

Senior Management Team minutes Tuesday 27 September 2016

Members and attendees

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
Michael Collins	Head of Organisational Development
Paul Arnold	Head of Customer and Business Services
Robert Parker	Head of Corporate Affairs
Simon Entwisle	Deputy Chief Executive Officer and Deputy Commissioner
Stephen Eckersley	Head of Enforcement
Jack Harvey	Group Manager (item 4)
Neil Bostock	Senior Corporate Governance Manager (secretariat)

1. Introductions and apologies

There were apologies from Elizabeth Denham and Steve Wood who were attending the Article 29 Working Party in Brussels, and Ken Macdonald who was on leave.

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:

- The detailed and updated costs for the International Conference 2017 would be brought to an October SMT meeting.

- Mike Collins had brought an updated Recruitment and People strategy to SMT which completed that action.
- The action on e-payslips was to be removed from the list as progress on this is in the hands of the supplier rather than the ICO.
- Birthday staff meetings with the Commissioner and members of SMT had been arranged for October, November and December.

3. High Profile Case Handling Procedure (HPCP)

Issue

Jonathan Bamford introduced a discussion paper on the HPCP; in particular whether there was still a need in principle for it, and if so does it need amending?

Decision

It was decided to set up a small group to answer the questions posed in the paper, via the Change Programme (to be actioned by Rachael Cragg).

Actions

A progress report would come back to the next SMT.

4. PID qualification proposal

Issue

Jack Harvey joined the meeting to present a proposal to have case officers at the ICO train for the Public Services Complaint Management Award.

The proposal was for a pilot training programme to be run in-house for 12 delegates (Senior, Lead and Case Officers). The resource impact of the training would be 36 staff days in total.

Decision

Subject to one or two caveats the proposal was agreed.

5. London office space

Issue

Due to the significant number of meetings currently taking place in London and the anticipated increase in these, it was considered that the ICO would benefit from having permanent London

accommodation ; to use for meetings and as a base for staff down in London for meetings. Simon Entwisle presented a paper to help discussion on the requirements for such a base.

Decision

There was a need for more detailed discussion on the accommodation required. From an IT perspective there were no problems foreseen, with the question of whether the ability to print from our core network being the most complex technical issue.

6. August Finance report

Issue

Paul Arnold presented the August Finance report which showed the ICO year to date position against the revised budget that had been approved in early September. The revised fee income targets to support the revised budget were based on actual fee income received by the end of August.

If income forecasting and expenditure was as planned , there would only be a small surplus at year end.

7. People strategy/Recruitment strategy 2016-19

Issue

SMT had seen previous versions of the People strategy. Additional details had since been added to the document.

SMT was asked to accept both strategies in their current format and approve the direction of travel as set out within the documents; or reject for further consultation.

Decision

It was decided to shorten the scope and timeframe for the strategies to 2016-17 only.

Simon Entwisle asked for clear consideration of the resources needed to deliver the strategy be given.

Actions

Robert Parker volunteered to map the People Strategy with comments received from staff earlier in the year to highlight how their feedback was used.

Mike Collins to bring any necessary resource proposal to SMT asap.

8. Any other business

Robert Parker confirmed a date had been set for the next Commissioner's All Staff address on 2 November.

A paper on Operation Hida would come to SMT in November.

Mike Collins confirmed that an update on the future of the car park scheme had gone out to members.

