

Executive Team – minutes

30 June 2022

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

1. Introductions and apologies

There were no apologies for absence.

2. Declarations of interest

Paul Arnold noted that all attendees bar John Edwards had an interest in the pay remit item as they were paid by the ICO.

3. Minutes of the last meeting

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

Jen Green reported that a working group had been established to deliver the plain language communications.

4. Employer value proposition

Sarah Lal attended the meeting to present a report setting out proposals to develop the employer value proposition (EVP). Updates to the EVP, in line with the highlights set out in the report, were intended to go live in time for the ICO 25 launch. This report had also been considered and supported by Resources Board the previous week.

ET welcomed the report and particularly discussed: how to best reach sources of diverse talent, including potential benefits of additional small regional hubs, linked to the Accommodation Strategy; how to maximise intangible benefits such as sociable workplaces and the flexible working environment on offer; the significant potential benefits from staff promoting the EVP through their professional networks; how we can promote the impact and relevance of the work that we do across a wider range of audiences; the need to ensure high visibility of vacancies to maximise the impact of the EVP work; and the links between the EVP and our cultural transformation as part of ICO 25.

Decision

ET supported the principles set out in the report, in line with the support from Resources Board.

5. Pay remit

Sarah Lal presented a report setting out the proposed approach to implement the pay remit. This had been considered and endorsed by Resources Board the previous week. She also highlighted the existing support for staff for the cost-of-living crisis; due to the limitations of the pay remit it would not be possible for pay awards to fully mitigate this impact. ET welcomed the intention to weight the pay award towards lower grades.

ET had a significant discussion about the potential impacts of the cost-of-living crisis on staff, in the context of this item and the previous item. ET was keen to ensure that we considered all realistic options to support staff throughout this challenging time. ET also noted that the cost-of-living crisis could lead to wider economic or societal impacts, which would affect the ICO.

ET also discussed: the areas of the business where pay was a significant factor in recruitment and retention, along with links to specific professions and the pay benchmarking, including against the private sector; any ways in which we can find potential increases to funding available for the pay remit; and any other benefits or conditions that we are able to offer to staff to supplement the total pay and reward package.

Decision

ET supported the principles set out in the report, in line with the support from Resources Board.

6. Update on the work of Risk and Governance Board

Louise Byers attended the meeting to present a report giving ET assurance on the work of the Board over the last six months, and issues it will explore over the next six months. ET discussed the upcoming business continuity exercises, and the potential role for the Board on our approach to using international data transfers in contracts.

7. Executive Team work programme

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

8. Any other business

ET development day update

Emily Keaney highlighted that she had circulated information emerging from the ET development day to ET members for comment.

9. Key messages to staff

ET agreed that the key messages to staff from the meeting would be the discussions on the cost-of-living crisis, the work to develop the EVP, the process for the pay remit and the work of the Risk and Governance Board.

Attendance

Members

Paul Arnold (Chair), Claudia Berg, Emily Keaney, James Dipple-Johnstone, Jen Green, John Edwards, Stephen Bonner

Attendees

Angela Balakrishnan, John Kavanagh, Sarah Lal (for items 4 and 5), Louise Byers (for item 6)

Secretariat

Chris Braithwaite