

## Executive Team (ET) minutes

23 September 2024

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

### 1. Introductions and apologies

1.1. No apologies for absence were received.

### 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. Children's Data Lives - research key findings

4.1. Dervla Kearney presented the key findings from the children's data lives research, alongside Hannah Estcourt and Damon De Ionno from Revealing Reality and invited considerations and thoughts from ET. ET commended the team on the excellent and insightful research. They agreed it was important to see how real children and their families live their online lives and discussed how the research will help teams across the ICO to view data and privacy issues through the lens of societal norms.

4.2. The research and report will be shared across the ICO through September and October and the team is working with external communications and the director of children's privacy, Siobhan Pointer, to share the research externally.

4.3. ET agreed to encourage their teams to use both this and the adults data lives research to help prioritise and inform their work and to help us reach more diverse audiences.

**ACTION: All ET: share and raise the profile of the children's data lives research with their teams. DUE 21 October 2024**

## 5. Finance update

- 5.1. Angela Donaldson provided ET with an update on the financial position. ET noted that the deficit has decreased to £6.4m and income is tracking slightly ahead of forecast.
- 5.2. Angela informed ET that the finance team is conducting a deep dive into the Q2 budget and forecast position to identify any predicted underspends. ET's discussion then focused on the importance of spending the committed budget in line with forecasts.
- 5.3. ET were assured that the Fee consultation, which has been extended by one week, is progressing well and is on target for implementation in early 2025.

**ACTION: All ET: Ensure that budgets within each directorate are spent and managed closely to ensure clear expenditure plans are in place to avoid underspend. DUE ongoing.**

**ACTION: Angela Donaldson: Report back to ET on the outcome of the deep dive on underspend. DUE 21 October 24.**

## 6. Update on the work of Delivery Group

- 6.1. Jen Green, as chair of Delivery Group, presented a report on the group's work to mitigate key risks and deliver on key strategies over the last three months. The report also highlighted the issues it will explore over the next three months.
- 6.2. The update touched on key decisions made by delivery group. In particular ET discussed the plans for recruitment including both improving equality and diversity and also managing the recruitment pipeline.
- 6.3. In relation to both the Deliver Group and the Regulatory Group, ET discussed how the decision-making pilot is progressing towards streamlining decision making, improving transparency and communicating clearly. ET focused on how the group interacts with ET through the delegation of the management of specific corporate risks and ensuring appropriate scrutiny and governance from an ET perspective.

## 7. Update on the work of Regulatory Group

- 7.1. Emily Keaney, as chair of Regulatory Group, presented a report on the group's work to mitigate key risks and deliver on key

strategies over the last three months. The report also highlighted the issues it will explore over the next three months.

- 7.2. The update touched on key decisions made by regulatory group. In particular ET discussed the pipeline of work coming through the Better Regulatory Interventions (BRI) programme, including the reporting and the approach to work. ET reflected how the results of the people survey in relation to the future vision and strategic direction of the ICO are relevant to the BRI programme.

## 8. [AOB](#)

- 8.1. ET reflected on the ET Briefing session and confirmed that responses were being drafted to any remaining questions and to the feedback questions received after the event, which are due to be published on Friday 27 September.

## 9. [Key messages to staff](#)

- 9.1. ET agreed the key messages to staff.

## [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
Angela Donaldson	Director of Finance and Estates (for item 5)
Catherine Heverin	Private Secretary to Louise Locke

David Squires	Private Secretary to Stephen Almond
Dervla Kearney	Head of Research and Insights (for item 4)
Ellis Quinn	Private Secretary to Angela Balakrishnan
Farhana Ahmed	Private Secretary to Rob Holtom
Fiona Simkiss	Private Secretary to Jen Green
Helen Conlon	Group Manager Research and Insights (for item 4)
Izy Jude	Private Secretary to Stephen Bonner
Jacob Harris	Private Secretary to John Edwards
Mariam Boakye-Dankwa	Head of Commissioner's Private Office
Melissa Mathieson	Director of Regulatory Policy (for item 4)
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
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