

## Executive Team – minutes

12 May 2022

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

### 1. Introductions and apologies

Apologies were received from Stephen Bonner and Claudia Berg.  
ET welcomed Emily Keaney to the meeting.

### 2. Declarations of interest

There were no declarations of interest.

### 3. Minutes of the last meeting

The minutes of the last meeting had been approved by email.

Jen Green and Angela Balakrishnan gave an update on progress in implementing the next phase of the project to continue to transition towards plain language terminology. ET discussed a potential regular award for staff for best plain language communications, the importance of senior leaders role modelling the behaviours from the training, and potential benefits of “before and after” comparison resources.

The next phase of the project would be rolled out during June.

**ACTION: Angela Balakrishnan to provide an update to the next meeting on the plain language project.**

### 4. ICO 25 update

Angela Balakrishnan provided an update on options for venue and invitees for John Edwards’ vision speech. ET commented that ensuring the maximum reach for the event should be the priority.

#### Actions

**ACTION: Angela Balakrishnan to circulate information on options for venue and invitees to the vision speech.**

#### 4. Update on the work of the Regulatory Delivery Board

James Dipple-Johnstone presented a report setting out the recent work of the Regulatory Delivery Board (RDB) over the last six months, and issues it will explore over the next six months.

ET discussed the size of the RDB's membership and the ways in which good consultation and delegation outside of the meeting in developing papers, engaging the whole senior leadership cohort rather than just RDB members, could potentially reduce the need for a wider membership of this Board. ET also welcomed the approach RDB had taken in setting up sub-group to deliver specific areas of work. These issues were also applicable to the other SLT Boards.

##### Actions

**Chris Braithwaite, Paul Arnold and Louise Byers to discuss how to maximise the effectiveness and implementation of best practice across the SLT Boards, with a view towards consultation outside of meetings and delivering work through sub-groups. (Due date: 9/6/22)**

#### 5. Update on the work of the Policy Board

Melissa Mathieson attended the meeting to present a report setting out the work of the Policy Board over the last six months, and issues it will explore over the next six months.

ET discussed the work of the Board on witness and victim data, the Commissioner's Opinion on data of victims of rape and serious sexual offences, and Binding Corporate Rules. This latter item had been an issue that had been discussed during the Commissioner's listening tour.

ET also discussed the infrastructure that supports the policy work that Policy Board oversees (including the policy profession work), especially in relation to escalation and delegation of decision-making on policy issues and the importance of quality assurance mechanisms. ET also discussed how it should engage in policy work.

Jen Green commented that she could share learning from the development of the project management profession which may be useful for development of the policy profession.

##### Actions

**Jen Green to discuss with Melissa Mathieson any learning from development of the project management profession which may be**

**useful for development of the policy profession. (Due date: 9/6/22)**

## 6. Risk update – Financial resilience (R46) and Litigation resource (R61)

Louise Byers attended the meeting to present a report setting out an update on progress with these risks.

ET congratulated everyone involved in the work to deliver the business case for retention of fine income.

ET discussed whether there was any potential for this to create a perverse incentive of the ICO becoming more risk averse to litigation but agreed that the way the retention was structure removed this risk.

ET commented that this represented a significant opportunity to increase the capacity and capability to undertake litigation, and therefore the public and in-house announcement of this may well have regulatory effects in its own right. ET agreed that the communications should be handled with maximising that opportunity in mind.

ET also discussed options in relation to commissioning fact-finding reports, particularly between fine retention and potential new powers under DP Reform.

### Actions

**Louise Byers, James Dipple-Johnstone and Angela Balakrishnan to work on communications to announce the approval of the business case for retention of fine income. (Due date: 31/5/22)**

## 7. DP Reform proposals communications update

Emily Keaney provided an update on the communications packages that had been prepared for the DP Reform announcements. She also provided an update on potential updates to the proposed reforms, which ET discussed.

[REDACTED]

Paul Arnold commented that he would provide an update on this to Management Board on Monday.

## 7. Executive Team work programme

Chris Braithwaite presented a report setting out the work programme for future Executive Team meetings.

## 8. Any other business

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## Attendance

### Members

Paul Arnold (Chair), James Dipple-Johnstone, Jen Green, John Edwards

### Attendees

Angela Balakrishnan, Emily Keaney, John Kavanagh, Melissa Mathieson (for item 5), Louise Byers (for item 6)

### Secretariat

Chris Braithwaite