

Meeting: SLT

Date: 30/10/17

Agenda Item: 6

Time: 10 minutes

**Proactive
Publication:** Yes

**Internal
Publication:** Yes

Communications options:

Key messages / SLT extra / Blog / external communications

Presenter: Peter Bloomfield

Topic: Steering Group update

Issue: The minutes (inc draft minutes) for the following recent steering groups are presented for information:

- Change Board – 20 November
- Policy SG – 8 November
- Operations SG – 10 November

The minutes will be published as an SLT paper.

Change Programme Board Minutes

20 November 2017

Members

Paul Arnold	Deputy Chief Executive Officer (Chair)
Steve wood	Deputy Commissioner (Policy)
James Dipple-Johnstone	Deputy Commissioner (Operations)
Jonathan Bamford	Head of Parliament and Government Affairs
Mike Collins	Head of Organisational Development
Emma Deen	Head of Business Services & IT
Faye Spencer	Head of Customer Contact
Rob Parker	Head of Corporate Communications
Andrew Laing	Head of Data Protection Complaints and Reviews
Steve Eckersley	Head of Enforcement
Anulka Clarke	Head of Assurance
Louise Byers	Head of Risk & Governance
Rachael Cragg	Group Manager Change Programme
Sarah Meyers	Change Programme Manager

Attendees

Garreth Cameron	Group Manager, Private Sector Engagement
Kirsty Keogh	Group Manager, Media Relations

Secretariat

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

1. Introductions and apologies

Apologies were received from Jo Pedder, Ken Macdonald and Adam Sowerbutts.

2. Matters arising from the previous meeting

Minutes

The minutes from the previous meeting were agreed.

Action Board

The actions were updated and cleared where possible.

3. Monthly Report Review

Enabler Projects

- Paul Arnold updated the group on the progress on GDPR Internal Compliance.
- Louise Byers updated on the work being carried out looking at the ICO privacy notice.
- Updates were given on the new funding regime following recent discussions with DCMS.

Service Delivery Projects

- Faye Spencer updated on the Personal Data Breach helpline.
- Internal recruitment is underway for the Change Programme Team to replace team members who have moved on to other roles within the organisation.

Policy & Engagement

- Garreth Cameron confirmed that the development of the core GDPR training modules is progressing well.
- The delivery of internal training was discussed.
- Steve Wood updated on the outsourcing of guidance.
- The proposal for setting up a separate project board for Policy was discussed.

Action

Rachael Cragg to identify the products already planned, such as Know Abouts, etc., that can be classed as key GDPR training.

Action

Rachael Cragg to set up a meeting to discuss inter-dependencies between Policy and Operations.

4. Regulatory Action Plan

Discussion

The paper was discussed and James Dipple-Johnstone invited comments on it by Friday 1 December.

5. Intelligence Decision Paper

Discussion

The paper was discussed.

Decision

It was agreed that this paper will be incorporated into the intelligence strategy paper being prepared by Adam Stevens. This paper to go to Policy Steering Group and then the Senior Leadership Team.

6. Internal Compliance

Discussion

Paul Arnold updated on this item during the discussions on the Enabler Project report.

7. Communications Grid

Discussion

There was no discussion on this item.

8. RAID Log

Discussion

- No new risks were identified

- The risk relating to the delay of the ICE 360 project was discussed.

- Jonathan Bamford highlighted that the risk relating to relations with the Home Office has decreased.

- The following risks were allocated owners:
 - ePrivacy : Jo Pedder
 - TPS Re-procurement : Steve Eckersley
 - PDARFs : James Dipple-Johnstone

Actions

Rachael Cragg to update the RAID log.

9. Any Other Business

Robert Parker confirmed that the Guide to GDPR will be launched on the website on 21 November.

Policy Steering Group minutes 8 November 2017

Members

Steve Wood	Deputy Commissioner (Policy) (Chair)
Emma Bate	General Legal Counsel
Jonathan Bamford	Head of Parliament and Government Affairs
Ken Macdonald	Head of ICO Regions
Jo Pedder	Head of Policy and Engagement
Heather Dove	Head of Finance
Robert Parker	Head of Corporate Communications
Adam Sowerbutts	Head of Freedom of Information Complaints and Appeals
Anulka Clarke	Head of Assurance
Peter Brown	Group Manager (Technology Policy)
Rachael Cragg	Group Manager Change Programme

Attendees

Carl Wiper	Group Manager
------------	---------------

Secretariat

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

1. Introductions and apologies

Apologies were received from Faye Spencer, Richard Marbrow and Jo Pedder.

Steve Wood welcomed Carl Wiper to the meeting in place of Jo Pedder.

2. Matters arising from the previous meeting

Minutes

The minutes of the previous meeting were agreed.

Action Board

The outstanding actions were updated and cleared where possible.

Action

Adam Stevens to recirculate the finalised priority case procedure.

3. Risks Register

Discussion

The opportunity to shape the DP regime by influencing government and international opinion was discussed.

It was asked whether recruitment risks should be more focused.

Decision

It was agreed that recruitment is on the risk register as an overall ICO risk and does not need to be more focused.

Actions

Emma Bate to review the opportunity on the risk register and add to the agenda for the first meeting of the EU Withdrawal Planning Group.

4. Priority Case Tracker

Discussion

Steve Wood confirmed that priority cases are now being reviewed by the Senior Leadership Team on a monthly basis.

Steve Wood updated the group on the decision at the recent Senior Leadership Team meeting regarding cases that have been removed or added to the tracker.

The remaining live cases on the tracker were discussed and updated.

Actions

Caroline Robinson to ask Steve Eckersley to give an update on Operation Spruce to the Policy SG members before the next PSG meeting (7 December 2017)

5. Review of Priority Policy Work streams

Discussion

Steve Wood reviewed the most important cases on the work stream tracker: -

- **Post-Brexit planning**; a group has been reconvened and will be chaired by Emma Bate.
- **Extension of FOI outsourcing**; work progressing well.
- **Charities**; the follow up report to Parliament remains ongoing
- **Sandbox**; Jonathan and Anulka will be attending the next Senior Leadership Team's informal meeting to discuss the cross office project on this.

Actions

Annabelle McGuinness to change the point of contact for post Brexit work on the work stream tracker to Emma Bate.

Sue Markey to liaise with Emma Bate with regard to outsourcing contracts.

6. Technology Update

Discussion

Peter Brown presented the Threats and Opportunities to information rights arising from technology report. The paper will continue to develop and will form part of the Technology Strategy which is currently in draft form awaiting the start of the new Head of Technology Policy.

It was suggested that each of the items in the report be given the following rating; Watch, Engage or Strategic

Decision

The group agreed to amend the title of the report to Benefits and Risks.

Steve Wood confirmed that he will be taking the report to the Senior Leadership Team with a proposal to fund a technology research fellowship.

Actions

Peter Brown to change name of report to Benefit and Risks from New and Emerging Technologies and to add the ratings of watch, engage and strategic, and to circulate to members by the next meeting (7/12/17)

7. Consultation and Select Committee responses

Discussion

Carl Wiper flagged a new consultation on children's privacy to be added to the list.

8. Court Judgements

Schrem 2 Judgement

Discussion

Emma Bate highlighted the possible key risks to come out of the judgement. There are concerns about the continuing use of standard contractual clauses and binding corporate rules relating to transferring data to the United States.

Decision

It was agreed to communicate to stakeholders that we are aware of the uncertainties surrounding the judgement.

Actions

Robert Parker to consider a blog on the judgement by ?
Emma Bate to provide bullet points on the judgement for use in standard presentation slides.

Caroline Robinson to ensure the item was a standing item for the Steering Group.

9. Change Programme Policy & Engagement Projects

Interactions between the Change Programme and Policy

Directorate:

Discussion

Rachel Cragg raised the concern that in recent meetings there has not been enough time to dedicate to a thorough review of the RAID log and Backlog.

There were concerns that there was not the same level of interaction between the change programme and Policy & Engagement area as there is within the Operational Directorate via the Service Delivery Project Board.

The group discussed the possibility of a Policy and Engagement Board being set up.

Decision

It was agreed that the change programme aspects of policy directorate should be given its own project board with a more dedicated meeting.

Actions

Rachael Cragg to email a proposal on constituting a new group for Policy for the change programme by ?

TPS Renewal:

Discussion

Rachael Cragg flagged the TPS renewal on the risk log. We need to look at re-procuring the contract. The risk also needs an owner.

Decision

It was confirmed that Louise Byers is leading on the TPS renewal.

Actions

Rachel Cragg to contact Louise Byers with regard to the TPS renewal and the need to take matters forward.

Outsourcing on Guidance:

Discussion

Emma Bate updated the steering group on work done on possibly outsourcing development of some guidance.

SME Toolkit:

Discussion

Anulka Clarke advised that the release of the new GDPR SME toolkit has been brought forward from the New Year to November. We are now providing a checklist for controllers and a new check list for processors.

Personal Data Breach Helpline:

Discussion

Rachael Cragg confirmed that the PDB helpline had been launched on Monday (6/11/17) and 103 calls had been received over the last three days. These calls have been mainly enquiries but there have been some personal data breaches which have been dealt with and closed where appropriate.

Funding Regime:

Discussion

The group was updated on progress in bringing in the new funding system.

10. Any other business

Jonathan Bamford confirmed that an international law enforcement coordination group has been set up.

A Surveillance cross office group has also been set up.

Operations Steering Group minutes 10 November 2017

Members

James Dipple-Johnstone	Deputy Commissioner (Operations)
Jo Pedder	Head of Policy and Engagement
Emma Deen	Head of Business Development & IT
Faye Spencer	Head of Customer Contact
Andrew Laing	Head of Data Protection Complaints and Reviews
Adam Sowerbutts	Head of Freedom of Information Complaints and Appeals
Steve Eckersley	Head of Enforcement
Anulka Clarke	Head of Assurance
Robert Parker	Head of Corporate Communications
Richard Marbrow	Corporate Governance Group Manager

Secretariat

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

1. Introductions and apologies

Apologies were received from Robert Parker and Richard Marbrow.

2. Matters arising from the previous meeting

Minutes

The minutes from the previous meeting were agreed.

Actions and decisions

Outstanding action points were updated and cleared where possible.

3. Operations Summary Report

Discussion

The proposed changes to the report have been made however Anulka Clarke noted that the numbers for Assurance were incorrect.

Steve Eckersley highlighted that elements of the Enforcement figures have been omitted from the report.

The group discussed possible additions that would be beneficial to include in the report.

Actions

Operation heads of department to liaise with Iain Campbell by 20 November with regard to the additions that would benefit their department.

4. Operations Department Heads verbal updates

Assurance:

- Recently completed three SME workshops in London, Manchester and Birmingham
- A charities workshop was recently undertaken in Brighton
- The Level B assessment centre was successful and resulted in an appointment
- The Level D recruitment has now closed and shortlist was ongoing.
- The Level E vacancy for BCR and for a BCR Group Manager are being advertised.
- BCRs; 27 are currently out for review, out of a total of 40 outstanding BCRs.
- The toolkit checklist has been updated and is currently awaiting policy review. The toolkit is on track for going live at the end of November.
- The BCR blog is nearly completed

James Dipple-Johnstone confirmed that there has been interest from Audit companies with regard to secondment opportunities.

Action

Faye Spencer to ask for further information from Rob Parker with regard to the Small Business Day and circulate to the group by 20 November.

Data Protection Complaints and Appeals:

- Andy Laing confirmed that performance this month has been good. The receipts of 1870 is the highest ever with the closures of 2150 also the highest ever.
- Caseloads are now under 3000 cases which is moving in the right direction
- Staffing; currently running at 88.3 with a department target of 100. Two new starters arriving next week.
- Homeworking kit is currently being tested. There is a possibility of increasing the number of people being able to work from home with will help alleviate the desk situation.

- The Level C assessment centre resulted in 23 successful candidates.
- GDPR training is under way within the department

Enforcement:

- Yet to see the impact of the Personal Data Breach team
- Keeping pace with receipts although there was a drop in October
- A number of staff members have been seconded to Operation Cederberg
- Four fines have gone out this week from the Anti-Spam team
- Currently there are two vacancies within the Criminal Investigations Team
- Crimson database has been delayed slightly
- Departmental training is underway
- The ICO is joint lead with the Netherlands on the A29 working party taskforce.

James Dipple-Johnstone confirmed that there has been interest from cyber security operatives with regard to secondment opportunities within the ICO.

FOI Complaints and Appeals:

- October has been the busiest month of the year so far with an intake of 528. It has also been the best month for output.
- Appeals remain static.
- Three new Level Cs started on Monday.
- The assessment centre for Level Bs resulted in an appointment for a new administrator.

5. Cyber Security

Discussion

The draft cyber security report was discussed.

The tiger teams were also discussed and how they will be resourced.

Actions

Any comments on the report to be sent to James Dipple-Johnstone by 24 November.

6. Risks and Opportunities

Discussion

There were no comments on the risk register.

8. Any other business

Staffing requirements 2018-19:

Each operations department head ran through their bids for resourcing for 2018-19

Action

All resourcing bids to be returned to James Dipple-Johnstone by Monday 13 November.

Investigative Powers commissioner:

James Dipple-Johnstone updated on the meeting.