. The need to ensure that the word version of the document was right before it was sent to be designed and converted into a pdf document was emphasised.

Decisions: The Group decided that the draft report did not need to be brought formally to Management Board in April. It was also decided that the deadline for contributions would be after the operational performance results were known.

Actions: Peter Bloomfield to amend the timetable for the development of the Annual Report and Accounts taking account of the decisions above.

#### **6. Oral updates**

Issues: There were updates on Project Eagle and the changes to the performance development review process which would take effect from 1 April (ie for the 14/15 reporting year).

Decisions: There were no decisions.

Actions: There were no actions.