



**An Coimisiún um
Chosaint Sonraí**
Data Protection
Commission

Senior Management Committee

Terms of Reference

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Terms of Reference of the Data Protection Commission (DPC) Senior Management Committee

The purpose of this document is to set out the terms of reference of the DPC Senior Management Committee.

Membership

- Membership of the Senior Management Committee comprises the following:
 - the Commissioners for Data Protection,
 - Directors
 - Principal Officers (including Heads of Function)
- Additional members may be appointed at the discretion of the Senior Management Committee.
- Only members of the Senior Management Committee have the right to attend Committee meetings. However, other senior managers and staff within the organisation may be invited by the Senior Management Committee to attend for all or part of any meeting, as and when appropriate.
- Senior Management Committee meetings are chaired by a Commissioner. In the absence of the Chairperson or a Commissioner, the remaining members present shall nominate one of their number to chair the meeting.
- The AP equivalent in the Governance & Risk area is Secretary to the Senior Management Committee.

Role of Chairperson

- Ensure the Senior Management Committee considers any significant issues, which may impact on the organisation's capacity and capability to carry out its functions, or any significant risks to the delivery of the organisation's objectives and any mitigating actions either proposed or taken.
- Ensure the Senior Management Committee considers any matters that may threaten the ability of the DPC to carry out its statutory functions, or the propriety or value for money with which the organisation carries out its business.
- Ensure the advices of the Senior Management Committee inform the decision-making of Commissioners.

Role of Committee Members

- Attend and participate at meetings of the Senior Management Committee.
- Update on matters of note in relation to their business area at each meeting or as required.

- Provide strategic leadership, direction and oversight to the organisation.
- Drive and oversee the implementation of strategies, business priorities and objectives.
- Scrutinise items under discussion by the Committee.
- Advise the Commissioners on the functions of the Commission and corporate governance matters.
- Alert the Committee regarding any matters that threaten the ability of the DPC to carry out its statutory functions, or the propriety or value for money with which the organisation carries out its role.

Role of Secretary of the Committee

- Circulate the draft agenda as approved by the Chairperson.
- Ensure that the Senior Management Committee receives information and papers in a timely manner to enable a full and proper consideration be given to the issues.
- Schedule meetings.
- Take Official minutes.
- Identify actions arising from the meeting and the relevant Committee member to which they are assigned. Create an actions-arising plan to assign tasks to relevant Deputy Commissioner(s).
- Track the implementation of action points.
- Provide the draft minutes to the Chairperson in advance of the next meeting.
- Circulate agreed minutes/actions points to all SMC members.
- Provide formal induction to new members to the Senior Management Committee.

Quorum

- The quorum is set at a minimum of 10 SMC members.
- A duly convened meeting of the Senior Management Committee, at which a quorum is present, shall be competent to exercise any and all of the authorities, powers and discretions vested in or exercisable by the Senior Management Committee.

Frequency of Meetings

- The Senior Management Committee shall meet at least once every four weeks, unless exceptional circumstances prevent this.

Notice of Meetings

- Meetings of the Senior Management Committee shall be arranged by the Secretary at the request of the Chairperson.
- Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed shall be forwarded to each member of the Senior Management Committee and any other person required to attend no later than three working days before the date of the meeting.
- Meetings may be held remotely, either wholly or in part, where necessary and expedient to do so. A number of in-person meetings will be scheduled in each calendar year, to be identified in advance.

Minutes of meetings

- The Secretary shall minute the proceedings and action points of all meetings of the Committee, and record the names of those present.
- Minutes of Senior Management Committee meetings shall be circulated to all members of the Committee by the secretary.
- Agreed minutes shall be published on the DPC staff intranet.

Duties

- The Senior Management Committee shall provide strategic leadership, management and oversight of the organisation, setting key priorities, goals and objectives, advising and supporting the Commissioners in the discharge of their responsibilities.
- The Senior Management Committee shall monitor the performance of the DPC in carrying out its statutory functions as well as in delivering on its strategic and business priorities and objectives.
- The Senior Management Committee shall ensure that all financial controls and systems of risk management are robust and defensible.
- The Senior Management Committee shall keep itself up to date and fully informed about strategic issues and changes affecting the organisation and the environment in which it operates.
- The Senior Management Committee may from time to time establish such sub-committees as are necessary to assist it in the performance of its duties.
- The Senior Management Committee shall review corporate governance developments to maintain adherence to best practice.
- The Senior Management Committee shall ensure that the principles set out in the Corporate Governance Standards of the Civil Service are adhered to.

- The SMC shall implement the recommendations provided by the DPC Audit and Risk Committee.
- The SMC shall form the Project Governance Committee for IT projects.

Schedules of Matters for Discussion and Decision

- The Senior Management Committee will have a formal schedule of matters for discussion and decision, as appropriate, to ensure effective oversight and control of the organisation including [but not limited to]:
 - Strategic direction and challenges
 - Operational strategies and performance
 - Significant policy issues and wider external cross sector issues
 - Resource management
 - Performance management
 - Financial management
 - Media and communications matters
 - Corporate governance matters
 - Procurement matters
 - Risk management policies
 - DPC Annual Report and Financial Statement [as audited by C&AG].

Business Plans and Risk Registers shall be reviewed by the Committee at least biannually.

Other

- The Senior Management Committee shall, at least once a year, review its own performance, membership and terms of reference to ensure it is operating at maximum effectiveness and implement any changes it considers necessary.
- With the specific exception of draft minutes and any material that is flagged as sensitive or confidential, Senior Management Committee members may circulate documents pertaining to SMC meetings to their staff for information and/or inputs.

Validity of Terms of Reference

- The above terms of reference were reviewed by the DPC Senior Management Committee in November 2024 and are effective from that date.

Current Members

Members:

Mr. Des Hogan	Commissioner for Data Protection	Chairperson
Mr. Dale Sunderland	Commissioner for Data Protection	Committee Member
Mr. Andrew Carroll	Large Scale Inquiries and Investigations	Committee Member
Mr. Niall Cavanagh	Large Scale Inquiries and Investigations	Committee Member
Mr. Ian Chambers	Head of Frontline Breach, Complaint and Information	Committee Member
Ms. Jennifer Dolan	Head of Inter-regulatory affairs, ePrivacy Prosecutions	Committee Member
Ms. MB Donnelly	Head of Strategy, Governance, Finance & Risk	Committee Member
Mr. Graham Doyle	Head of Corporate Affairs, Media & Communications	Committee Member
Ms. Grainne Duffy	Head of People & Learning	Committee Member
Ms. Elizabeth Finn	Head of Cross Border Complaints-Assessment, Handling & Inquiries;	Committee Member
Mr D. Goulding	Large Scale Inquiries and Investigations	Committee Member
Ms. Grainne Hawkes	Head of EDPB/International Affairs & AI Act	Committee Member
Mr, David Murphy	Consultation and Supervision	Committee Member

Mr. Cian O'Brien	Head of Large-Scale Inquiries & Investigations	Committee Member
Mr. Ultan O'Carroll	Head of Regulatory Technology Affairs	Committee Member
Ms. Fleur O'Shea	Head of Legal Affairs	Committee Member
Mr. Cathal Ryan	Consultation and Supervision	Committee Member
Mr. Labhras Sammin	Head of Enterprise & ICT Operations	Committee Member
Ms. Sandra Skehan	Head of National Complaints including Access Requests, LED, Breach and Processing	Committee Member
Mr. Mark Shannon		Secretary

Sub Committees - Terms of Engagement

1.1 SMC Engagement

- The SMC may convene sub-committee(s) tasked with more focused scrutiny of key strategic priorities and issues.
- The SMC may refer items for review by sub-committee(s) and will consider the outcomes of this review.
- Matters discussed by at sub-committee level are open to further discussion by the full SMC.
- The Chair of the Commission for Data Protection may seek a full discussion at an SMC meeting of any topic which may have been discussed at sub-committee.

Sub Committees - Terms of Reference

- The Terms of Reference for any SMC sub-committee, including sub-committee membership and composition will be agreed in advance of their establishment.