

Executive Team – for assurance

Date: 30 June 2022

Prepared for: Executive Team

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Topic: ET Work Programme

Objective: To ensure that ET is aware of the items scheduled for future ET meetings, and to give ET the opportunity to commission additional reports as desired.

Time required: 5 minutes

1. Objective and recommendation

- 1.1. This report provides ET with the work programme for future meeting, which ET is recommended to note. In addition, ET is asked to agree to move the next ET Formal meeting from 4 August to 28 July, due to leave arrangements.

2. Work Programme

- 2.1. The full work programme for ET is attached at Annex 1, for review. This sets out the items which are due to come to future ET meetings, the frequency of recurring items, along with the purpose of each item. In line with comments from the recent board evaluation exercise about bringing more diverse voices to ET, efforts have been made to identify presenters to join the meeting for each item, as far as possible.
- 2.2. The work programme is a living document and subject to constant review. If at any time ET members wish to add items to the work programme for future meetings, they can contact Corporate Governance.
- 2.3. The overall purpose of the work programme is to ensure that there is visibility of the issues which ET are expected to be engaged on over the next year, and to allow ET to view this in the round to ensure that they will receive assurance or take decisions in all of

the areas of the ICO's work that they would expect to engage in collectively.

2.4. At the time of writing, the work programme indicates that the following items are expected to come forward for discussion at the next ET Formal meeting on 4 August:

- Parliamentary engagement strategy
- Update on the work of Resources Board
- Cyber security strategy
- SLT Board structure – outcome of terms of reference review

2.5. In addition, information on the EDI Audit and the work of the EDI Board will be presented to ET Informal next week.

3. Recommendation

3.1. ET is recommended to review the work programme and consider whether it wishes to commission additional reports.

4. Publication considerations

4.1. This report can be published internally and externally. However, as the work programme is regularly updated, it is not useful to publish the annex.

Annexes: Annex 1 – ET Work Programme as at 24 June 2022 (the full work programme for all of the Corporate Governance meetings can be accessed by [clicking this link](#) (Fortinet connection required)). You can navigate the various Boards using the filter in column C.