

Senior Management Team minutes Monday 21 November 2016

Members and attendees

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| Andy Laing | Head of Performance Improvement |
| Anulka Clarke | Interim Head of Good Practice |
| Jo Pedder | Interim Head of Policy Delivery |
| Jonathan Bamford | Head of Strategic Liaison |
| Ken Macdonald | Head of ICO Regions |
| Michael Collins | Head of Organisational Development |
| Paul Arnold | Head of Customer and Business Services |
| Robert Parker | Head of Corporate Affairs |
| Simon Entwisle | Deputy Commissioner and Deputy Chief Executive Officer (chair) |
| Steve Eckersley | Head of Enforcement |
| Steve Wood | Interim Deputy Commissioner |
| Neil Bostock | Corporate Governance Officer (secretariat) |

1. Introductions and apologies

Apologies were received from Elizabeth Denham who was attending the National Association of Data Protection Officers annual conference.

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 annual plan for the Citizen Reference Panel would come to an SMT in December.

Michael Collins and Robert Parker would meet soon to discuss the staff survey mapping ahead of a December SMT meeting.

Michael Collins would circulate the People Strategy resource proposal to SMT members outside the meeting.

3. Monitoring – Whitehall initiative

Issue

The ICO currently uses 85% as the threshold figure for monitoring FOI compliance at Local Authorities; i.e. if a public authority failed to respond to 85% or more of the information requests it received within the statutory deadlines it would be monitored.

This paper asked whether the threshold rate should be increased to 90% or 95%.

It was felt that increasing the threshold would send a message that the ICO regards the statutory obligations under the Freedom of Information Act as a serious issue.

Decision

It was decided to agree with the recommendation that the threshold be increased to 90%.

Actions

Robert Parker and Andy Laing to ensure lines to take were prepared on this change and the possibility of increasing this threshold further.

4. Finance paper for October

Issue

The October 2016 income and expenditure report was presented for information only. Matters discussed included:

- The volatile nature of fee income in 2016 and the difficulty in accurate forecasting.
- How to mitigate against this volatility to lower the risk of an over spend at year end.

Actions

A draft 2017/18 budget would be brought back to an SMT meeting in December.

5. Additional posts within the Enforcement Legal Team

Issue

Steve Eckersley proposed additional posts within the Enforcement Department Legal Team at Level F.

An increase in complex, contentious and high profile data protection cases has led to an overall increase in enforcement work and the need for extra resource in the Legal Team.

Comments were requested as to whether the proposed recruitment would address the identified risks.

Decision

It was agreed that any recruitment would have to await confirmation of the budget for 2017/18.

6. Any other business

The request for an increase in resource within the Private Office was noted formally by SMT. Simon Entwisle will clarify detail with the Information Commissioner as soon as possible before a formal decision could be taken.

The programme of internal training on GDPR is ready to be launched. Heads of Department were asked to decide on the individual requirements for their relevant teams accordingly.