

## Senior Management Team minutes Tuesday 30 August 2016

### Members and attendees

Elizabeth Denham	Information Commissioner (chair)
Anulka Clarke	Interim Head of Good Practice
Andy Laing	Head of Performance Improvement
Jo Pedder	Interim Head of Policy Delivery
Jonathan Bamford	Head of Strategic Liaison
Kenneth Macdonald	Head of ICO Regions
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	Interim Deputy Commissioner
Simon Entwisle	Deputy Chief Executive Officer and Deputy Commissioner
Hannah McCausland	Senior Policy Officer (International) (for agenda item 3)
Peter Bloomfield	Senior Corporate Governance Manager (secretariat)

### 1. Introductions and apologies

Anulka Clarke and Jo Pedder were welcomed to this, their first, Senior Management Team (SMT) meeting.

There were apologies from Steve Eckersley.

### 2. Matters arising from the previous meeting

#### Minutes

The minutes of the last meeting were agreed with no amendment.

## Actions and decisions

The actions and decisions log was considered in detail with actions from the last SMT meeting being updated by members:

- Robert Parker advised that an annual plan for the Citizen Reference Panel was being considered and would be finalised after the September panel meeting.
- Mike Collins was planning to bring a revised recruitment strategy and people strategy to a SMT in September.
- Peter Bloomfield advised that the action to take forward the internal audit re-procurement was cleared. The matter was to be discussed at Audit Committee on 12 September.

In respect of outstanding decisions, Paul Arnold updated SMT on the proactive publication of anonymised casework data. The initial publication would take place by the end of August with monthly updates thereafter.

The decision to hold birthday meetings for staff was to be taken forward by Peter Bloomfield and Robert Parker by October.

## 3. International conferences

### Issue

Steve Wood and Hannah McCausland presented a paper considering the possibility of the ICO hosting two international conferences over the next few years.

Firstly there was an opportunity for the ICO to bid to host the International Conference of Data Protection and Privacy Commissioner's Conference (ICDPPC) in 2019. This conference would involve over 100 data protection authorities and would be held in London. The aim would be for the conference to be cost-neutral for the ICO with delegate fees covering the cost.

There was also an opportunity, in partnership with the Scottish Information Commissioner, to bid to host the International Conference of Information Commissioners (ICIC) in 2017. This is a smaller conference and it would be held in Manchester. Again the aim would be for the conference to be cost neutral.

With this latter conference there was an opportunity to link the event to the ICO's annual Freedom of Information Practitioners' Conference which would normally have been held in March in Manchester.

In both cases the internal staff resources needed to plan the events was recognised.

### Decision

It was agreed in principle to bid for hosting the 2019 ICDPPC in London in 2019 and for the 2017 ICIC in Manchester.

Decisions on holding the Freedom of Information Practitioners' Conference alongside the ICIC would be made following discussion with the Scottish Information Commissioner.

There was a need for an internal project board, including staff from Scottish Information Commissioner, to plan for the two bids and, if successful, for the actual conferences.

### Actions

Ken Macdonald to speak to the Scottish Information Commissioner's Office about the 2017 ICIC and seek their views on a UK wide practitioners' conference possibly being held alongside the conference. To update SMT at the 27 September meeting.

Robert Parker to work up a more detailed budget for the ICIC in 2017 and to report back to SMT on costs at the 27 September meeting.

## 4. Desktop and IT strategy

### Issue

Paul Arnold introduced a paper highlighting the need for a strategy on how the ICO could best use its accommodation and technological.

There were various drivers which made this important including the need to plan for a possible re-location in 2021 which required the ICO to have an IT system that could be moved to a new building, and possibly having to meet tighter accommodation targets. At the same time demands on current accommodation were increasing which were being met on an as and when basis. There was therefore a need for discussion and direction.

It was also noted that cultural change would be needed, that there might not be a one size fits all option, and that piloting possible solutions would be key.

## Decision

It was agreed that there was a need to consider how the ICO met these drivers on accommodation use and IT, and that the IT Steering Group would be best placed to consider the matter.

## Actions

Paul Arnold was to ensure that the IT Steering Group considered the issues raised and to report back to SMT with a project brief when appropriate. Mike Collins should be included on the group.

## 5. Planning and strategy days

### Issue

There was a planning event for SMT scheduled for the 3 September and one for Management Board on the 26 September. Possible options for the format and content of the meetings were discussed.

### Decision

It was agreed that it would be useful for the meetings to go ahead, possibly with a facilitator, focusing on evaluating our strategic approach .

### Actions

Elizabeth Denham and Simon Entwisle to discuss the format and content of the SMT event, and discuss the matter with the potential facilitator.

## 6. Audit Committee preparation

### Issue

SMT was advised that there was an Audit Committee meeting on the 12 September. Whilst there were no audit reports coming to the meeting there would be discussion of the re-procurement of the internal audit function.

## 7. Review of travel and expenses policy and procedure

### Issue

Elizabeth Denham explained that she wanted to review the ICO's travel and expenses policy to ensure the process was as efficient, effective, fair and transparent as possible.

The matter was an issue for staff and a review now was timely, given the move to DCMS GPCs and recent changes in the process.

#### Decision

It was agreed to review the travel and expenses policy.

#### Actions

Paul Arnold to take the review forward.

### 8. Template for information and decision notes for the Commissioner

#### Issue

Elizabeth Denham explained that she would like to receive briefings and requests for decisions in a consistent format and as such she had provided templates she had used previously for discussion. Doing so would aid the Commissioner and provide a clear audit trail.

It was clarified that the template would not cut across the formal enforcement action process currently used and neither would they replace committee templates.

Using the sections in the template for other decision and briefing papers was raised and supported where appropriate.

The need for procedures for the use of the templates was raised.

Whether or not other members of SMT should be copied into the templates when sent to the Commissioner was also raised.

#### Decision

It was agreed to go ahead with the templates, not just for the Commissioner but on a wider basis where appropriate; eg in making committee cover sheets consistent with the templates and using the templates to inform other senior managers.

#### Actions

Robert Parker and Peter Bloomfield to develop the templates and to make them available to SMT members as soon as possible.

Robert Parker and Peter Bloomfield to communicate the use of the templates and the need for any rules around their use in light of experience.

## 6. Any other business

There was no any other business.