

STRATEGIC MANAGEMENT FORUM

Minutes of Meeting at 10.30 on 7th June 2010

Present: Fiona Nicol (FN)
Jane Carey (JC)
Tony King (AJLK) (Chair)
Tony Krishna (BAK)
Jordana Joshua (JJ) (Minutes)

Apologies: Helen McAlpine (HM)
Kim Parsons (KP)

1. Minutes of Last Meeting and Matters Arising

Action point 3b should read 'team **leaders** feedback any comments to JC'.

Minutes agreed accurate otherwise.

Matters arising – action points

- JC to chase Siemens again regarding our exit plan. JC said she had chased Mike Kier several times and he failed to meet any deadlines on this. **CARRIED FORWARD. AJLK and JC to discuss ways to address Siemens failures outside the meeting.**
- JC/AJLK to contact DWP stewards to discuss the progress of the customer survey. **CARRIED FORWARD** This can no longer piggyback on the TPAS survey so we need to arrange our own. JC has included a bid for £50K in the budget for external expertise to help us take this forward. We are waiting for a response from DWP on the budget.
- JC to obtain declarations for conflicts of interest register from Jane Irvine and KP. **ONGOING** Declaration required from JI. **PLEASE SEE ITEM 3**
- JC to chase DWP to agree financials by the end of March regarding the corporate plan. **ONGOING**
- HM will devise a short presentation for staff combining information on security levels and day to day working practises with personal information. Due by middle of April. **ONGOING.** FN and BAK agree to help so it can be completed by end of Quarter 1; 30 June.
- JC to dig out old operational risk items from the original risk registers for circulation and add to agenda for next SMT meeting. **COMPLETED**
- Team Leaders to give feedback on the IIP Action plan document to KP by the end of the day. **COMPLETED** – presented in the SMT meeting.
- BAK to get Sian to set up a Corporate Policy folder in Right Now then JC will publish it there. **COMPLETED**

All other action points are completed.

2. Internal Audit Update

There had been no activity in Quarter 1 so no update required.

3. Compliance with Framework Document

Document circulated with the agenda, the group discussed it and JC will update accordingly.

APs:

- a) **AJLK to ask FOS about their policy for conflict of interest procedures. Information to be passed to FN to help draft guidance for staff on how/when to deal with conflict of interest.**
- b) **JC to present Fraud Policy to SMT at the next meeting for agreement**
- c) **JC to present the update on Business Continuity Plan testing at the next SMT meeting**
- d) **JC to present draft WhistleBlowing Policy at the next SMT meeting for agreement.**

4. Corporate Plan

AJLK gave an update on the Corporate Plan. It has not yet been approved or published, as DWP are awaiting post election budgets. We are continuing to draw down income as if it had been.

AP: AJLK to place a notice on the intranet and email staff regarding an update on pay remit.

5. Revised Information Management Policy

Draft circulated with agenda. The group approved the final draft. But the information sessions need to be delivered to staff before it is launched.

AP FN, BAK to help HM to deliver the sessions by end of June.

AP: AJLK, KP and JC to discuss whether the 'Information Asset Owner' is correctly shown as Jane for data she does not control.

6. Risk Register

The register had been circulated with the agenda was discussed and updates agreed. No new risks were identified.

AP: JC to update and circulate the revised register.

AP: JC to add 'Throughput Targets' on the SMT agenda.

7. IIP Action Plan

The action plan was discussed and updated.

AP JC to revise and circulate updated version.

8. AOB

Information Assurance(JC)

JC informed the group that DWP have to produce an Information Risk and Assurance annual return for the Cabinet Office. As an NDPB we are required to complete a return to inform DWP's. JC had recently met with the DWP Information Assurance Manager and completed the required NDPB return. We scored well in most areas but need to do some work on implementing compliance checks on our information policy. Stewards are expecting us to produce a plan on how we aim to achieve this.

AP – to be discussed at SMT

9. Date of Next Meeting

JC to advise as the dates for future Audit Committee Meetings have not been set past July.