



## **Leadership Group minutes**

**23 June 2015**

### Members and other attendees present

Anne Jones	Assistant Commissioner (Wales)
David Wells	Head of IT
Graham Smith	Deputy Commissioner and Director of Freedom of Information
Jonathan Bamford	Head of Strategic Liaison
Ken Macdonald	Assistant Commissioner (Scotland/NI)
Louise Byers	Head of Good Practice
Michael Collins	Head of Organisational Development
Pam Clements	Group Manager
Paul Arnold	Head of Business Development and Customer Contact
Robert Parker	Head of Corporate Affairs
Simon Entwisle	Deputy Chief Executive Officer
Steve Wood	Head of Policy Delivery
Neil Bostock	Corporate Governance Officer (secretariat)

## **1. Introductions and apologies**

1.1 Apologies were received from David Smith, Christopher Graham, Heather Dove, Andy Laing and Stephen Eckersley. Pam Clements was welcomed to the meeting on behalf of Performance Improvement and Anne Jones and Ken Macdonald attended the meeting via video conference.

## **2. Matters arising from the previous meeting**

### Issues

2.1 The minutes of the previous meeting were agreed and all actions were cleared.

## **3. Engagement Brief – Customer Service Delivery Strategy.**

### Issue

3.1 This paper was an opportunity to discuss a proposed new level of governance around items brought to Leadership Group and other committees.

3.2 It was proposed that each item should have an engagement treatment agreed. A decision must be taken as to how managers relate outcomes to staff.

### Decisions

3.3 All were in agreement that this course of action would be a positive way to communicate decisions taken.

### Actions

3.4 Corporate Governance will update the coversheet template to incorporate a decision log and agreed engagement routes.

## **4. Any other business – Suggestions/Issues from Performance Improvement**

### Issue

4.1 Following the last Leadership Group meeting, the Head of Performance Improvement took away an action point to ask staff within Improving Practice Groups what issues they would like to raise in order to improve effectiveness and allow them to do their job better.

4.2 It had been agreed to gather, collate, and share feedback received from the Improving Practice Groups at this Leadership Group meeting.

### Decisions

4.3 Learning and Development are looking at performance management and on Monday 27 July will be running a peer group network.

4.4. It was decided to feedback the ideas collated from Performance Improvement, and ideas from other departments, into the Leadership Group planning day in September.

### Actions

4.5 Head of Corporate Affairs will arrange an ICON article to highlight a list of upcoming events that staff will be able to attend.

4.6 Specific mention will be given to the International Data Protection and Privacy Commissioners Conference, Amsterdam in October 2015 and staff will be invited to take up spaces available.

## **5. Development for senior roles – oral update**

### Issues

5.1 Towards the end of 2014 a small task group was set up to ensure that the departure of senior leaders from the ICO would have minimal impact on performance and reputation.

5.2 Graham Smith presented a range of ideas and findings and asked for further input from Leadership Group.

### Decisions

5.4 Graham Smith will bring a full report to the next Leadership Group.

### Actions

5.4 Jonathan Bamford will feedback some points of detail to Graham Smith outside the meeting.

## **6. Any other business – Electronic Identification and Trust Services (eIDAS) Regulation.**

### Issues

6.1 The eIDAS Regulation ensures that people and businesses can use their own national electronic identification schemes (eIDs) to access public services in other EU countries where eIDs are available.

6.2 The ICO have been asked to express an interest in becoming the UK regulator for this area of work.

### Decisions

6.2 Steve Wood will head up a sub group to consider the implications and decide on a course of action.

## Actions

6.3 If necessary a paper will be brought to ET for sign off.

## **7. Any other business**

Simon Entwisle gave an update on recent discussions with Trade Union side on pay discussions for 2015/16. Leadership Group were all in agreement that an independent audit of the process to review ET pay in 2014 should still go ahead.