

Corporate Strategy and Planning Service Delivery Group (CS&P SDG) terms of reference

1. Purpose

- 1.1. The CS&P SDG supports the work of the Senior Leadership Team by considering and making decisions on areas of responsibility falling under the management of the Deputy Chief Executive Officer (Executive Director – Corporate Strategy and Planning).
- 1.2. The CS&P SDG also reviews, and manages, the Service's risks and Directorate business plans, as well as reviewing performance information.

2. Responsibilities

- 2.1. The SDG's responsibilities cover the following areas:
 - 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.

3. Authority

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

4. Composition

- 4.1. The SDG comprises the Executive Director, Directors and Heads of Department from the Corporate Strategy & Planning Service.
- 4.2. The Chair is rotated between the Director of Corporate Affairs and Governance, the Director of Digital, IT & Customer Service and the Director of Resources.
- 4.3. The Private Secretary and Executive Assistant to the Deputy Chief Executive and Group Manager – Internal Communications also attend the Service Delivery Group.

5. Quorum

- 5.1. The SDG 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 SDG 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 SDG has no budget.

8. Secretariat

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

9. Frequency of meetings

- 9.1. The SDG should meet once per month.

10. Evaluation

- 10.1. The SDG 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.

11. Links to other forums

- 11.1 The SDG will report directly to the Senior Leadership Team where appropriate.

- 11.2 The SDG will refer issues to the other Service Delivery Groups where appropriate.
- 11.3 The SDG will receive issues from the Service Leadership Meeting and other forums within the Service where appropriate.

