

Senior Management Team minutes **Wednesday 16 March 2016**

Members and other attendees present

Christopher Graham	Information Commissioner (chair)
Andy Laing	Head of Performance Improvement
Jonathan Bamford	Head of Strategic Liaison
Kenneth Macdonald	Assistant Commissioner - Scotland and Northern Ireland
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
Peter Bloomfield	Senior Corporate Governance Manager (secretariat)

1. Introductions and apologies

There were apologies from Anne Jones, Louise Byers and Simon Entwisle.

2. Matters arising from the previous meeting

Minutes

2.1. The minutes were agreed with no amendment.

Matters arising

2.2. Jonathan Bamford advised that a Public Bill Committee had called for ICO evidence on the Investigatory Powers Bill.

2.3. Steve Eckersley provided an update his outstanding action to finalise the procedure on how the ICO should investigate s77 and s55 allegations against its own staff. The procedure was currently with PCS for comments.

3. February finance report

Issues

- 3.1. The February finance report was presented for information. Given the absence of Simon Entwisle and Louise Byers, in-depth discussion would be delayed till the next meeting.
- 3.2. The projected end of year surplus was discussed along with the working of the purchase management system.

Decisions

- 3.3. To discuss any further matters raised by the report at the next informal SMT meeting to be held on 21 March.

Actions

- 3.4. None.

4. Annual report and accounts

Issue

- 4.1. The timetable for writing and laying the Annual Report and Accounts was presented for information. SMT members were advised of the need to meet the deadlines (in particular that of the 15th April for most returns for the Annual Report section). The intention was to lay the document on 27 June (the first day back for Parliament from recess) with it being launched on the 28 June.
- 4.2. SMT members would unfortunately receive three requests for returns at the same time (for performance against the 2015/16 plan, for input into the Information Rights Report and finally for input into the Annual Report). However the information was linked and it might be useful to complete all three at the same time.

Decisions

- 4.2. The timetable was noted.

Actions

- 4.3. Peter Bloomfield to commission contributions for the Annual Report and Accounts shortly.

5. Audit Committee feedback

Issue

- 5.1. Christopher Graham provided feedback from the recent Audit Committee meeting. The internal audit plan 2016/17 had been agreed by the Committee. In addition the Audit Committee had questioned advice on the treatment of SMT members in the Annual Report and Accounts. The NAO/BDO had come back to the ICO with

an initial view and decisions about how to take this forward would be taken by Louse Byers.

Decisions

5.2. There were no decisions.

Actions

5.3. Louise Byers to respond to the NAO/BDO on the issue of the treatment of SMT members in the Annual Report and Accounts and to report back to SMT on the matter.

5.4. Simon Entwisle to update SMT on the incident referred to under agenda item 11 of the Audit Committee minutes at the next meeting.

6. Citizen reference panel

Issue

6.1. Robert Parker introduced feedback on the ICO's first Citizen Reference Panel. He required a decision as to whether or not the ICO carries on the process after the second May panel, which is already scheduled, and also for a steer on what items the May panel could most usefully cover.

6.2. There was discussion about whether the use of the panel was likely to generate new information rights issues for the ICO. Given the size of the group it was thought that this was unlikely but that the group would be useful as a forum to test ideas and opinions and provide input into the nature of ICO customer service.

6.3. It was noted that prompted awareness of the ICO was very low.

6.4. The panel was made up of economically active members of the public. The reason for this was not known but it was useful to be aware of this.

Decisions

6.5. It was agreed to continue the panels.

6.6. In respect of topics to cover, discussion as to what good customer service at the ICO might look like and on consent were both thought useful along with the possible investigation of cornerstone information rights such as subject access requests.

Actions

6.7. Robert Parker to discuss the options for future panels with the researchers and to come back to SMT in April with firm proposals.

7. Any other business

Robert Parker provided an update on the two conferences held earlier this week. Social media Activity was positive. There would be a lessons learnt exercise including evaluation from attendees; the questionnaires for which would go out shortly.

The SMT was advised that Rachael Cragg has been appointed as the Change Programme project manager.

Robert Parker, Jonathan Bamford and Steve Wood would meet regularly to coordinate responses to requests to the ICO for speakers on the EU data protection reforms. This would include requests to Christopher Graham.

It was confirmed that SMT on 29 March should go ahead.

The paper on resourcing for BCR work circulated by Louise Byers outside the meeting had received positive feedback from members and its proposals were formally agreed.