

Executive Team – minutes

1 April 2021

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

1. Introductions and apologies

Apologies were received from Jen Green.

2. Minutes of the last meeting

The minutes of the last meeting had been approved by email.

3. ICO Plan

Discussion

Paul Arnold introduced a discussion regarding initial proposals for potential high-level three-year objectives, as a starting point for further workshops for the development of the ICO Plan.

ET commented that the initial proposals seemed appropriate, and workshops would be beneficial to agree specific objectives. ET also commented that it would be beneficial for the proposals to be grouped into subject areas prior to the workshops.

ET also noted the importance of using these workshops to ensure clarity regarding the expected outputs of these and similar areas of work. ET agreed that it would also be useful to discuss this further at the following week's informal ET meeting.

Decision

ET supported the initial proposals for consultation during workshops.

Actions

PA to be responsible for refining the proposals into broad themes, ahead of the workshops (due date: during April 2021).

4. 2021/22 budget

Discussion

Paul Arnold presented a report setting out the final proposed budget for 2021/22. ET discussed the key areas of spend and efficiencies as the organisation continued its development.

Decision

ET approved the 2021/22 budget.

5. ET commendations

Discussion

ET discussed whether SLT should give collective consideration to the proposed ET commendations, prior to their being considered by ET.

ET also discussed: the criteria for commendations; whether, in future, the commendations process should be primarily owned by SLT, potentially with an appropriate defined budget; and/or commendations should be considered at a different frequency.

ET commented that one of the key areas for commendations going forward would be to reward innovation and service improvement ideas from staff, particularly in the current context of new ways of working. This would align with the existing ambition value.

Decision

ET agreed that SLT should review the proposed commendations and make a recommendation to ET.

Actions

PA to request that SLT give collective consideration to the proposed ET commendations (due date: during April 2021).

Attendance

Members

Paul Arnold (Chair), James Moss, Stephen Bonner, Elizabeth Denham, James Dipple-Johnstone, Simon McDougall, Steve Wood

Attendees

Peter Hayes

Secretariat

Chris Braithwaite