

## **Senior Management Team minutes** **Monday 1 February 2016**

### **Members and other attendees present**

Christopher Graham	Information Commissioner (chair)
Andy Laing	Head of Performance Improvement
Anne Jones	Assistant Commissioner – Wales
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
Steve Eckersley	Head of Enforcement
Steve Wood	Head of Policy Delivery
Simon Entwisle	Deputy Chief Executive Officer
Neil Bostock	Corporate Governance Officer (secretariat)
Peter Bloomfield	Senior Corporate Governance Manager (item 6)
Will Simpson	Grant Thornton (item 6)
Paul Eckersley	Grant Thornton (item 6)

## **1. Introductions and apologies**

- 1.1. There were no apologies. Peter Bloomfield, and Will Simpson and Paul Eckersley from Grant Thornton joined the meeting for item 6.

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

### Minutes

- 2.1. The minutes were approved subject to two minor amendments.

### Action points and decision log

- 2.2 The action points and decision log was reviewed and it was agreed that all issues were on track.

## **3. Impact of the PECR threshold changes.**

### Issue

- 3.1 Steve Eckersley brought a paper to outline the impact of the PECR threshold changes on the Civil Monetary Penalties setting process.
- 3.2 It was agreed that the change has had a positive impact by increasing more opportunities for the ICO to take regulatory action.

### Decisions

- 3.3 A more thorough assessment on the long term impact would need to be undertaken in 2016-17, taking into account the result of any appeal judgements.

## **4. ITSG update from 22 January**

### Issue

- 4.1. Paul Arnold presented a regular quarterly update from Business Development and the IT steering group.
- 4.2. The report had previously been viewed at Management Board and focussed on areas including business as usual, new services and IT assurance.
- 4.3. There are currently 15 active problem records of which 11 are expected to be closed before end of March 2016.

### Decisions

- 4.3 There were no decisions or actions to take.

## **5. Feedback from Management Board**

### Issue

- 5.1. This agenda item was an opportunity for the Information Commissioner to report back on the recent Management Board to members of SMT. The draft minutes were provided for information.
- 5.2. The main point of note was that the recruitment process for the next Commissioner was in train and on schedule.

### Actions

- 5.3 The Board had considered whether or not a formal review process for both the Board and SMT would be useful. It had concluded that one was needed for SMT which would be completed by the end of March.

## **6. Internal audit plan with Grant Thornton**

### Issue

- 6.1. The internal audit plan for 2016/17 has to be agreed at the Audit Committee meeting in March.
- 6.2. SMT members were asked to consider the areas of work that would benefit from being audited.
- 6.3. Will Simpson and Paul Eckersley from Grant Thornton joined the meeting to aid discussion on the plan.

### Decisions

- 6.4 It was decided to take forward some of the previous areas for the new audit plan, including IT service delivery
- 6.5 New areas for audit would potentially include the change programme, and fee recovery processes.

### Actions

- 6.6 Peter Bloomfield would work with Grant Thornton representatives to draft an audit plan before Monday 7 March.

## **7. Any other business**

The change programme presentations were being rolled out to all departments. It was agreed that the change team should be led by a new Level F post reporting in to Simon Entwisle. The project board would use the informal SMT slots on Monday mornings to meet.

The Responsibility Allowances business case had been submitted to DCMS for feedback.

Anne Jones announced that she will be retiring from her role as Assistant Commissioner for Wales in July 2016.

Louise Byers mentioned about the requirement for SMT members' remuneration packages to be disclosed in the Annual Report. It is expected that SMT would be included in the definition of 'director', along with the Non-Executive Directors on Management Board.