

Policy Steering Group terms of reference

1. Purpose

- 1.1. The Policy Steering Group supports the work of the Senior Leadership Team by providing strategic direction for the ICO's policy work and associated engagement activities.
- 1.2. In doing so the Group will:
 - ensure alignment with the ICO's Information Rights Strategic Plan, identifying and advancing key information rights policy work streams that contribute to achieving our strategic goals;
 - achieve coherence and effective delivery of key information rights policy work streams by delivering a collaborative, joined-up approach between and within Directorates and Departments.
 - scan for and consider new, complex and strategic developments in the information rights environment, ensuring proactive and effective policy responses;
 - help deliver clarity about relative priorities and lead responsibility for different work streams, ensuring the most effective use of our resources; and
 - contribute to effective policy development methodology and help build policy capability, expertise and insight within Policy Directorate and across the ICO.
- 1.3. The Steering Group should refer to the Senior Leadership Team matters that relate to corporate risks and prioritisation at an organisational level.

2. Responsibilities

- 2.1. The Steering Group is responsible for:
 - feeding into reviews of the Information Rights Strategic Plan and relevant corporate risk areas;

- identifying and responding to key risks to delivery of information rights policy work streams;
- overseeing action plans aimed at ensuring policy objectives are met;
- initiating policy work streams and providing oversight of their delivery;
- considering strategic policy issues arising from the policy advice process;
- considering the policy implications of key legal judgments and ensuring these judgments are reflected in ICO work;
- contributing to the identification of strategic priorities for the ICO's grants programme;
- monitoring emerging technological developments and ensuring these developments are reflected in ICO work; and
- ensuring full coherence and effective interaction with other Steering Groups and other ICO groups.

3. Change Programme

3.1 The Policy Steering Group will also monitor and track the progress of the policy and engagement projects within the change programme ensuring the project:

- continues to develop the ICO's understanding of the GDPR, NIS, LED and E-PR;
- delivers against the policy and engagement areas in the product backlog;
- identifies emerging risks from within the project and takes steps to mitigate those risks; and
- reviews interdependencies between the policy and engagement project actions and priorities with the Service Delivery Project and Resource and Infrastructure Projects.

4. Authority

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

5. Composition

5.1. The Steering Group comprises:

- Deputy Commissioner (Policy) (chair)
- General Counsel
- Head of Assurance
- Head of Corporate Affairs

- Head of Customer and Business Services (Customer Contact)
- Head of Finance
- Head of Freedom of Information Complaints and Appeals
- Head of ICO Regions
- Head of International Strategy and Intelligence
- Head of Parliamentary and Government Affairs
- Head of Policy and Engagement
- Head of Technology Policy
- Group Manager Corporate Governance
- Group Manager Change Programme

5.2. Members may nominate substitutes when they are not available. Other members of staff may be asked to attend as appropriate.

6. Quorum

- 6.1. 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 (two of whom should be from the Policy Directorate).

7. Information requirements

- 7.1. 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.

8. Budget

- 8.1. The Steering Group has no budget but plays an oversight and decision-making role in relation to the research budget held by the Head of International Strategy and Intelligence. Separate oversight and decision-making arrangements are foreseen to be required in relation to the ICO Grants Programme being developed.

9. Secretariat

- 9.1. Secretariat is provided by the Corporate Governance Team.

10. Frequency of meetings

10.1. The Steering Group should meet at least every six weeks.

11. Evaluation

11.1. 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.

12. Standing agenda items

- Risks and opportunities
- Review of priority policy work streams
- MB report (quarterly – every other meeting)
- As required:
 - Court judgments
 - Consultation and select committee responses
 - Research update
 - Grants Programme update
 - Technology update
 - Updates from Groups