

## Executive Team (ET) minutes

28 May 2024

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

### 1. Introductions and apologies

- 1.1. Apologies for absence were received from Claudia Berg and Jen Green. Willow Warder was welcomed to the meeting.

### 2. Declarations of interests

- 2.1. No declarations of interests were made.

### 3. Matters arising from the previous meeting

#### **Minutes**

- 3.1. The minutes of the previous meeting had been approved as a correct record.

#### **Actions**

- 3.2. ET noted the actions from previous meetings. ET agreed that the action in relation to the policy position on deepfakes had been completed.

### 4. Financial update

- 4.1. Angela Donaldson presented a report providing ET with information regarding the current financial position and information that was being reported to the Department for Science, Innovation and Technology (DSIT) throughout the year to manage the financial position. Louise Locke also provided an update on the work being done to increase the level of monitoring of fee income against forecast. ET supported this approach and agreed with the format of reporting to DSIT.
- 4.2. ET also discussed a recent overpayment of deductions to HMRC by direct debit and commented that they would support making these payments by different methods if the overpayment error occurred again.
- 4.3. ET discussed the implications of the General Election potentially delaying the implementation of the review of the data protection fee model. DSIT had confirmed that public consultation on this would not take place during the General Election period The ICO

would continue working with DSIT during the election period in relation to this. For budgetary purposes the new fee model was currently projected to be implemented in October 2024. However, this now appeared to be unlikely to be achievable and the projected budget deficit would therefore increase every month from October until a new fee model was approved. The financial risk associated with the delay in the fee model review due to the General Election had been relayed to Treasury.

## 5. DPDI Bill update

- 5.1. Emily Keaney provided an oral update on reform of data protection legislation following the calling of a General Election on 4 July and the DPDI Bill not received parliamentary approval.
- 5.2. ET discussed the importance of being well-prepared for initial meetings with the Secretary of State following the General Election, to ensure effective engagement as part of the Government's development of any new data protection legislation.

## 6. Business continuity and cyber security update

- 6.1. ET considered a report providing ET with assurance on business continuity and cyber security activities over the past six months, ahead of this report being considered by Audit and Risk Committee (ARC).
- 6.2. ET praised the Business Continuity Team for their enthusiasm and delivery in this area, which they felt compared favourably to other similar organisations.
- 6.3. ET commented that it would be useful to provide ARC with further information about the rationale for not accepting some of the recommendations emerging from the recent business continuity exercise, to give ARC assurance that the issues informing these recommendations were still being addressed. ET also commented that it would be useful to provide further nuance about the response to the recommendation in relation to further use of templates.
- 6.4. ET discussed whether the terminology of Gold, Silver and Bronze teams within the business continuity approach was useful shorthand, or whether this could be unnecessary jargon, and requested the Business Continuity Team to review this.

## 7. Update on the work of Regulatory Delivery Board (RDB)

- 7.1. Stephen Almond presented a report giving assurance on the work of RDB over the last six months. He highlighted that RDB had paid a lot of attention to potentially unmanaged risks over the last six months, to ensure that these were adequately controlled through business as usual.

## 8. Update on the work of Equality, Diversity and Inclusion (EDI) Board

- 8.1. ET considered a report giving assurance on the work of the EDI Board over the last six months.
- 8.2. ET's discussion focused on recruitment processes maximising diversity, both in attracting external candidates from diverse backgrounds and in developing similar internal pathways, and commented that it was important to continue to learn from best practice to maximise this. ET also commented that it was important to promote diversity across all EDI characteristics. ET noted that this issue had also been discussed by People Committee. The Recruitment and Selection Policy would be considered at ET's next meeting and would set out the approach in this area.
- 8.3. ET also discussed the different approaches and attitudes towards EDI between different generations and how this may impact recruitment and retention across generations, particularly in relation to Generation Z. ET also noted the different approaches to career development across generations and commented that this would need to be factored into recruitment, development and retention activities.
- 8.4. ET also discussed ongoing challenges in relation to maximising rates of disclosure by staff on EDI characteristics, particularly in relation to disability. ET commented that as well as promoting staff making disclosures, it was also important to gather diversity information in other ways, such as through staff surveys.
- 8.5. ET also reflected on their having taking sponsorship roles within the EDI staff networks and discussed how they would bring their insights and learning from these roles to the wider business.

## 9. Any other business

### Interim CEO recruitment

- 9.1. John Edwards explained that the recruitment of an interim CEO would be paused until after the General Election, due to the DPDI Bill not receiving Parliamentary approval. A decision on the way forward for this role would be taken in a few months' time, following the General Election and discussion with Government about the way forward for data protection legislation. Communications to staff regarding this would be issued in the next couple of days and ongoing during the election period.

### Requests to Establishment Committee over the last quarter

- 9.2. ET discussed the number of requests for new appointments which had been made to Establishment Committee over the last quarter and reflected whether there may also be some options for different approaches, such as more use of fixed-term or part-time roles, especially as different types of roles being offered may also appeal to different communities.
- 9.3. ET welcomed the reporting and provided feedback on ways to further improve it for future iterations.

### Management Board strategy day

- 9.4. ET discussed whether the planned Management Board strategy day in July should still take place at this point given the General Election and the DPDI Bill not receiving Parliamentary approval. ET agreed that it was still an appropriate time to have this session, particularly focusing on future strategy to succeed ICO 25.

## 10. Key messages to staff

- 10.1. The key messages for staff from the meeting would be published later in the week.

**ACTION: Chris Braithwaite to publish the key messages on Iris. Due date: 31/5/24**

## Attendance

### Members

Angela Balakrishnan	Executive Director of Strategic Communications and Public Affairs
Emily Keaney	Deputy Commissioner (Regulatory Policy)

John Edwards	Information Commissioner
Paul Arnold MBE (Chair)	Deputy Commissioner (Deputy CEO and Chief Operating Officer)
Rob Holtom	Executive Director, Digital, Data, Technology (DDaT), Transformation and Delivery
Stephen Almond	Executive Director, Regulatory Risk
Stephen Bonner	Deputy Commissioner (Regulatory Supervision)

**Attendees**

Andrew Rimmer	Private Secretary to John Edwards
Angela Donaldson	Director of Finance and Estates (for item 4)
David Squires	Private Secretary to Stephen Almond
Ellis Quinn	Private Secretary to Angela Balakrishnan
Farhana Ahmed	Private Secretary to Rob Holtom
Jacob Harris	Private Secretary to John Edwards
Mariam Boakye-Dankwa	Head of Commissioner's Private Office
Rebecca Bradbury	Private Secretary to Paul Arnold
Sarah Delahunty	Private Secretary to Emily Keaney
Tom Parkman	Private Secretary to Claudia Berg
Willow Warder	Private Secretary to Sarah Delahunty

**Secretariat**

Chris Braithwaite	Corporate Governance Manager
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