

Senior Leadership Team terms of reference

1. Purpose

- 1.1 The Senior Leadership Team (SLT) provides day to day leadership for the ICO, overseeing a working environment which supports the effective achievement of goals and priorities, maintains all necessary standards of compliance and good practice and ensures the ICO is a great place to work.
- 1.2 More specifically, the SLT has delegated responsibility for developing and delivering against the ICO's Information Rights Strategic Plan, other significant strategies and its budget.

2. Responsibilities

- 2.1 The SLT:
 - Develops and regularly reviews the Information Rights Strategic Plan, other significant strategies and the ICO budget. In doing so it specifically reviews individual Executive Directorate performance, risks and other issues quarterly.
 - Reports performance against the Information Rights Strategic Plan, significant other strategies and budgets to Management Board.
 - Develops the Annual Accounts and reports prior to their presentation to Management Board.
- 2.2 The SLT is also responsible for the work of the Steering Groups which have been set up to consider and make decisions in their specific areas; ensuring that where matters come to the Steering Groups which are related to corporate risks and prioritisation, that the Groups refer these matters on to the SLT as appropriate.

- 2.3 The SLT should also ensure that matters which are more appropriate for the Steering Groups to consider are referred to the appropriate group.
- 2.4 The SLT chair should report to the Management Board on a quarterly basis, normally by presenting minutes of meetings at the next Management Board.

3 Authority

- 3.1 The SLT's authority derives from the Executive Team.

4 Composition

- 4.1 The SLT consists of:
- Information Commissioner (Chair)
 - Deputy Commissioner (Policy)
 - Deputy Commissioner (Operations)
 - Deputy Chief Executive Officer
 - Executive Director – Technology Policy and Innovation
 - General Legal Counsel
 - Director of Corporate Affairs and Governance
 - Director of Digital, IT and Customer Services
 - Director of Data Protection Complaints and Compliance
 - Director of Freedom of Information Complaints and Compliance
 - Director of High Profile Investigations and Intelligence
 - Director of Investigations and Intelligence
 - Director of Regulatory Assurance
 - Director of Resources
 - Director of Strategic Policy (Domestic)
 - Director of Strategic Policy (International and Innovation)
 - Director of Strategic Policy (Parliament and Government Affairs)
- 4.2 The Head of Communications will also attend meetings of the Team.

5 Quorum

- 5.1 The SLT meeting is quorate with the following members present:
- At least one member of the Executive Team and
 - At least five Directors.

6 Information requirements

- 6.1 The SLT 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.
- 6.2 The Corporate Risk Register should come to every formal SLT meeting.
- 6.3 The SLT should also receive reports on:
 - Individual Executive Directorate performance, risks and other issues.
 - Income and expenditure.
 - Strategic information rights issues.