

## Senior Leadership Team – minutes 28 September 2020

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

### 1. Introductions and apologies

Apologies for absence were received from Louise Byers.

### 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 circulation of the agenda.

It was agreed that the UKRN paper should be brought to the Risk & Governance Board.

### 3. Governance Update

#### Discussion

SLT discussed the Terms of Reference for the Sub-Boards and commented on the escalation process, clarity on overlap of decisions between boards and the importance of the corporate EDI objectives being taken into account by each board.

It was highlighted that positive EDI impacts should be considered rather than focussing on the possible negative impacts.

It was agreed that there is a more diverse membership at each of the Boards providing a broader range of perspectives with membership including Heads of Service and Group Managers attending meetings.

#### Decision

The ToRs were agreed subject to the amendments discussed.

## Actions

Chris Braithwaite & Jo Butler to amend the ToRs as recommended.

Jen Green and Chris Braithwaite to liaise on the Comms to be published around the decision making process of the Sub-Boards.

## 4. Business Planning & Performance Management Update

### Discussion

Jo Butler presented a report on the business planning process going forward for the remainder of the year and into 2021/22.

The work will be carried out between October and December and it is planned that all business plans and business cases for 2021/22 will be available to align with the budget in February 2021.

It was highlighted that business cases should link into the objectives and goals within the Capacity & Capability Plan.

Paul Arnold thanked Jo Butler and the team for moving this forward.

### Decision

It was agreed that any further discussion on detail of the templates should take place within a Brown Bag meeting.

## 5. Delivery of the IRSP

### Discussion

Paul Arnold provided a verbal update on the lifecycle of our overarching strategies. We need to ensure that the business plans for next year will recognise the issues that are critical to round off the actions within the current IRSP.

## 6. Spending Review & Constitutional Review

### Discussion

Emily Keaney provided a verbal update on the spending and constitutional review. The challenge process with DCMS is ongoing and we are continuing to provide feedback.

The Constitutional Review has started to pick up again and an oversight group has been developed including Paul Arnold and senior members of DCMS.

A communication to staff is being planned once decisions have been received on the spending review, including the communicating the merging of Picard and Vern.

## 7. Career Banding

### Discussion

SLT discussed the upcoming Career Banding period for October, in light of the COVID restrictions which had been a factor during the last 6 months.

## 8. Digital & IT Strategy Update

### Discussion

Mike Fitzgerald provided an update in relation to the Digital and IT Strategy going forward.

## 9. Priority Programme Updates

### Discussion

Paula Hothersall provided an update on the recent meeting of the EU Withdrawal Group.

Mike Fitzgerald will be contacting the Senior Leadership Team regarding capacity in the event of a surge of demand for contact in the run up to the EU exit.

## 10. Management Accounts

### Discussion

Andrew Hubert presented the Management Accounts from the end of August. We are currently on track for our fee income and budget.

It was confirmed that the Companies House campaign will recommence at the end of October.

## 11. SME Service Hub Update

### Discussion

Mike Fitzgerald presented a report on the progress being made with the SME team and signposted the key activities that the team will be working on.

## 12. Artificial Intelligence Update

### Actions

Any feedback on the report to be sent to Mike Fitzgerald

## 13. Any other business

### Discussion

There were no issues raised.

## Attendance

### Members

Paul Arnold (Chair)	Deputy Chief Executive Officer (Executive Director – Corporate Strategy and Planning)
James Dipple-Johnstone	Deputy Commissioner (Regulatory Supervision)
Emma Bate	Director of Legal Services (Regulatory Advice and Commercial)
Louise Bogle	Acting Director of Legal Services (Regulatory Enforcement)
Louise Byers	Director of Corporate Affairs and Governance
Anulka Clarke	Acting Director of Regulatory Assurance
Steve Eckersley	Director of Investigations
Mike Fitzgerald	Director of Digital, IT and Business Services
Suzanne Gordon	Director of Public Advice, FOI and Data Protection Complaints Service
Jennifer Green	Director of Corporate Communications
Andrew Hubert	Director of Resources
Paula Hothersall	Director of Regulatory Strategy (International)
Ian Hulme	Director of Regulatory Assurance
Emily Keaney	Director of Regulatory Strategy (Domestic)
Andy White	Director of High Priority Investigations and Intelligence

Amanda Williams

Director of Regulatory Strategy (Parliament  
and Government Affairs)

## Attendees

Joanne Butler  
Tom Reynolds

Head of Risk & Governance (for items 3 to 5)  
Head of Economic Analysis

## Secretariat

Chris Braithwaite  
Caroline Robinson

Senior Corporate Governance Manager  
Corporate Governance Officer