Executive Team (ET) minutes

22 July 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 Stephen Almond.

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.

4. ICO@40 Lectures update

4.1. Angela Balakrishnan presented a paper on the ICO@40 Lectures which is part of a wider suite of events and activities to bring to life the story of ICO turning 40.

4.2. ET discussed the proposal, including the aim to use the ICO@40 events to build and reinforce senior leader relationships, particularly those within parliament. ET agreed to ensure accessibility for all the events, and discussed innovative ways to bring the ICO@40 exhibition to life for a variety of audiences, including using the ICO website. Rob Holtom agreed to review the website mock up of the exhibition.

4.3. ET also discussed the practicalities of the ICO@40 lecture series, including resourcing, location, potential speakers, and focus. ET were keen to ensure that the lecture series focuses on the ICO's history, as well as on our future, aligning with the government's missions and incorporating the causes to appeal to a wide audience.

4.4. ET endorsed the proposal to include the ICO@40 lecture series within the umbrella of the ICO@40 events.

5. Financial update

5.1. Jen Green provided the financial update. End of quarter one performance against budget was updated with progress against acquisitions and renewals as expected. Work continues to mature our forecast in light of past experience and future activity resulting from the income generation optimisation work.

5.2. ET acknowledged that the ICO is dealing with a difficult financial position, but emphasised that it is not a difficult financial future. ET recognised that teams have done well with expenditure management, but it is also important to recognise that where there are budgets we need to ensure we are spending and reporting against these accurately to understand where spends have been deferred to later in the year, so as not to result in an underspend.

5.3. A pilot of the impact of the current fees letters has been undertaken to reduce confusion and increase the chances of completion of the payment journey. This research has created a number of actionable insights that can be taken forward into the upcoming acquisitions campaigns in August.

6. Proposed approach to managing the G7 DPA Roundtable and Global Privacy Assembly delegations

6.1. Emily Keaney presented ET with the intended approach to have a small 'core' ICO delegation at the Global Privacy Assembly (GPA) annual meeting this October in Jersey (28 Oct -1 November) and at the G7 DPA Roundtable (9-11 October) in Rome.

6.2. ET agreed to the proposed approach ensure clear oversight and a managed plan. ET committed to referring any further ICO and subject matter expert (SME) involvement, beyond the identified core delegation, to the GPA cross office group for discussion and decision.

7. Update from the Chair of the Regulatory Group

7.1. Emily Keaney, as chair of the Regulatory Group provided ET with an oral update on the first two meetings of the Regulatory Group, which is part of the decision-making pilot. Emily explained that the first meeting of the group discussed and agreed working arrangements and oversight.

7.2. The key messages from the most recent meeting on 8 July focused on reporting on causes, supervision activity and resourcing. In particular, ET heard that the Regulatory Group expects to receive a potential enforcement pipeline at the next meeting to enable a clear line of sight and to help manage resource crunches.

7.3. ET discussed the prioritisation of previous DPDI resources and implementation work as more clarity becomes available on the new Digital Information and Smart Data (DISD) Bill announced in the King's Speech on 17 July. ET also discussed the approach to applying the Regulatory Action Framework (RAF) to PACE and Tier 1 activity, including the need to ensure central oversight of pipelines of work and how the group will receive reporting from, and measure, relevant activities.

8. Update from the Chair of the Delivery Group

8.1. Jen Green, as chair of the Delivery Group provided ET with an oral update on the first two meetings of the Delivery Group, which is part of the decision-making pilot.

8.2. Jen explained that Delivery Group had a significant focus on finances, transformation programme, risk register and related resourcing. The key discussion topics at the latest meeting included; the financial position, baselining the efficiencies information that has been collated, the need to reallocate resources due to the announcement of the DISD Bill, and a deep dive on customer services backlog and scenario planning.

8.3. ET discussed the need for interventions and a focus on staff wellbeing across the ICO but particularly within the Customer Services directorate.

9. AOB

9.1. Jen Green provided an update on the upcoming access and inclusion conference, including launching a basic tools package from DWP which will provide clarity on accessibility for our staff.

9.2. Angela Balakrishnan invited questions on the planning for the October 2024 Data Protection Professionals Conference (DPPC). ET discussed ensuring the DISD bill is incorporated into the planning, ensuring sufficient emphasis on children's privacy to balance the focus on the other causes. ET also discussed using the DPPC to share more about how the ICO is engaging tech and data in our own work and commented on the need to further improve our EDI

offer within the conference, including a diversity of speakers. These items will be brought back to the DPPC working group.

9.3. Emily Keaney suggested including the people survey results as a topic at the next ET/SLT development day. ET agreed with the suggestion and thanked the team for the successful delivery of the recent development day on 18 July.

9.4. ET noted the monthly cyber dashboard, in particular the social engineering simulation which showed an increase of people clicking on suspicious links from 2.4% to 9.1%. ET discussed the importance of attending the training and being aware of the steps to report phishing and other suspicious emails. ET also discussed the recent Crowdstrike IT outage issue, and noted that whilst there had been no reports of any issues affecting the ICO systems either directly or indirectly, it would be beneficial to lean into the incident to reflect on how the ICO reacted to the situation and also consider how relevant teams would have reacted if the ICO had been affected.

Attendance

Members

Angela Balakrishnan	Executive Director of Strategic Communications and Public Affairs
Claudia Berg	General Counsel
Emily Keaney	Deputy Commissioner (Regulatory Policy)
Louise Locke	Executive Director, Customer Services
Jen Green	Executive Director, Strategy and Resources
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
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
Jacob Harris	Private Secretary to John Edwards

Mariam Boakye-Dankwa	Head of Commissioner's Private Office
Rebecca Bradbury	Private Secretary to Paul Arnold
Tom Parkman	Private Secretary to Claudia Berg
Willow Warder	Private Secretary to Emily Keaney

Secretariat

Laura Tomkinson	Corporate Governance Group Manager