

## **Senior Management Team minutes**

Monday 11 April 2016

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

|                    |  |
|--------------------|--|
| Christopher Graham | Information Commissioner (chair)                       |
| Andy Laing         | Head of Performance Improvement                        |
| Anne Jones         | Assistant Commissioner – Wales                         |
| 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                                    |
| Simon Entwisle     | Deputy Chief Executive Officer                         |
| Steve Wood         | Head of Policy Delivery                                |
| Peter Bloomfield   | Senior Corporate Governance Manager (item 5)           |
| Neil Bostock       | Corporate Governance Officer (secretariat)             |

## **1. Introductions and apologies**

- 1.1. There were no apologies. Peter Bloomfield joined the meeting for the item on the SMT self-assessment survey.

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

### Minutes

- 2.1. The minutes from the previous formal meeting were adopted.

### Action points and decision log

- 2.2 Action points dated 16 March were to be discussed during this meeting and could now be cleared.
- 2.3 Christopher Graham asked SMT members to review the decision log and provide commentary on any outstanding issues before Management Board on 25 April.

## **3. Internal compliance change programme project resource.**

### Issue

- 3.1 SMT was asked to consider a proposal to appoint a new Level E Project Manager on a two year contract to manage the ICO's internal compliance work in the run up to implementation of the EU data protection reforms.
- 3.2 There was discussion as to the timing of the work needed. It was explained that given the expected timing of the implementation, work needed to be done now to ensure the ICO was fully prepared.

### Decisions

- 3.3 The proposal was approved.
- 3.4 It was decided that if resource was being taken from the change programme budget then decisions would be made by the Change Programme Board rather than SMT.

## **4. Change programme update**

### Issue

- 4.1. This agenda item was a chance to review progress under the ICO Change Programme.

- 4.2. Simon Entwisle and Louise Byers had recently attended the DCMS Implementation Programme Board and had reported back to the Board on the progress made by the ICO in preparation for the EU data protection reforms.
- 4.3. It was also reported that the Council of Europe have formally adopted the Regulation and the Directive a few weeks ahead of initial expectations.
- 4.4. Elizabeth Denham, the Government's preferred candidate as the next Information Commissioner will attend a select committee hearing on Wednesday 27 April after which the appointment could be confirmed.

## **5. SMT self-assessment**

### Issue

- 5.1 Peter Bloomfield joined the meeting to introduce the results of the SMT self-assessment survey. Each year committee members review the policy and process for the meetings and decide if any changes need to be made.
- 5.2 The results were discussed, in particular the timing of the meetings, use of the cover sheet, and how best to monitor ICO performance. In general terms however it was thought that SMT was functioning well.

### Decisions

- 5.3 SMT would formally be scheduled for 11:30 until 13:30 every other Monday.

### Actions

- 5.4 Peter Bloomfield was asked to amend the committee paper cover sheet in light of comments made by 26 April.
- 5.5 Peter Bloomfield was also asked to ensure that ICO performance was considered quarterly by SMT in advance of the DCMS liaison meetings and Management Board meetings.

## **6. Operation Spruce update**

### Issue

- 6.1 Steve Eckersley, Head of Enforcement, gave an update to SMT on Operation Spruce and asked for the views of SMT members on how best to take the operation forward, whilst emphasising that actual decisions were for designated staff to make.

### Decisions

6.2 The views expressed by SMT members favoured prosecution in the public interest.

## **7. May Citizens' reference panel**

### Issue

7.1 SMT was asked to approve the options available for discussion at the next Citizen Reference Panel in May.

7.2 These included Consent and the service trade off, transactions with both public and private sector organisations, and social scoring

### Decisions

7.3 SMT approved the discussion themes.

## **8. Any other business**

Following the recent meeting of the Emerging Technologies PAAG the ICO would look at commissioning some research on Social Scoring. Social Scoring is the process by which social media activity is used to help make decisions about individuals.

Louise Byers confirmed that, according to the National Audit Office, SMT members were to be considered as directors in the Annual Report and Accounts. As such SMT would be asked to disclose remuneration figures within the report.