

Executive Team – minutes

14 December 2022

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

1. Introductions and apologies

- 1.1. Apologies were received from Claudia Berg.

2. Declarations of interest

- 2.1. There were no declarations of interest.

3. Minutes of the last meeting

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

4. Legislative Reform update

- 4.1. Emily Keaney presented a report setting out current progress on the legislative reform workstream, including the Data Protection and Digital Information Bill, reform of the parts of the DPA 18 relating to Law Enforcement and Intelligence Services, and the impact of the Retained EU Law Bill. She explained that there was not currently any further information on the timeline for progress with the legislation. She also gave an update on progress with seeking King's Counsel opinion.

5. Annual report – options report

- 5.1. Chris Braithwaite presented a report setting out the proposed approach for production of the 2022/23 annual report.
- 5.2. ET emphasised the importance of ensuring the annual report covered the delivery of ICO 25 to the end of March across the whole organisation. ET also discussed the options to make the report more interactive, such as adding links to live performance statistics, rather than only reporting on the year-end performance.

ACTION: Chris Braithwaite and Ange Balakrishnan to meet with Hannah Smith about options for additional electronic presentation of the annual report. (Due date: 19/1/23)

Decision

- 5.3. ET supported the proposed approach.

6. Executive Team work programme

- 6.1. John Kavanagh presented a report setting out the work programme for future Executive Team meetings. He explained that he had also begun a workstream with Directors to further review the work programme, particularly with a view to ensuring inter-connectiveness throughout the work programme.

7. Any other business

Pay award

- 7.1. ET discussed the reactions from staff to the recent pay award communications. They recognised the strong reaction that pay-related updates can have, especially now with the most challenging of economic situations. They discussed the need to continue to work on communicating in response to last weeks' update to staff. ET welcomed initiatives relating to cost-of-living challenges. ET looked forward to the all-staff briefing later in the week to discuss the decision that had been taken and the process that had happened to reach this decision.

Operation Calder

- 7.2. John Edwards explain that he would shortly send a message to staff involved directly and indirectly with Operation Calder, which would emphasise the need to prioritise this work, including the need for colleagues who were not directly involved to assist colleagues working on Calder, by freeing up their capacity to contribute. He would share this with ET members prior to sending. He also asked that ET members consider any ways in which they could reiterate similar messages locally, to maximise impact.
- 7.3. ET also discussed the importance of learning from the experiences of Operation Calder, as a trial for a new way of working. This would also be at the forefront of future new ways of working.

8. Key messages to staff

- 8.1. ET reflected that it had been an extremely busy and challenging year for all staff and agreed that there had continued to be excellent performance across the organisation throughout the year. ET agreed that it would be beneficial to give this acknowledgement to staff in a year-end communication.
- 8.2. ET agreed that the key messages to staff from the meeting would be an update regarding legislative reform, the production of the

annual report, and acknowledge the comments from staff on the pay award.

- 8.3. ET also discussed the other opportunities for discussion between ET and staff before Christmas, given that there were two staff briefings and an all-staff celebration event.

Attendance

Members

Paul Arnold (Chair), Emily Keaney, Jen Green, John Edwards, Rob Holtom, Stephen Bonner

Attendees

Angela Balakrishnan, Andrew Rimmer, Fiona Simkiss, Jacob Harris, John Kavanagh, Rebecca Bradbury, Sarah Delahunty, Tom Parkman

Secretariat

Chris Braithwaite