

People Committee – for assurance

Meeting agenda title: Annual report – People-related sections

Meeting date: 2 May 2024

Time required: 15 minutes

Presenter: Louise Byers and Vikki West

1. Objective and recommendation

- 1.1. This report provides the Committee with a draft of the people-related sections of our Annual Report and Accounts (ARA) for comment.

2. Matters to consider to achieve objective

- 2.1. The people-related narrative extracts from the draft 2023/24 ARA are provided at Annex 1. Specifically these are:
 - Performance report (Part A):
 - Part of our performance overview, which should provide “sufficient information to understand performance against delivering ... outcomes and/or objectives”. The people-related section is titled “Section 4: Continuously develop the ICO’s culture, capacity and capability” (pages 2-6).
 - Accountability report (Part B):
 - People Committee and Remuneration Advisory Sub-Committee sections in the Corporate Governance Report (pages 7-8)
 - Remuneration and Staff Report, including: remuneration policy (pages 8-9); our values (page 9); employee involvement and wellbeing (pages 9-10); equality, diversity and inclusion (pages 11-19); EDI Board (pages 19-22); and various salary and people-related disclosures which are required and / or audited (pages 23-30).
- 2.2. The people-related sections of the report are provided for the purposes of comment by the Committee regarding any additions, changes, or other suggestions, and also to identify any areas which would be expected to be included but have been overlooked.
- 2.3. The draft ARA is currently very long: it is likely to be over 170 pages. Best practice is around 120-150, with the lower number a

target for an organisation of our size. The draft is therefore also provided for the purposes of identifying where information can be removed, or where readers may be pointed to alternative sources, such as the ICO website.

- 2.4. As expected at this point in the process, these sections are still being worked. Please note that comments have been included in the draft document where we are still awaiting year end information.
- 2.5. The Audit and Risk Committee reviewed Part B of the ARA at its meeting on 25 April. An advanced draft of the full ARA was shared with the external auditors on 29 April, to assist with their audit.
- 2.6. We are working to provide a near-final draft of the full ARA to the Management Board for sign-off at its meeting on 20 May. The final version of the ARA will be taken to the Audit and Risk Committee at its 20 June meeting, to recommend that the Commissioner signs the report. The target is then to lay the report as soon as it has been signed, hopefully during the week beginning 1 July.

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List of Annexes: Annex 1 – Draft people-related sections of Annual Report and Accounts 2023/24

Publication decision: This report can be published internally and externally. The annexes should not be published internally or externally as they are drafts. The final version of the report will be published in June.

Outcome reached: