

## Senior Management Team minutes Monday 9 January 2017

### Members and attendees

Andy Laing	Head of Performance Improvement
Anulka Clarke	Interim Head of Good Practice
Elizabeth Denham	Information Commissioner (chair)
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	Interim Deputy Chief Executive Officer
Robert Parker	Head of Corporate Affairs
Simon Entwisle	Deputy Commissioner (Operations)
Steve Eckersley	Head of Enforcement
Steve Wood	Interim Deputy Commissioner
Neil Bostock	Corporate Governance Officer (secretariat)

### 1. Introductions and apologies

There were no apologies.

### 2. Matters arising from the previous meeting

#### Minutes

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

Ken Macdonald explained the latest situation with regards to the Welsh Language standards and informed SMT and the Commissioner that the deadline for appealing against any of the standards was 27 January.

#### Actions and decisions

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

The action to bring the finalised PIA on moving IT services to the Cloud to SMT would be completed on 16 January when the PIA would be brought to the next Change Programme Board.

### **3. Civil Monetary Penalties – Write-Off Decisions**

#### Issue

Steve Eckersley brought a paper for SMT to consider writing off 15 unpaid civil monetary penalties where it was considered further attempts to recover unpaid monetary penalties would not be successful. As set out in the Commissioner's 'bad debt' policy, decisions about unrecoverable penalties above £50,000 must come to SMT for approval

#### Decision

It was agreed that these cases would be written off as unrecoverable.

### **4. Any other business**

Elizabeth Denham announced that a new working group, chaired by Paul Arnold, would review ICO corporate governance products, eg the Business Plan and the Risk Register, ensuring that the ICO's corporate governance remained fit for purpose and properly reflected the new management structure.

Steve Wood was due to circulate the new Policy Committee Terms of Reference to other SMT members.

The new Level D positions in the Northern Ireland and Scotland regional offices were to start in January.

### **5. Compliance concerns regarding SystemOne, a GP IT system provided by TPP.**

Ian Inman joined the meeting to raise an issue which has arisen from a complaint made to the ICO about SystemOne.

The software is used by a large number of GPs and other bodies for storing patient medical data. The electronic data sharing model (eDSM) contained within the software allows users of the system to share the personal data with other users and is the main area of concern for the ICO. The ICO has been in contact with NHS Digital and other bodies in relation to the concerns raised and has been advising all the parties on steps it feels should be taken to address those concerns.

Ian was due to attend further meetings with representatives from NHS England and TPP, at which he had the full support of the Information Commissioner and SMT to express the concerns the ICO had regarding the use of SystemOne.