

Leadership Group minutes

27 November 2014

Members and other attendees present

Andy Laing	Head of Performance Improvement
Christopher Graham	Information Commissioner (Chair)
Dave Wells	Head of IT
David Smith	Deputy Commissioner and Director of Data Protection
Graham Smith	Deputy Commissioner and Director of Freedom of Information
Heather Dove	Head of Finance
Ken Macdonald	Assistant Commissioner (Scotland/NI)
Louise Byers	Head of Good Practice
Paul Arnold	Head of Customer Contact and Business Development
Robert Parker	Head of Corporate Affairs
Simon Entwisle	Deputy Chief Executive Officer
Steve Eckersley	Head of Enforcement
Steve Wood	Head of Policy Delivery
Neil Bostock	Corporate Governance Officer (secretariat)
Peter Bloomfield	Senior Corporate Governance Manager (secretariat)

1. Introductions and apologies

Apologies were received from Anne Jones.

2. Matters arising from the previous meeting

Issues

2.1 The agreed minutes were presented for any further amendments and action points for clearance.

Decisions

2.2 There were no further amendments to the minutes. In terms of outstanding actions:

- After reviewing the situation Paul Arnold confirmed that there would be no changes to the current service level arrangements.
- Further detail was still required for the completion of the action to work up five options on recognition. Details would be circulated to managers in due course.

3. Triennial review

Issue

3.1 Christopher Graham gave the group an update on the ICO triennial review.

3.2 On 16 December Jo Mundie will be returning to give Leadership Group initial feedback from the stakeholder engagement which is now fully underway.

3.3 Discussion focused on who the ICO should engage with and how best to coordinate activity.

Decisions

3.4 It was agreed that more should be done to promote the consultation to stakeholders.

Actions

3.5 Corporate Affairs will promote the triennial review with those interested in the Data Protection Practitioners Conference.

3.6 Everyone was asked to add a line promoting the consultation to relevant outgoing correspondence up to the closing date on 16 January.

3.7 All were asked to identify a minimum of five key stakeholders to communicate the review to.

4. Staff survey

Issue

4.1 This agenda item was an opportunity for the group to discuss the results of the staff engagement survey.

4.2 Christopher Graham gave feedback on the recent town hall meetings to all staff which were well attended considering the low response rate to the survey.

Decisions

4.4 It was agreed to postpone any further discussions on actions until the verbatim comments had been received

Actions

4.5 Corporate Governance to identify a day before Christmas for Leadership Group to discuss the issue more formally.

5. Terms and conditions variance

Issues

5.1 Following the Leadership Group meeting on 28 October a sub group was tasked to agree the possible terms and conditions changes which the ICO should propose as part of this year's pay review. This paper was brought to Leadership Group, to seek approval and adoption of the changes.

Decisions

5.3 The proposals in question were all agreed upon.

6. Committee self-assessment results

Issue

6.1 The results of the annual committee assessment have been compiled. This paper was for information purpose and discussion by each committee in turn.

Decisions

6.2 It was agreed to delay discussion on this item until the staff satisfaction survey meeting in December where a number of issues would dovetail effectively.

7. Equality & Diversity committee terms of reference update

Issue

7.1 The Equality & Diversity committee met on 20 October and had agreed terms of reference for the committee. At Leadership Group on 28 October further suggestions and amendments were made. The revised draft was now brought back to Leadership Group for approval.

Decisions

7.4 The revised draft was approved.

8. Key messages

- Leadership Group were updated on the current arrangements for the triennial review and the plans for the next meeting on 16 December.
- The group also considered the results from the staff engagement survey and made plans to meet separately later in December to discuss issues around leadership and managing change.