

Senior Management Team minutes Monday 23 May 2016

Members and attendees

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| 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 |
| Paul Arnold | Head of Customer and Business Services |
| Robert Parker | Head of Corporate Affairs |
| Steve Wood | Head of Policy Delivery |
| Peter Bloomfield | Senior Corporate Governance Manager (secretariat) |

1. Introductions and apologies

There were apologies from Simon Entwisle, Stephen Eckersley and Michael Collins.

2. Matters arising from the previous meeting

Minutes

The minutes of the meeting of 9 May were agreed with minor amendment.

Actions and decisions

Actions and decisions were cleared where possible. In particular the Project Eagle report has to be received shortly if it is to come to Audit Committee. Grant Thornton has been advised of the deadlines. The report will be circulated to Senior Management Team members when received.

Andrew Laing will provide a paper on the future of the Personal Information Promise for the next formal Senior Management Team meeting.

3. Finance report for Senior Management Team discussion

Issue

The end of year finance report was presented to Senior Management Team for discussion. Figures had changed slightly from those provided at earlier meetings due to audit adjustments. The report is designed to link the Annual Report and Accounts presentation and figures to the monthly accounts which come to the Senior Management Team.

Given the end of year increase in fee income, how the ICO forecast the fee income was questioned. The team was advised that it was hard to accurately forecast fee income on a monthly basis as it was difficult to identify what the actual drivers for fee income were. Quarterly forecasts might be more accurate.

Discussions are ongoing with the Department for Culture Media and Sport as to how a new funding model might mitigate some of the risk around predicting fee income.

Decision

There were no decisions.

Actions

There were no actions

4. 4. Communications plan for the annual track survey results

Issue

Robert Parker updated the Senior Management Team on the annual track survey results. Following the earlier presentation the figures had been reviewed and further information provided by the researchers. An updated pack would be provided.

In terms of the communications plan team members were thought best placed to decide on how to use the information from the survey in their direct areas of work.

In respect of external communications, specific findings would be used to provide information and context to normal ICO communications. The information on trust was thought useful to pursue further.

Decision

It was agreed to consider re-wording questions on who members of the public might go to for help on data protection issues in future surveys.

It was agreed to launch the results when the timing was appropriate.

Actions

Robert Parker to circulate the revised presentation to senior managers for use as they wished.

Robert Parker to arrange for a video of a summary presentation to be prepared.

Robert Parker to arrange for know-about sessions for staff interested in the results of the research.

Robert Parker to arrange to update members (and other staff) on how the ICO ensures its web-copy reaches the audiences it should (eg via Google searches).

5. Any other business

Christopher Graham encouraged members to respond to Peter Bloomfield's request for updates to the Annual Report and Accounts by close Wednesday.

Robert Parker updated the meeting on the launch of the Annual Report and Accounts in London and in Wilmslow. Invitations had gone out with 95 confirmations of attendance already received. It was agreed that the London launch would involve just Christopher Graham and Simon Entwisle.

Robert Parker highlighted that the staff survey would be coming to the next formal Senior Management Team. It was noted that Steve Wood and the Commissioner would not be attending this next meeting.

There was discussion of ICO involvement in the British and Irish Ombudsman Association.

Anne Jones announced that David Teague had been appointed to the post of Regional Manager (Wales).

Jonathan Bamford announced that he and Steve Wood would be bringing a paper to SMT on engagement with stakeholders; probably to the 20 June meeting.