

Senior Leadership Team minutes

Tuesday 30 May 2017

Members

Elizabeth Denham (chair)	Information Commissioner
Paul Arnold	Deputy Chief Executive Officer
Rob Luke	Deputy Commissioner (Policy)

Attendees

Richard Marbrow (sec)	Group Manager Corporate Governance
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Secretariat

Caroline Robinson	Corporate Governance Officer
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1. Introductions and apologies

Apologies were received from Simon Entwisle, Robert Parker and Peter Bloomfield.

2. Matters arising from the previous meeting

Minutes

The minutes of the previous meeting were for agreement and clearance for publication.

Actions and decisions

There was clarification of points raised in the minutes and necessary redactions were agreed.

3. DCEO senior leadership resilience

Issue

Paul Arnold submitted a paper which reviewed the senior leadership and departmental composition of the DCEO directorate. Its proposals included the introduction of an ICO Data Protection Officer (DPO) role in readiness for GDPR.

Staff and trade unions have been consulted. The proposal now returned to Senior Leadership Team for formal consideration and sign off.

Decision

The proposal was approved.

It was also agreed that the DPO should report directly to the DCEO and would have direct access to the Commissioner. This was in line with the requirements of the GDPR.

4. Planning additional resource requirements and recruitment for 2017/18

Issue

The Senior Leadership Team was asked to approve additional resource proposals put forward by Heads of Departments and reviewed by the DCEO Steering Group.

Paul Arnold stated that this is a realistic and deliverable proposal which reflects the priorities of the organisation.

Decision

The proposal was approved.

5. Accommodation strategy

Issue

The paper proposed the basis for a short, medium and long term accommodation strategy to support the organisation through the planned growth during the coming years.

The Senior Leadership Team agreed that it was important for each department to take ownership of their area of the building, giving department heads discretion to improve the working environment and space for their staff.

Decision

The principles of the proposal were agreed.

6. Annual report and accounts

Issue

The Annual Report was circulated to members of the Senior Leadership Team, Department Heads and non-executive Directors on 22 May. Members were asked for any final observations they might have and to note that the document will be discussed at the Audit Committee on 12 June.

Decision

It was agreed that, as this is a transition year, the format of the report should remain generally the same as previously. The Commissioner envisioned a new style of report from next year.

Actions

Richard Marbrow to review the draft in advance of it coming to Audit Committee.

8. Any other business

The bombing in Manchester and the escalation of the threat level to Critical was discussed. Steps were put in place to ensure staff safety and the team agreed that the messages sent out by text and on ICON worked very well. It was noted that the threat level had now reverted to Severe.

The all staff Town Hall meeting will be held on 8 June.