Senior Management Team minutes
Monday 24 October 2016

Members and attendees

Elizabeth Denham	Information Commissioner (chair)
Ken Macdonald	Head of ICO Regions
Paul Arnold	Head of Customer and Business Services
Richard Marbrow	Group Manager-Corporate Governance
Peter Bloomfield	Senior Corporate Governance Manager
David Murphy	Group Manager
Neil Bostock	Corporate Governance Officer (secretariat)

1. Introductions and apologies

There were apologies from Stephen Eckersley, Steve Wood, Simon Entwisle, Andy Laing, Jo Pedder, Anulka Clarke, Robert Parker, Michael Collins and Jonathan Bamford.

David Murphy was welcomed to the meeting on behalf of Corporate Affairs, and Peter Bloomfield and Richard Marbrow joined the meeting for item 3 in particular.

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 latest draft of the High Profile Case Procedure was due to come to SMT on 7 November.

3. Preparation for Management Board

Issue
The Management Board on Monday 31 October will be the first chance to meet the two new non executive directors, Jane McCall and David Cooke.

The papers for the meeting were due to be circulated and this quarterly standing agenda item gave SMT members a chance to review quarterly performance and information rights issues.

SMT were asked to flag up any discussion items for Management Board.

Decision
It was decided to include a discussion item regarding the SMT planning sessions, in order to introduce a Management Board strategy day later in the year or early 2017.

Actions
The Comms team was asked to advertise the appointment of the new Non Executive Directors on the website.

4. Regional Office staffing

Issue
Ken Macdonald presented a proposal to increase the staffing complement in the Regional Offices by appointing a Lead Policy Officer in each region.

Over recent years, non casework staff members in the Regions have reduced due to mergers of Level G posts following retirements and resignations. For example during 2008/09 the head count in each region was 4 and in July 2016 the equivalent head count was 3.3.

Decision
SMT gave their approval to proceed with Option 3 which will provide the offices with extra resource at Level D.

Actions
The Comms team would work with HR to promote the job vacancies on social media in order to extend the reach.

5. September Finance report

Issue
The September 2016 income and expenditure report was considered for information only. Matters discussed included:

- Data Protection fee income forecasting
- The difficulty in forecasting conference and events budget
- The approval required from Treasury to set up a bursary and grants project.

The headline was that if income is received and funds are spent in line with current projections there will be small cash surplus at year end.

6. Any other business

Elizabeth Denham gave an update on her and Steve Wood's recent appearance in front of the Digital Economy Bill Committee, giving evidence about the ICO's view on the proposed legislation.

SMT welcomed news that the government was promoting new powers under PECR for a law change to hold nuisance call directors to account.