

Executive Team – minutes

6 April 2020

Details of attendees are provided at the end of this note.

1. Introductions and apologies

Apologies were received from Andrew Hubert.

2. COVID-19 response

Discussion

ET noted that the ICO and ICO staff had responded well to the new ways of working under Covid-19, and had been well prepared through the vast majority of staff having mobile working devices.

ET expressed its thanks to the efforts of all staff involved in our business continuity effort, which had enabled a near-seamless transition to full home working and helped to ensure continuity of service, as well as standing up new services in direct support of the management of the pandemic.

ET also noted an assurance report and welcomed the clarity of purpose which the priority operations had provided.

ET discussed the proposed external and internal communications which were planned for the coming week and the links between the ICO's regulatory posture, supporting transparency, and the business continuity arrangements.

3. DCMS funding update

Discussion

Paul Arnold reported that discussions in relation to this were ongoing.

4. Corporate Risk Review

Discussion

ET considered the bi-monthly review of the corporate risk register. The report proposed more changes to the risk register than was typically the case, due to the context of covid-19. ET agreed that this was appropriate, and also noted that it would be worth considering whether to review the

risk appetite to ensure that it remained appropriate in the current context.

Decision

ET approved the proposed changes to the risk register, for submission to Audit Committee.

ET agreed that Audit Committee should also be asked to consider the risk appetite.

6. EU Exit

Discussion

Steve Wood reported that the key workstream at present was adequacy. He noted that there was cross-over between this work and data prospects and therefore they would be brought together into a single workstream.

7. Audit Committee agenda and draft Internal Audit Plan

Discussion

ET considered the draft internal audit plan. Paul Arnold noted that there would need to be flexibility for the application of the plan, given the potential for higher-than-usual staff absences.

Decision

ET supported the draft internal audit plan for submission to Audit Committee.

8. ET and Board work programme – quarterly update

Decision

ET agreed that the work programme should be reviewed once the ICO had completed the current prioritisation work.

9. Any other business

There were no items of other business.

Attendance

Members

Paul Arnold (Chair) (PA), Elizabeth Denham (ED), James Dipple-Johnstone (JDJ), Simon McDougall (SM), Steve Wood (SW)

Attendees

Jen Green (JG), Director (initials) (as chair of SLT), any additional attendees (initials) (for item AAA)

Secretariat

Chris Braithwaite (CB)