



Senior Management Team minutes

Monday 9 May 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 Wood	Head of Policy Delivery
Simon Entwisle	Deputy Chief Executive Officer and Deputy Commissioner
Neil Bostock	Corporate Governance Officer (secretariat)
Peter Bloomfield	Senior Corporate Governance Manager

1. Introductions and apologies

Steve Eckersley sent his apologies. David Murphy, Group Manager for Communications and Ryan Garner from the research company citizen.me joined the meeting for the Annual Track research presentation.

2. Matters arising from the previous meeting

Minutes

2.1. The minutes from the meeting on 26 April were approved without further amendment.

Action points and decision log

2.2. There were no matters arising from the action points or decision log. The fuller commentary behind the outstanding actions and decisions was welcomed.

3. Internal audit reports

Issues

3.1. The follow up audit from Grant Thornton was presented for information. This is an annual check of ICO procedures for clearing audit recommendations and no problems had been identified. The report would come to Audit Committee in June.

3.2. The report on Project Eagle had not been received at the time of the meeting. It had been delayed several times now.

Actions

3.3. SMT expressed disappointment at the delays in finalising the Project Eagle report.

3.4. Peter Bloomfield was asked to bring a paper to an SMT in the summer to discuss internal audit re-procurement.

4. Annual Track research

Issue

4.1. Ryan Garner from the research company citizen.me gave a presentation on the results from the recent Annual Track survey, the ICO's annual market research exercise to track awareness and understanding of data protection and freedom of information.

Decisions

4.2. SMT members were asked to send any questions or suggestions for amendments to the presentations to Robert Parker,

prior to publication. Members were also asked to consider how their department would utilise the findings ahead of the next SMT Formal meeting on 23 May.

- 4.3. Robert Parker and David Murphy will work on the headline news from the results of the research for communicating to staff.

5. Any other business

Simon Entwisle and Louise Byers confirmed that the business case to retain the ground floor extension within the Wilmslow office had been approved by the Government's central property unit. The ICO legal department could now proceed with negotiating a new lease on the whole of Wycliffe House rather than a proportion of it.