

## Senior Management Team minutes Monday 21 November 2016

### Members and attendees

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.