

Senior Management Team minutes Monday 1 August 2016

Members and attendees

Elizabeth Denham	Information Commissioner (chair)
Andrew Laing	Head of Performance Improvement
Jonathan Bamford	Head of Strategic Liaison
Kenneth Macdonald	Head of ICO Regions
Louise Byers	Head of Good Practice
Michael Collins	Head of Organisational Development
Robert Parker	Head of Corporate Affairs
Steve Eckersley	Head of Enforcement
Paul Arnold	Head of Customer and Business Services
Steve Wood	Deputy Commissioner (interim)
Simon Entwisle	Deputy Chief Executive Officer and Deputy Commissioner
Neil Bostock	Corporate Governance Officer (secretariat)

1. Introductions and apologies

Elizabeth Denham chaired her first Senior Management Team (SMT) meeting as Information Commissioner. There were no apologies.

Adam Stevens, Team Manager, joined the meeting for item 3 and Peter Bloomfield, Senior Corporate Governance Manager, joined the meeting for item 4.

2. Matters arising from the previous meeting

Minutes

The draft minutes of the previous meeting were agreed with no further amendments.

Actions and decisions

A blog had been drafted on the Privacy Shield update from Steve Wood and was to be published this week.

Louise Byers asked for any new projected expenses for 2016/17 to be brought to her attention by 12 August to help inform the revision of the 2016/17 budget.

The responses to the verbatim comments in the staff survey on homeworking and the induction process were to be published soon.

3. Proposed amendments to cookie enforcement approach

Issue

Adam Stevens joined the meeting to ask SMT to consider an updated approach to the way the ICO deals with breaches under regulation 6 of PECR (relating to cookies). The approach was last reviewed in 2014 and it had recently been suggested that a more proactive approach to enforcing regulation 6 would be worthwhile.

Decision

SMT agreed with the proposals offered, in particular in ensuring that websites about which a concern has been raised, respond to the ICO contact on the matter.

Actions

Steve Wood to liaise with the Technology Team and the Emerging Technology Priority Area Action Group to create a strategy for ensuring compliance with the law for tracking tools and applications other than cookies.

4. Internal audit

Issue

Peter Bloomfield joined the meeting to present a paper to SMT on why internal audit is a necessary requirement for the ICO, and also to update them on the re-procurement of the internal audit function from the end of March 2017 when the current three year contract with Grant Thornton ends.

SMT were asked for their thoughts on the process before the matter was discussed at Audit Committee in September.

Decision

It was agreed to re-procure an internal audit function using available frameworks. Paul Arnold and another Head of, along with a member of the Audit Committee, would comprise the procurement panel.

Where there was a need for the ICO to go beyond internal audit functions, for example research or good practice, this would be looked at separately.

Actions

Peter Bloomfield to take forward the re-procurement of the internal audit function taking account of the comments made.

5. Data quality support and resource

Issue

Paul Arnold presented a paper for SMT to consider the introduction of a second Lead Records Officer role. This would help support the increased need for central records and system management following the introduction of the new electronic records management system and CRM.

Decision

The proposal, to recruit the new post, was agreed.

6. Resourcing the IT help service

Issue

SMT was asked to consider a £100,000 increase to the salaries budget for the IT help service for the next two years.

This request was to help maintain current service levels as increase for the demand in IT help had grown in the last twelve months.

Decision

The proposal was agreed.

7. Staff survey suggestions – SMT communications

Issue

Robert Parker introduced a paper detailing ideas for taking forward some of the suggestions made by staff during the staff survey which went wider than individual SMT commands and responsibilities. These areas included how the ICO inducts new starters, pay and car parking, homeworking and SMT communications.

This week SMT focussed on SMT communications.

Decision

It was decided to rebrand and reinstate the former ET etcetera meetings following each SMT Formal meeting.

SMT agendas would be published on ICON once they are ready every other Wednesday, rather than publishing after the meeting.

It was also decided to reinstate birthday meetings with the Commissioner and various members of SMT.

8. Any other business

It was proposed that the ICO would bid to host the 2018 International Privacy Conference in London. A full paper would be brought to SMT in due course.

As part of the ICO proactive disclosure approach large datasets of cases, including outcomes, will be published later in the week. These datasets will receive a regular monthly update.