



Leadership Group minutes

28 July 2015

Members and other attendees present

Andy Laing	Head of Performance Improvement
Anne Jones	Assistant Commissioner (Wales)
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
Jonathan Bamford	Head of Strategic Liaison
Ken Macdonald	Assistant commissioner (Scotland/NI)
Louise Byers	Head of Good Practice
Mike Collins	Head of Organisational Development
Paul Arnold	Head of Customer and Business Services
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

1.1 Apologies were received from Dave Wells. Anne Jones joined the meeting via video conference.

2. Matters arising from the previous meeting

Issues

2.1 The minutes from the previous meeting had been approved via correspondence and no further amendments were needed.

2.2 The action point list was reviewed and the three outstanding actions were discussed.

Decisions

2.3 Andy Laing and Mike Collins agreed to work up the five recognition options ahead of the September Leadership Group, rather than combining the outcomes with any future People Strategy.

2.4 The report on minimising the impact on the ICO's work when senior managers depart is in draft form. It will be sent out ahead of the next meeting and one or two Heads of will be asked to become involved in taking the work forward.

3. Proposal for ICO to be the UK supervisory body under the EU regulation on electronic identification and trust services for electronic transactions (eIDAS)

Issues

3.1 The Department of Business Innovation and Skills (BIS) have asked that the ICO take on the role of the UK national supervisory body under Article 17 of the eIDAS Regulation.

3.2 The role would only be undertaken if satisfactory assurances about sustainable funding are given by Government.

Decisions

3.3 Agreement was reached in principle to take on the role subject to gaining further information on workloads and receiving adequate assurances on how it was to be funded.

4. Critical IT failure

Issues

4.1 Leadership Group were presented with a comprehensive assessment of the May IT incident and lessons learned. It was written from both an IT and business continuity perspective.

Decisions

4.2 It was agreed that a summary would be produced drawing out the key messages for staff. Both the summary and full report would be made available on ICON at the start of August.

4.3 Leadership Group wanted to formally thank those people who contributed above and beyond a level that could reasonably be expected in bringing about an IT recovery.

5. Revised expense claim policy

Issues

5.1 The Head of Finance proposed changes to the expenses policy at the ICO, and Leadership Group were asked to confirm their agreement.

5.2 The main recommendations included moving expense payments to a monthly system from September 2015 and introducing a two month deadline for submission of claims. The change would reduce the amount of time Finance staff currently spent on administering expenses and would bring the ICO more in line with best practice elsewhere.

Decisions

5.3 Leadership Group agreed with the proposals.

Actions

5.4 Heather Dove to produce a managers' briefing by 24 August

6. Bulk texting

Issues

6.1 The Head of Corporate Affairs brought a discussion paper on the new ICO texting service, primarily for staff communications. This was one of the recommendations coming out of the Critical IT hardware failure report.

6.2 Leadership Group was asked to sign off on the proposal and move on to the next steps.

Decisions

6.3 It was agreed that managers would generally be expected to provide their mobile phone numbers to ensure that they received any business critical texts.

Actions

6.4 Robert Parker was asked to produce a managers' briefing and an ICON note inviting staff to provide a number.

7. Speaker policy

Issues

7.1 In advance of the move over to the Stakeholder CRM Leadership Group was asked to review the speaker request policy.

Decisions

7.2 Leadership Group agreed that the overall policy was necessary and relevant. It was decided that the process would need clarifying and advertising wider to staff.

Actions

7.3 Robert Parker will make slight amendments to the policy and make colleagues aware of the policy via ICON.

8. Any Other Business

The Data Protection Practitioners Conference Project Board for 2016 had its inaugural meeting on 27 July 2015. Initial thoughts on the theme for the conference were focused on 'changes'.

The Head of Strategic Liaison will be on extended leave through August and Dawn Monaghan will be covering the management of the department in the interim.

Graham Smith will be leaving the ICO at the end of October to take up a position in Brussels with the Cabinet of the European Ombudsman. The Deputy Chief Executive Officer, Simon Entwisle, will be appointed as a Deputy Commissioner from 1 November 2015.