

DCEO Steering Group terms of reference

1. Purpose

- 1.1. The DCEO Steering Group supports the work of the Senior Leadership Team by considering and making decisions on areas of responsibility falling under the management of the DCEO; ie of:
- Finance – ensuring the long term stability of the ICO's financial model;
 - Development and IT – providing governance, direction and support across IT service delivery and project work areas
 - Information governance – supporting the work of the SIRO, information security and records and information management; monitoring the delivery of the information governance strategy;
 - People – considering and making cross-office decisions which affect ICO staff in the areas of: planning future staffing levels, recruiting staff, training and developing, pay and reward, welfare and accommodation;
 - Risk and Governance (including information governance);
 - Customer Contact; and
 - Change management.
- 1.2. The Steering Group should refer to the Senior Leadership Team matters that relate to corporate risks and prioritisation.

2. Responsibilities

- 2.1. The Steering Group is responsible for:
- Reviewing monthly management accounts, monitoring progress against budget and areas of high financial risk, consideration of the

apportionment model and oversight of preparation of the annual budget.

- Monitoring IT service delivery, approving efficiency improvements, overseeing all IT projects ensuring budgetary control and good governance, aligning IT strategy to corporate priorities and ensuring the ICO is prepared for future IT developments.
- Agreeing information governance policy, monitoring information governance risks and security incidents and considering projects which might have a significant information governance impact.

3. Authority

- 3.1. The authority for the Steering Group derives from the Senior Leadership Team.

4. Composition

- 4.1. The Steering Group comprises:
- DCEO (chair)
 - Head of Parliamentary and Government Affairs
 - Head of the ICO Regions
 - Head of International Strategy and Intelligence
 - Head of Organisational Development
 - Head of Customer and Business Services (Business Development)
 - Head of Customer and Business Services (Customer Contact)
 - Head of Finance
 - Head of Corporate Affairs
 - Head of Data Protection Complaints and Reviews
 - Head of Enforcement
 - Group Manager Corporate Governance

5. Quorum

- 5.1. The Steering Group is quorate with the following members present:
- The chair (or a member nominated by the chair to act as chair) and
 - at least three other members.

6. Information requirements

- 6.1. The Steering Group should ensure that arrangements are in place to enable it to discharge its responsibilities

effectively, including the timely provision of information in an appropriate form and quality.

7. Budget

7.1. The Steering Group has no budget.

8. Secretariat

8.1. Secretariat is provided by the Corporate Governance Team.

9. Frequency of meetings

9.1. The Steering Group should meet at least monthly.

10. Evaluation

10.1. The Steering Group should ensure that arrangements are in place to enable it to discharge its responsibilities effectively, including a formal annual evaluation of the Group's performance.