

Senior Leadership Team – minutes 26 April 2022

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

1. Introductions and apologies

Apologies for absence were received from Anthony Luhman, James Dipple-Johnstone, James Moss and Paula Hothersall.

2. Declarations of interests

There were no declarations of interests.

3. Matters arising from the previous meeting

Minutes

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

Actions and decisions

There were no outstanding actions.

4. DP Reform and workforce planning update

Emily Keaney and Sarah Lal made a presentation providing an update on the progress of legislative reform and initial thinking on implications for workforce planning. The corporate approach to workforce planning would be considered in detail at Resources Board later in the week. Sarah Lal would provide an update to SLT as required following this. A draft statement and lines to take would be circulated to SLT prior to the reform proposals being published.

SLT thanked the Legislative Reform Directorate for their excellent work in this area.

SLT particularly discussed:

- The importance and benefits of continuing the regular engagement with the trade unions throughout the development and delivery of the legislative reform proposals.
- Development of professions throughout the ICO. These had been mapped within the ICO and aligned to the identified professions in the wider civil service. The development of the policy profession was

currently being used a trial model to develop professions further. There would be further engagement with Directors and Department Heads about prioritising development of other professions. The intention was to complete the full profession roadmap within two years.

- Details of the proposed transition from a corporation sole to statutory board model, and particularly how this would be handled in the wording of clauses within the Bill, given the possible implications for other legislation we regulate, which vests power with the Commissioner rather than the Commissioner's Office.
- Plans for re-skilling and/or re-deploying staff if required due to changes in the powers or priorities of the ICO, including any related policies or procedures to support this. SLT also discussed the importance of being clear about potential changes with staff. This would also be discussed in more detail by Resources Board as part of the wider discussion of the workforce planning approach.
- The timeframes for further input to the reforms, particularly in terms of technical areas. Emily Keaney explained that during the legislative process, there were likely to be requirements for rapid turnaround on inputs, as DCMS considered amendments to the Bill. This was likely to be during spring/summer 2022. SLT commented that it would be useful to agree in advance the processes to triage and clear such inputs.
- The intrinsic links between the legislative reforms and the ICO25 Plan.

There would be wider communications to staff to explain the proposals, so there was no need for SLT members to cascade information at this point.

Paul Arnold also provided an overview of the timeline towards launching the ICO25 Plan. The listening phase of the ICO25 initiative was underway and not set to conclude until late May. At that point, a draft ICO25 plan would start to be developed with a view to launching for public consultation in July. He confirmed that a clear role for SLT in helping to shape that plan would be developed and he explained that this would mean an intensive period of work for all SLT members between late May and mid-July. He also asked all SLT members to be actively checking in with their teams and feeding back any questions or sentiment regarding the ICO25 process. He confirmed that all senior leaders should feel able to actively engage with their teams based on consistent understanding of the work being progressed, but he reassured all SLT members that at this stage we remain in the listening phase until later in May.

Actions

Emily Keaney to circulate the draft statement and lines to take to SLT, prior to DCMS's reform proposals being published. Due date: prior to reform proposals being published.

Sarah Lal to provide SLT with any updates to the workforce planning approach following further discussion by Resources Board on 28 April. Due date: 12/5/22, if required.

Emily Keaney to establish agreed processes for triage and clearance of responses to DCMS requests for input during the legislative process. Due date: prior to reform proposals being published.

Emily Keaney to follow up on possible consequential amendments that may be needed in other legislation, subject to the approach taken by DCMS. Due date: prior to reform proposals being published.

5. Regulatory Delivery Board terms of reference

Chris Braithwaite presented a report setting out proposed updates to RDB's terms of reference.

Decision

SLT approved the updates to RDB's terms of reference.

6. SLT Strategic work programme

SLT noted the work programme for future meetings. Chris Braithwaite highlighted that it was likely that work to deliver the ICO25 Plan would be added to future SLT meetings, particularly on parts where a common cross-office approach would be needed.

Action

Chris Braithwaite to work with Jen Green to update the SLT work programme to reflect any discussions or decisions required to deliver the ICO25 Plan. Due date: 25/7/22

7. Any other business

There were no items of other business.

Attendance

Members

Paul Arnold (Chair)	Deputy Chief Executive Officer & Chief Operating Officer
Amanda Williams	Director of Regulatory Strategy (Parliament and Government Affairs)
Angela Balakrishnan	Director of Corporate Communications
Angela Donaldson	Director of Finance
Emily Keaney	Director of Legislation Reform
Ian Hulme	Director of Regulatory Assurance
John Kavanagh	Director of Governance Transition
Louise Byers	Director of Risk and Governance
Melissa Mathieson	Acting Director of Regulatory Futures
Mike Fitzgerald	Director of Digital, IT and Business Services
Sarah Lal	Director of People and Workforce Planning
Stephen Almond	Director of Tech and Innovation
Steve Eckersley	Director of Investigations
Suzanne Gordon	Director of Public Advice and Data Protection Complaints Service
Tom Reynolds	Director – Chief Economist
Warren Seddon	Director of FOI and Transparency

Secretariat

Chris Braithwaite	Corporate Governance Manager
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