

Senior Leadership Team – minutes 26 July 2021

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

1. Introductions and apologies

Apologies for absence were received from Tom Reynolds, Melissa Mathieson and Louise Byers

2. Declarations of interests

There were no declarations made.

3. Matters arising from the previous meeting

Minutes

The minutes of the previous meeting were approved as an accurate record.

Actions and decisions

There were no outstanding actions

3. Quarterly Performance Challenge and Review Sessions

Discussion

Joanne Butler presented the report providing SLT with information on the format for the quarterly performance challenge and review sessions.

The first quarterly session will take place on 25 August.

It was confirmed that the Planning and Performance Team will be carrying out an analysis of the information sent through by Directors to ensure that key areas are focused on during the challenge and review session. Top level measures will be included within the score sheets.

Compliance measures will also be collated by the Planning & Performance Team and will be filtered down to the directors. This data will help directors to understand trends and help to drive improvement.

Decision

It was agreed that a timeline of the information needed from whom and by when between now and challenge sessions will be helpful to ensure that any representatives attending the meeting are suitably briefed.

Actions

Planning & Performance Team to provide a timeline of what is required by whom and when

4. Terms of Reference

Discussion

It was agreed to consider this item by email.

Action

Chris Braithwaite to circulate the report and ToRs for comment.

5. Board Updates

Discussion

The SLT Board updates were provided for information only and any questions should be raised with the Board Chair offline.

8. Any other business

Discussion

Paul Arnold and James Dipple-Johnstone provided an update on current key cases and recruitment of the Information Commissioner.

Attendance

Members

Paul Arnold	Deputy Chief Executive Officer & Chief Operating Officer
James Dipple-Johnstone	Deputy Commissioner & Chief Regulatory Officer
Stephen Almond	Director of Technology and Innovation
Steve Eckersley	Director of Investigations
Mike Fitzgerald	Director of Digital, IT and Business Services

Paula Hothersall

Director of Regulatory Strategy
(International)

Andrew Hubert

Director of Resources

Ian Hulme

Director of Regulatory Assurance

Anulka Clarke

Acting Director of Regulatory Assurance

Emily Keaney

Director of Regulatory Strategy (Domestic)

Warren Seddon

Director of FOI and Transparency

Amanda Williams

Director of Regulatory Strategy (Parliament
and Government Affairs)

Secretariat

Chris Braithwaite

Senior Corporate Governance Manager

Caroline Robinson

Corporate Governance Officer