



Leadership Group minutes

25 August 2015

Members and other attendees present

Andy Laing	Head of Performance Improvement
Anne Jones	Assistant Commissioner (Wales)
Dave Wells	Head of IT
David Smith	Deputy Commissioner and Director of Data Protection
Graham Smith	Deputy Commissioner and Director of Freedom of Information (chair)
Heather Dove	Head of Finance
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
Steve Eckersley	Head of Enforcement
Steve Wood	Head of Policy Delivery
Dawn Monaghan	Acting Head of Strategic Liaison
David Murphy	Media Relations Group Manager
Neil Bostock	Corporate Governance Officer (secretariat)

1. Introductions and apologies

1.1 Apologies were received from Christopher Graham, Simon Entwisle, Jonathan Bamford and Robert Parker. Dawn Monaghan and David Murphy were welcomed to the meeting.

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 The paper on recognition options was on track and a managers' brief was being prepared ahead of the September Leadership Group Planning day.

2.4 Heather Dove confirmed that a managers' brief on the changes to the expenses procedure had been produced and would be circulated later that week.

2.5 The action to publicise an events list that staff might be able to attend on ICON will be completed by the end of September 2015.

3. Leadership Development for Senior Roles

Issues

3.1 In recent months a small team have been working to develop a brief for a development programme for senior managers in the ICO.

3.2 Graham Smith presented a paper that outlined a proposed approach. Leadership Group were asked for its opinion on whether to progress this work.

Decisions

3.3 It was decided to put this work on hold until decisions had been made on the interim ICO management structure.

4. Life after the Smiths

Issues

4.1 This item was a chance for Leadership Group to discuss how responsibilities which the Deputy Commissioners undertake would be allocated after they have left.

Decisions

4.2 It was agreed that feedback on the interim management

structure should be made directly to Christopher Graham and Simon Entwisle.

4.3 The interim management arrangements would be finalised later in September.

5. Any Other Business

Paul Arnold announced plans to conduct some diagnostic work to better understand how ICO systems perform through a typical working day. The work was due to start at lunchtime on 26 August for 24 hours and would help identify opportunities for improvement.