

## Senior Leadership Team – minutes 24 February 2020

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

### 1. Introductions and apologies

Apologies for absence were received from Louise Byers, Paula Hothersall and Andrew Hubert.

### 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 updates on the outstanding actions since circulate of the agenda.

### 3. Annual Budget and High-Level Business Case Review

#### Discussion

SLT discussed the cost and income base for the 2020/21 budget. SLT noted that the budget was based on new arrangements being in place to fund litigation costs, which were subject to approval and may have a time lag in providing available funding.

SLT also noted that the budget included an assumption that all existing vacancies were filled, but it would be beneficial for SLT to review these vacancies to ensure that should all be filled. This was particularly important in the context of the level of funding available for business cases.

SLT also noted the high proportion of committed costs within the budget and that it may be important to identify all areas where spend can be stopped if necessary if income is lower than expected, similar to the exercise which had taken place during 2019/20.

SLT conducted a detailed review and assessment of all of the Tier 1 and Tier 2 business cases to prioritise these in light of the budget.

#### Decision

SLT agreed the overall cost and income levels for the 2020/21 budget.

SLT made the following initial assessments in relation to business cases. However, SLT also agreed that further information was needed on some of these business cases. Therefore, further review and agreement should take place at an additional SLT meeting.

SLT will review the business cases at Tier 3 to consider whether any funding can be made available for those, potentially from existing vacancies where the business case is a higher priority than a vacancy. Even if funding is not available, it may be possible to further develop these business cases to be self-funding.

SLT will review the existing vacancies to determine whether all need to be appointed to, or whether this budget could be allocated to increase the funding of the above business cases (or fund additional business cases).

#### Actions

**Andrew Hubert to circulate the list of existing vacancies to SLT for review.** *Due date: 2/3/20*

**Andrew Hubert to review the budget to identify any budget areas where spend can be stopped if necessary if income is lower than expected.** *Due date: 27/4/20*

**Andrew Hubert to review the decisions to ensure that SLT had made accurate assumptions regarding which projects were already included within the budget.** *Due date: 28/2/20*

**Chris Braithwaite to arrange an additional SLT meeting to discuss the outstanding issues.** *Due date: 2/3/20*

## 4. Legal lines of instruction

This report would be considered by email.

#### Actions

**Chris Braithwaite to circulate the legal lines of instruction report for consideration by email.** *Due date: 26/2/20*

## 5. Internal Audit Plan 2020/21

This report would be considered by email.

#### Actions

**Chris Braithwaite to circulate the internal audit plan 2020/21 for consideration by email.** *Due date: 26/2/20*

## 6. EU withdrawal update

SLT noted the report.

## 7. Management Accounts

SLT noted the report.

## 8. Risk and opportunity management

SLT noted the report.

## 9. SLT strategic work programme

SLT noted the report.

## 10. Record of reports considered by email since the last meeting.

SLT noted the report.

## 11. Any other business

### Discussion

Chris Braithwaite highlighted the email sent to all SLT members by Learning and Development about ensuring that all leaders within their directorate attended a Leadership at the ICO session.

Chris Braithwaite reminded SLT members that the deadline for initial contributions to the 2019/20 annual report was 28 February 2020.

## Attendance

### Members

Emma Bate	Director of Legal Services (Regulatory Advice and Commercial)
Steve Eckersley	Director of Investigations and Intelligence
Mike Fitzgerald (Chair)	Director of Digital, IT and Business Services
Suzanne Gordon	Director of Public Advice and Data Protection Complaints Service
Jen Green	Director of Communications
Ian Hulme	Director of Regulatory Assurance
James Moss	Director of Legal Services (Regulatory Enforcement)
Andy White	Director of High Priority Investigations and Intelligence
Amanda Williams	Director of Regulatory Strategy (Parliament and Government Affairs)

## Attendees

Lynne Currie  
Ali Shah

Head of Innovation  
Head of Technology

## Secretariat

Chris Braithwaite

Senior Corporate Governance Manager