

Senior Management Team minutes

Monday 12 October 2015

Members and other attendees present

Christopher Graham	Information Commissioner (chair)
Andy Laing	Head of Performance Improvement
Anne Jones	Assistant Commissioner – Wales
David Smith	Deputy Commissioner, Data Protection
Graham Smith	Deputy Commissioner, Freedom of Information
Heather Dove	Head of Finance
Jonathan Bamford	Head of Strategic Liaison
Kenneth Macdonald	Assistant Commissioner - Scotland and Northern Ireland
Louise Byers	Head of Good Practice
Michael 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 Ken Macdonald.

2. Matters arising from the previous meeting

Minutes

- 2.1. The minutes of the Executive Team meeting from September and Leadership Group meeting from August were reviewed. The Executive Team minutes had been approved previously by correspondence. The Leadership Group minutes were adopted with minor amendments made.

Action points

- 2.2 A proposal on the new format for the job evaluation panel will be brought to the next formal Senior Management Team (SMT) in November.
- 2.3 Michael Collins was asked to ensure proposed work on leadership development for senior roles was taken forward following the ICO management re-structure.
- 2.4 The action for Simon Entwisle to ensure that trade unions were advised of the new procedures for investigating allegations against ICO staff was cleared.
- 2.5 Michael Collins and Andrew Laing would come to the next formal SMT meeting with an update on the recognition proposals.

3. Terms of Reference.

Issue

- 3.1. Draft terms of reference for the SMT were brought to the meeting for discussion.
- 3.2. The draft was approved subject to alterations in the areas of how agreements were to be made, committee authority, and deputisation.

Actions

- 3.3. Peter Bloomfield to circulate an updated version of the terms of reference for sign off by correspondence if possible.

4. ICO plan 2016-2019

Issue

- 4.1. SMT members were reminded of the need to provide input into the template for the ICO Plan 2016-2019. A template had been circulated to members on 7 October and a response was required by 23 October.

Decisions

- 4.2. No decisions were required.

5. Arrangements for Christmas

Issue

- 5.1. This agenda item was an opportunity for SMT to make decisions on if and when the office is to be shut and whether any flexi credits are to be given to staff.
- 5.2. Traditionally these arrangements are communicated to staff in October or November each year.

Decisions

5.3. The proposals were agreed and would be communicated to staff shortly. It was agreed that the helpline would be shut on the 24 December.

6. Finance report for August 2015

Issue

6.1. This meeting was the first formal opportunity to review the August income and expenditure report.

6.2. The main area of risk in the report had been underspend on staff costs but throughout September this risk had been mitigated against as 33 vacancies had been filled.

7. Any other business

SMT discussed the aftermath to the European Court of Justice ruling on Safe Harbor. A Hot Topics Group had been set up to deal with this matter in more detail.

On the 9 October the commission reviewing the Freedom of Information Act had announced its call for evidence. Steve Wood would lead a team to finalise the ICOs evidence and report back to SMT ahead of the deadline on 20 November.

Louise Byers gave an update on the accommodation situation and informed colleagues that the business case to remain in Wilmslow is still with the government property unit for approval.

The minutes from the September Strategic and Tasking Coordinating Group (STCG) meeting are to be circulated to all SMT members for information. The terms of reference for STCG would be drafted by Corporate Governance and approved by correspondence.