

Executive Team – minutes

17 November 2022

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

1. Introductions and apologies

Apologies were received from Jen Green.

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.

4. Legal Services Target Operating Model

This agenda item was deferred to a future meeting.

5. Update on the work of the Policy Board

Melissa Mathieson presented a report setting out an update on the work of the Policy Board. She highlighted the key policy issues considered by the Policy Board over the past 6 months and confirmed that the Board continues to ensure the ICO has clear policy positions in place to both guide and underpin our work as a regulator. The Policy Methodology is now in place and supports policy development and decision making.

Going forward the Board are looking at opportunities to ensure that the Policy Board is aligned with shifts in approach relating to ICO25 and are proposing three stages when Policy Board should be engaged on an issue where necessary; at the initial identification, initial assessment and options analysis and decision.

The Executive team also discussed the development of the Consultation Policy which should ensure that we are consulting in the right way and outlining how we engage with the right experts.

Decision

The Executive Team agreed that the three stages approach would help to gain cross functional consensus on complex issues more efficiently however it is important that the process retains flex where needed.

It was agreed that the Policy Board is on a positive trajectory which is supported by the policy conference and methodology and the Executive Team recognised the work being undertaken by all involved.

Actions

Melissa Mathieson to provide further information on the ICO Consultation Policy to help with scope planning. **(due date: 14/12/22)**

6. Data Protection Practitioner's Conference – lesson learned

Kirsty Keogh and Suzanne Forshaw presented a report setting out the options for the format and timing of the conference for 2023. A paper was presented at Communications and Engagement Board the day before and it was confirmed that the recommendation for a digital event was supported by the Board as this format provided an opportunity to address issues relating to environmental impact and accessibility.

Issue relating to networking opportunities for delegates was highlighted as a drawback after the conference earlier this year, however, it was confirmed that we will be exploring digital networking options to address this.

It was also acknowledged that we have a number of opportunities to interact with the audience outside of the conference through the proactive actions for engagement agreed via the Strategic Cross Office Planning and Engagement forum.

The Communications and Engagement Board further endorsed an autumn conference as this will tie in with the ICO25 action plans. It was recognised however that we would need to be mindful of other commitments and events around that time of year.

Decision

The Executive Team supported the timing for autumn, however, it agreed that there would be a need to take into account the timetable for implementation of DP reform if possible and the potential impact on resources if the two were to coincide.

It was agreed to explore a digital platform for the conference and to look at further networking and engagement opportunities in a more targeted way.

7. Monthly Cyber Security Dashboard

The Executive Team agreed at the last formal meeting that a cyber security dashboard would be provided on a monthly basis as part of the background papers for future meetings.

Mike Fitzgerald joined the meeting to present the first dashboard and talk through the information provided.

The Executive Team discussed the number of phishing attacks that are received, in particular by people services, and were keen to understand the mitigating actions that are in place to ensure that these attempts are dealt with appropriately.

They also felt it would be helpful to carry out a benchmarking exercise against other regulators to gain an understanding of how we compare with others, in particular with regard to failed log in events.

Decision

The Executive Team were assured by the work being undertaken to mitigate against attacks and agreed that the high level data should be shared across directorates so that individual areas are aware of the attempts being made, especially within the areas that are targeted the most.

Actions

Mike Fitzgerald to highlight the 'high value targets' within the dashboard **(due date: 6/12/22)**

Mike Fitzgerald to look at how best to communicate the data wider across the organisation.

8. Executive Team work programme

John Kavanagh presented the report setting out the work programme for future Executive Team meetings and highlighted the items due to come to the December meeting.

Decision

It was agreed that the performance dashboard should be added as a standing agenda item to the work programme to ensure that the Executive Team have an opportunity to discuss performance prior to the dashboard being presented to Management Board

Actions

All Private Secretaries to ensure that the relevant directors/report writers are aware in advance of items coming to the next meeting and to ensure timescales are realistic for producing reports on time **(due date: 7/12/22)**

Corporate Governance to add Performance Dashboard to the work programme to ensure that it is presented at ET for discussion prior to Management Board meetings **(due date: 7/12/22)**

9. Any other business

Paul Arnold confirmed that the interviews for the Executive Director – Corporate Digital and Technology have now been completed and we have appointed a candidate.

An update on the Human Engine session which took place earlier this week was provided and Paul Arnold confirmed they are currently looking at the feedback received.

John Edwards provided an update on this recent meeting with Minister Julia Lopez.

10. Key messages to staff

The Executive Team agreed that the key messages to staff from the meeting would be:

- The assurance received regarding the work of the Policy Board
- The decisions made on the format and timing of DPPC 2023
- To reiterate the visibility of the cyber security dashboard and the education programmes in place.

Attendance

Members

Paul Arnold (Chair), Claudia Berg, Emily Keaney, John Edwards, Stephen Bonner

Attendees

Angela Balakrishnan, John Kavanagh, Izy Jude, Tom Parkman, Andrew Rimmer, Mariam Boakye-Dankwa, Rebecca Bradbury, Sarah Delahunty, Fiona Simkiss, Melissa Mathieson (item 5), Kirsty Keogh (item 6), Suzanne Forshaw (item 6), Mike Fitzgerald (item 7)

Secretariat

Caroline Robinson