

Senior Leadership Team – minutes 5 November 2020

Details of attendees are provided at the end of the minutes.

1. Introductions and apologies

Apologies were received from Jen Green, Ali Shah and Steve Eckersley.

2. Matters arising from the previous meeting

Minutes

The minutes of the previous meeting were approved as an accurate record.

Actions and decisions

Chris Braithwaite provided an update on any outstanding actions and confirmed that the outstanding audit actions will be reviewed by the Risk and Governance Board going forward.

3. Digital & It Strategy

Discussion

Mike Fitzgerald provided some background to the report and recommendations. There has been an ambition to bring the IT services in house and the contract with Littlefish reflected this. He confirmed that he has confidence in taking the next step of the IT Strategy due to the number of new recruits and considerable upskilling of the colleagues within the IT and Digital team.

Consideration of the current remote working situation was taken into account when developing the report and although there are risks to bringing the house to bringing the services in house, it also presents a great opportunity.

The Board discussed the options recommended and considered issues including the VFM and the potential costings for each option, the impact of disruption of a change in services, the real time MS Support, what current skills are covered by Littlefish that we do not have in house, are there any gaps in our skill set?

Decision

The Senior Leadership Team are fully supportive of the paper going to Management Board with some minor amendments. Further clarity on the costs and VFM figures should be included and develop the risk matrix to address how we would mitigate risks against internal vs external, including any specialist skill set that we would require.

4. Operation Chandra Update

Discussion

Louise Byers and Emily Keaney provided an update on the constitutional review, spending review and data prospects to ensure that there was common understanding of progress and direction of travel with these areas of work.

Spending Review; it was confirmed that this will now be a one year settlement rather than three. It may be that the baseline bids are rolled forward to help fund our statutory obligations but this is yet to be confirmed. In addition the team are currently looking at the impact the change in timescales may have on the innovation bids.

ICO Review; the areas that the team are currently focusing on are the strategic objectives of the ICO, governance model for the ICO, funding, risk management, structure of delivery mechanisms, accountability, objectives on international and domestic regulatory cooperation, skills and resources within the organisation and policy methodology.

The Senior Leadership Team were asked to consider what form of assurance on the above issues they would like to see going forward.

Actions

Emily Keaney and Louise Byers to develop internal comms to update the wider office on the above workstreams.

5. Quarterly Budget Update

Discussion

Andrew Hubert presented the mid-year review. The report has been reviewed at the Resources Board. Although we are currently

in a positive position with a forecasted surplus of £1.3 million, there is still some considerable risk surrounding the fee income.

The Companies House campaign recommenced last week and will be contacting 2 million organisations between now and end of March.

Resources Board agreed to utilise savings made for temporary resources, including the DP Complaints recovery plan and within the information access team.

6. Terms of Reference

Decision

The Terms of Reference for the EDI Board and Regulatory Panel were agreed.

7a. Board Updates

Discussion

A question was raised regarding Engagement Strategy which was considered at the Communications & Engagement Board. It was agreed that the Engagement Strategy should be added to the future work programme for SLT.

7b. Priority Projects

EU Withdrawal Update

Discussion

Paul Hothersall provide an update on the current work being carried out from the EU Withdrawal Group.

Work Programme

Chris Braithwaite highlighted that there is still some work to be done to define exactly what issues need to come to SLT and finalise the SLT work programme. The work programme will help to inform the agendas for future meetings.

Action

Add Operation Chandra assurance to the work programme

8. Any other business

Discussion

Tom Reynolds explained how the ICO can demonstrate our impact on business by contributing to the business impact targets.

Attendance

Members

James Dipple-Johnstone (Chair)	Deputy Commissioner, Chief Regulatory Officer
Emma Bate	Director of Legal Services (Regulatory Advice and Commercial)
Louise Bogle	Acting Director of Legal Services (Regulatory Enforcement)
Louise Byers	Director of Corporate Affairs and Governance
Steve Eckersley	Director of Investigations
Mike Fitzgerald	Director of Digital, IT and Business Services
Suzanne Gordon	Director of Public Advice, FOI and Data Protection Complaints Service
Andrew Hubert	Director of Resources
Paula Hothersall	Director of Regulatory Strategy (International)
Ian Hulme	Director of Regulatory Assurance
Anulka Clarke	Acting Director of Regulatory Assurance
Emily Keaney	Director of Regulatory Strategy (Domestic)
Amanda Williams	Director of Regulatory Strategy (Parliament and Government Affairs)
Anthony Luhman	Director of High Profile Investigation, Intelligence and Relationship Management

Secretariat

Chris Braithwaite	Senior Corporate Governance Manager
Caroline Robinson	Corporate Governance Officer