

Meeting: Senior Leadership Team **Date:** 26 June 2017

Agenda Item: 3.0 **Time:** 10 minutes

Proactive Publication: Yes **Internal Publication:** Yes

Presenter: Paul Arnold

Topic: Change Programme Board updates

Issue: The minutes of the Change Programme Board meetings of 27 April and 19 June are presented for information and discussion.

Change Programme Board

Meeting: 27 April 2017

Attendees:

Paul Arnold (Chair)
Jonathan Bamford
Andy Laing
Robert Parker
Jo Pedder
Anulka Clarke
Steve Wood
Simon Entwisle
Steve Eckersley
Rachael Cragg
Emma Deen
Lisa Herbert
Mike Collins
Robert Parker
Simon Rice
Sarah Meyers
Hannah McCausland (Item 4)
Mark Thorogood (Item 4)

Apologies:

Ken Macdonald
Jonathan Bamford
Heather Dove
Rob Luke

Agenda

1. Actions from previous meeting
2. Exchange of information - All
3. Monthly report review – All
4. Paper on Administrative Fines
5. AOB

Note of meeting:

Minutes from last meeting agreed.

1. Actions from previous meetings:

No outstanding actions.

2. Exchange of Information

Information was shared and a discussion was held relating to cross border cooperation.

A discussion was held in relation to the Directive on security of Network and Information Systems (the NIS Directive) and contact by DCMS in relation to this.

3. Monthly report review

Paul Arnold provided a brief update on finance. It was agreed that 'projects were progressing in line with plans and there were no new material risks or opportunities to bring to the attention of the board.

4. Paper on Administrative fines

Hannah McCausland referred to the paper that was distributed to the Board prior to the meeting and was seeking a steer on our position to take ahead of next subgroup meeting 3 May 2017.

Rachael Cragg highlighted the decision made by the Service Delivery Project Board (SDPB). The view from the SDPB was that they saw no issue in considering a fine as the starting point when assessing infringements as long as there is still discretion on whether or not to apply a fine or other corrective measure. The Change Board agreed with this position.

The Change Board further agreed that we don't think a fine should be imposed in every case and that a risk assessment criteria using art 83(2) as a guide should be used. It was agreed that we should have discretion to issue other corrective measure and that we think this is lawful.

5. AOB

Sarah Meyers provided the board with an update and overview of the plans for GDPR week.

It was agreed by the board that existing staff should be seeking to complete GDPR training by the end of May 2017.

Actions List arising from the meeting:

1. All department heads to ensure that staff have completed relevant GDPR training before the end of May.

Change Programme Board minutes

19 June 2017

Members

Paul Arnold	Deputy Chief Executive Officer (Chair)
Steve Wood	Deputy Commissioner (Policy)
Mike Collins	Head of Organisational Development
Emma Deen	Interim Head of Customer and Business Services (Business Development)
Faye Spencer	Interim Head of Customer and Business Services (Customer Contact)
Heather Dove	Head of Finance
Rob Parker	Head of Corporate Affairs
Andrew Laing	Head of Data Protection Complaints and Reviews
Steve Eckersley	Head of Enforcement
Anulka Clarke	Interim Head of Assurance
Jo Pedder	Head of Policy and Engagement
Simon Rice	Interim Head of Technology Policy
Adam Sowerbutts	Head of Freedom of Information Complaints & Appeals
Rachael Cragg	Group Manager Change Programme
Richard Marbrow	Corporate Governance Group Manager

Secretariat

Caroline Robinson	Corporate Governance Officer
-------------------	------------------------------

1. Introductions and apologies

Apologies were received from Jonathan Bamford and Simon Entwisle.

2. Matters arising from the previous meeting

Minutes

The minutes from the previous meeting were agreed.

Actions from the previous meeting

The action for all staff to complete an appropriate proportion of the GDPR e-learning modules was to be covered later in the agenda.

3. Monthly Report Review

Discussion

The group discussed the monthly report.

- There were no new risks or significant changes to the risks.
- Policy work streams are being reviewed and will now be reported into the Policy Steering Group.

In addition the internal audit report from Grant Thornton on the GDPR was reported on. The report gave an overall green rating. Grant Thornton will be returning later in the year to review progress.

There were a couple of recommendations in the report in the areas of:

- greater clarity around roles within projects and
- greater understanding of what progress has been made within projects.

Actions

Rachael Cragg to look at tracking progress across the three programmes.

4. Paper on ePrivacy Regulation (PECR)

Discussion

Simon Rice talked through the report prepared by Lynsey Smith and circulated prior to the meeting.

Although Policy and Engagement have oversight, there are operational implications. It was agreed that this is very much a cross office project.

Robert Parker highlighted that internal and external communications should be across all projects and there should be a standing agenda item at Change Programme Board meetings to ensure that communications engagement is considered in advance.

The group discussed the risks relating to NIS. There was also discussion about creating a project backlog for this NIS work which can then be reviewed at the Change Programme Board

Decision

It was agreed that a Change Programme Board level risk register needs to be incorporated in the meeting for reviewing each month

Actions

Rachael Cragg to arrange a cross office team to meet and discuss NIS with a view to creating a backlog.

5. Training

Discussion

The group reviewed the training figures distributed by Rachael Cragg.

Decision

It was agreed that, as a minimum, module 1 should be completed by all staff to give them an understanding of GDPR.

6. Any other business

Discussion

The GDPR Week was very successful and delivered different perspectives on the approach to GDPR.

After the re-structuring of the organisation the new representatives on the Network are now in place. The representatives are meeting once a month.

