

Senior Management Team minutes

Monday 9 November 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 and Director of Data Protection
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 and Deputy Commissioner
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 Andy Laing and Steve Eckersley.

2. Matters arising from the previous meeting

Minutes

- 2.1. The minutes from the last formal meeting in October had been approved by correspondence and were brought for information.

Action points

- 2.2 The action point relating to the job evaluation panel had been superseded by the paper on the responsibility allowance which formed part of the agenda; this action was cleared.
- 2.3 The action for Steve Eckersley to outline the impact of the new PECR threshold on ICO work was not expected until the third quarter and was therefore not overdue.
- 2.4 Members were reminded of the need to clear actions and decisions to the agreed deadlines. Management Board had identified delays in doing so as a potential indicator of problems. Some decisions were cleared in consequence but Corporate Governance would be checking with members on the status of actions and decisions.

3. E-payslips.

Issue

- 3.1. SMT were asked to review a proposal that would allow employees to access payslips online, as opposed to the current paper based system. It was considered that the time saved by staff would outweigh the slight increase in cost. And if a member of staff needed to prove their salary, eg for mortgage applications, HR could provide written confirmation. P60s would still be provided in hard copy.

Decisions

- 3.2 Subject to privacy and security concerns being addressed, as part of the formal project management process, the proposal was approved.

Actions

- 3.3. Mike Collins was asked to develop this proposal further via the project management process. The aim was to implement the proposal by the end of the financial year if possible.

4. Responsibility allowances

Issue

- 4.3. SMT were asked to consider the arrangements for determining the award of an allowance to members of staff for taking on significant extra responsibilities. The proposal was part of a range of measures which could be used, ranging from temporary or permanent promotion to the payment of an extra responsibility allowance itself.
- 4.4. The grading panel had been consulted but there had been some differences of opinion raised. Hence the matter was brought to SMT for decisions.

Decisions

- 4.5. It was decided that, subject to planned further work, the policy and procedure could be taken forward.

5. People strategy

Issue

- 5.3. A new ICO people strategy is being developed and this was the first opportunity for all SMT members to consider the approach in draft form and agree on its objectives.
- 5.4. Discussion focussed on how managers will measure success against the strategy, and the need for all staff to engage with this process.

Decisions

- 5.5. It was agreed that the strategy was a positive move for the ICO and subject to minor amendments the policy was confirmed.
- 5.6. It was confirmed that aims and objectives from the People Strategy must link consistently with the Corporate Plan 2016-19 and individual departmental plans.

6. Development opportunities through secondments

Issue

- 6.3. Paul Arnold brought a paper to SMT proposing the creation of a rolling internal development programme to encourage staff to work on Business Development IT projects. Opportunities would generally be for a minimum of six months, and would be advertised where possible three months prior to the start of a project.
- 6.4. The proposal was prompted by the difficulties sometimes found in recruiting people to more technical project roles (often short lasting) and the wish to offer staff opportunities for development.

Decisions

6.6 The proposal was approved.

7. Staffing in Scotland

Issue

7.1 Ken Macdonald presented a proposal to temporarily upgrade one of the existing Level E posts in the Scotland Office to a Level F. This was seen as necessary to help alleviate the impact on the Assistant Commissioner for Scotland and Northern Ireland's travel commitments.

Decisions

7.3 It was decided to proceed with this proposal without further amendments but it was agreed that the work on responsibility allowances would be completed as soon as possible.

8. ICO supplier data storage – post Safe Harbor

Issue

8.1 Following the recent Safe Harbor ruling ICO solicitors had reviewed the privacy policies of companies which might provide the ICO with ticketing arrangements for conferences in the future. Of particular concern was whether or not data was held on servers in the USA.

8.2 SMT were asked to consider several options including change of supplier to a UK supplier only or ask delegates to pay by cheque/invoice only.

Decisions

8.3 It was agreed that the ICO would offer delegates a choice of using online ticketing services or of sending in a cheque or invoice for payment.

9. Finance report for September

Issue

9.1 The September 2015 income and expenditure report was considered. Matters discussed included:

- Staff recruitment
- Appetite for overtime
- The new purchase management system
- GPC cards and the impact of the move from MOJ to DCMS

10. Information Governance steering group

Issue

10.1 Louise Byers updated SMT on the work of the Information Governance steering group. The group meet quarterly and the minutes, actions and highlights from each meeting would be presented to SMT for information.

10.2 Louise wanted to put on record her thanks to the team who worked on the BiG storage project and the Security Awareness Week 2015.

11. The Enterprise Bill

Issue

11.1 SMT members were given an update regarding The Enterprise Bill which is currently before Parliament. It contains various measures which might impact on the ICO as a regulator but which would not erode ICO independence.

12. Management Board feedback

Issue

12.1 Christopher Graham gave an update on matters arising from the recent Management Board, including changes to Remuneration Committee membership, the ACAS review on how decisions were made and communicated on the 2014 ET re-structuring, and the imminent advertising for the next Commissioner.

12.2 SMT members are to be invited to future Management Board meetings as and when necessary.

13. Any other business

SMT were informed that Baroness Neville-Rolfe will be visiting the Wilmslow office on Friday 20 November and will be meeting with Heads of Department.

HR had been working on the update and merging of several policies and these updates would be emailed to SMT after the meeting.

The ICO would soon issue the evidence for the FOI commission and a formal response to the Investigatory Powers Bill.

And after 25 years' service, this SMT meeting was the last with David Smith as Deputy Commissioner. David leaves the ICO on 18 November. David was thanked for his work, not just on data protection in the UK but also on the international stage where he was much respected.

