

Executive Team (ET) minutes

21 August 2023

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

1. Introductions and apologies

- 1.1. Apologies for absence were received from John Edwards, Claudia Berg and Stephen Bonner.

2. Declarations of interests

- 2.1. No declarations of interests were made.

3. Matters arising from the previous meeting

Minutes

- 3.1. Executive Team agreed the minutes of the previous meeting as an accurate record, subject to final review by the Commissioner. Executive Team agreed the amendments in order to allow full minutes to be published without redactions.

Actions

- 3.2. The following updates regarding actions from previous meetings were provided:
 - The action from the July meeting in relation to Children's Board governance and accountability arrangements had been rephrased in line with the amended minutes. The due date had also been amended to factor in staff absences during July and August.
 - The work to identify common risks or issues within supply chain management which impacted on procurement had been completed. A report providing an update on this work would be provided to the next meeting.
 - All other actions from previous meetings had been completed.

4. Technology and infrastructure projects

- 4.1. Rob Holtom, Mike Fitzgerald and Chris Ashton presented a report giving ET assurance on work to deliver technology or infrastructure based projects.

- 4.2. ET particularly discussed the cultural change work which would support the successful delivery of these projects going forward. ET highlighted the importance of robust business cases including a high level of detail of the project at the outset, and the importance of business cases also factoring in the amount of staff resources required to support and deliver the project. ET also noted their own role in ensuring that such staff resources were made available to deliver business cases, as well as the important role of project managers in continuing to objectively assess whether projects remain viable from a corporate perspective.
- 4.3. ET also discussed the increased capacity within DDaT to support technology and infrastructure projects, which the DDaT target operating model (TOM) should deliver, as well as the work of DDaT in increasing efficiency and developing enterprise architecture.

5. Recent and upcoming Board-level meetings

- 5.1. ET reviewed the items for discussion at upcoming meetings of Management Board and Regulatory Committee.

6. Monthly cyber security dashboard

- 6.1. Rob Holtom presented a report setting out the monthly cyber security dashboard.
- 6.2. ET discussed the completion rate of information security training and noted the links to recent high-profile data breaches in highlighting the importance of all staff completing this training.

ACTION: Rob Holtom to contact all Directors to ensure that all staff have completed the mandatory information security training by the end of September 2023. Due date: 30/8/23

7. Executive Team work programme

- 7.1. ET noted the work programme for future meetings.

8. Any other business

- 8.1. There were no items of other business.

9. Key messages to staff

- 9.1. ET agreed that the key messages to staff from the meeting would be providing an overview of the update on technology and infrastructure projects and reminding staff of the importance of the information security training.

ACTION: Chris Braithwaite to publish the key messages on Iris. Due date: 23/8/23

Attendance

Members

Angela Balakrishnan	Executive Director of Strategic Communications and Public Affairs
Emily Keaney	Deputy Commissioner (Regulatory Policy)
Jen Green	Executive Director, Strategic Planning and Transformation
Paul Arnold (Chair)	Deputy Chief Executive and Chief Operating Officer
Rob Holtom	Executive Director, Corporate Digital, Data and Technology
Stephen Almond	Executive Director, Regulatory Risk

Attendees

Andrew Rimmer	Private Secretary to John Edwards
David Squires	Private Secretary to Stephen Almond
Ellis Quinn	Private Secretary to Angela Balakrishnan
Farhana Ahmed	Private Secretary to Rob Holtom
Fiona Simkiss	Private Secretary to Jen Green
Izy Jude	Private Secretary to Stephen Bonner
Rebecca Bradbury	Private Secretary to Paul Arnold
Sarah Delahunty	Private Secretary to Emily Keaney
Tom Parkman	Private Secretary to Claudia Berg
Mike Fitzgerald	Director of IT, Digital and Business Services (for item 4)
Chris Ashton	Head of Delivery (Portfolio Management) (for item 4)

Secretariat

Chris Braithwaite	Corporate Governance Manager
-------------------	------------------------------