

# Senior Leadership Team – notes of inquorate meeting

24 August 2020

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

## 1. Introductions and apologies

Apologies for absence were received from James Dipple-Johnstone, Ian Hulme, Louise Byers, Paula Hothersall, Lynne Currie, Steve Eckersley, Louise Bogle and Suzanne Gordon.

## 2. Matters arising from the previous meeting

### Minutes

The minutes of the previous meeting were noted as an accurate record, subject to comments received from Paul Arnold relating to the Wellbeing Survey and Governance Review

### Actions and decisions

Chris Braithwaite provided an update on the revised governance structure. Meetings are taking place with the Chairs for the SLT Boards through August and early September to discuss Terms of Reference. It is expected that the Terms of Reference for the new Boards will be brought to the SLT meeting in September for formal sign off.

Once the meetings have taken place communications will be developed to ensure that it was clear to staff throughout the organisation what matters should be referred to which Boards, and which matters did not require approval from Boards.

## 3. Priority Projects

### Discussion

The project sponsors were asked to provide updates on the projects, highlighting any updates to the Terms of Reference and whether objectives and timescales are on track. [NOT FOR PUBLICATION]

Kepler and Foresight; both projects are on track with the short and medium term objectives met.

Picard and Vern; the intention is to merge the two projects and the Terms of Reference are being updated to reflect this. Progress towards the objectives have been slowed due to new priority work within these operations taking precedence.

Lander; Terms of Reference are being amended to focus on the four key workstreams. The main risk for this project is resourcing and the team are in the process of recruiting secondees to build up capacity. The budget is being kept under review with the bulk of the spend now forecast to be in Year 2 rather than Year 1.

The second key risk relates to ensuring consistency throughout the ICO, including ensuring that there are clear messages internally about what proportionate enforcement looks like together with messaging on links between GDPR and the Code.

Gena; There are no changes to the Terms of Reference. The Data Sharing Code will shortly be submitted to the Secretary of State and toolkits are currently undergoing stakeholder testing.

Volta; certain workstreams will be removed from the Volta actions as they move into business as usual. No support needed in the immediate term.

It was agreed that it would be useful to understand which projects may be coming to a close soon and what the triggers will be to close the Operations.

#### Actions

Corporate Governance to request updates on Tycho and Main

[END OF NOT FOR PUBLICATION SECTION]

## 4. Spending Review

#### Discussion

Emily Keaney provided an update on the spending review.

Paul Arnold thanked everyone involved from across the organisation for their efforts in helping to submit the bids within a short timescale.

## 5. EU Withdrawal

#### Discussion

The SLT noted the written update.

A question was raised whether the update needs to be provided on a monthly basis to SLT, or whether this should be on a "by exception"

basis, similar to the priority programmes. If so, then it was agreed that the updates should focus on progress against our objectives rather than activity.

#### Actions

Mike Fitzgerald to liaise with Paula Hothersall on the EU update.

## 6. Management Accounts

#### Discussion

It was highlighted that it is important to keep a close eye on income for the remainder of the year, as this was the highest risk area of the budget. Jen Green confirmed that the Volta position continues to be no business travel at this moment in time.

## 7. Risk and Opportunity Register

#### Discussion

Chris Braithwaite highlighted that the Executive Team have agreed that Corporate Governance should work with risk owners to ensure that risks and actions are more strategic, measurable and time bound to help demonstrate assurance.

Paul Arnold confirmed that this work will ensure that the mitigating actions are linked to the ICO's strategic objectives.

## 8. Any other business

#### Discussion

The timescale of future SLT meetings were discussed. It was suggested that SLT quarterly meeting are held after the end of each quarter, eg., January, April, July & October.

#### Decision

It was agreed that the Terms of Reference for the Sub-Boards be brought to the meeting in September and the frequency of the SLT meetings agreed then.

## Attendance

### Members

Paul Arnold

Deputy Chief Executive Officer (DCEO & Chief Operating Officer)

|                 |   |
|-----------------|---|
| Emma Bate       | Director of Legal Services (Regulatory Advice and Commercial)       |
| Mike Fitzgerald | Director of Digital, IT and Business Services                       |
| Jennifer Green  | Director of Corporate Communications                                |
| Emily Keaney    | Director of Regulatory Strategy (Domestic)                          |
| Amanda Williams | Director of Regulatory Strategy (Parliament and Government Affairs) |

## Secretariat

|                   |                                     |
|-------------------|-------------------------------------|
| Chris Braithwaite | Senior Corporate Governance Manager |
| Caroline Robinson | Corporate Governance Officer        |