

Executive Team – for assurance

Date: 16 Feb 2023

Prepared for: Executive Team

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Topic: Management Board work programme

Objective: To ensure that ET is aware of the items scheduled for future board meetings, and to give ET the opportunity to consider whether any adjustments are helpful in advance of the work programme going to the Board meeting in March for ratification.

Time required: 5 minutes

1. Work Programme

- 1.1. The proposed full work programme for ICO management board is attached at Annex 1, for ET comment. This sets out the items which are due to come to future board meetings, the frequency of recurring items, along with the purpose of each item.
- 1.2. Like other work programmes, it is a living document and subject to ongoing review in-year. However it would be helpful when planning around NED time and agenda setting to ensure it represents in its first iteration the most accurate picture of expected board activity.
- 1.3. Whilst it is for the Board to agree its own work programme, ET comments on the proposed programme are required in order to ensure common understanding and visibility at a minimum. Beyond that, now is an opportunity to make suggestions to the board on areas to scrutinise or consider the methods with which the board should be provided with information to perform that scrutiny.
- 1.4. Some particular suggestions for ET consideration are:
- 1.5. – A proposal to have guest speakers attend the ICO board meetings in future, on topics of general relevance to a regulator. I do not propose that this requires inclusion in the work programme at this stage. We can separately take board views on the types of

insights they would wish to hear from such guest speakers, prior to sketching a list of target speakers.

- 1.6. – The board remains interested in cyber security and this is covered prominently as a risk. By March 2024, if a standalone update would be helpful, we could proactively indicate this now on the draft work programme.
- 1.7. – Policy guidance updates on our pipeline of guidance is proposed to come to Board twice-annually. As we expect Regulatory Committee to also consider policy guidance, would this item benefit from a re-framing to ensure its relevance to the full Board is apparent.
- 1.8. – Annual business planning priorities were traditionally a standalone work programme item each year. With ICO25's multi-year focus, it seems preferable to contain the planning priorities within the wider planned updates on ICO25; unless ET consider that a standalone item is still preferable.

2. Recommendation

- 2.1. ET is recommended to review the Board work programme and consider whether it wishes to suggest additional entries, adjust existing entries or revisit the timings that Corporate Governance are currently quoting.

3. Publication considerations

- 3.1. This report can be published internally and externally. However, as the work programme is in draft, it is not useful to publish the annex.

Annexes: Annex 1 – Management Board proposed work programme 2023/24

Annex 1 - Management Board Work Draft Programme 2023/24

1. Every meeting

- 1.1. Commissioner's update
- 1.2. Corporate Risk Register
- 1.3. Data protection law reform (may be covered as part of Commissioner's update)
- 1.4. Finance (latest monthly management accounts; budget reviews at the end of each quarter)
- 1.5. ICO 25 progress update
- 1.6. ICO 25 deep dives
- 1.7. ICO governance model reform update (arising from sub-group closer engagement)

2. Semi-regular items

- 2.1. Management Board Scorecard – May 2023, September 2023, November 2023, March 2024
- 2.2. Staff survey results – following each survey
- 2.3. Update from the Chair of the Audit & Risk Committee – every Management Board meeting following a committee meeting
- 2.4. Update from Chair of People Committee – every Management Board meeting following a committee meeting
- 2.5. Update from Chair of Regulatory Committee - every Management Board meeting following a committee meeting

3. One-off items (with expected timing)

- 3.1. Risk appetite statement review – May 2023
- 3.2. Annual report – review of draft report – May 2023
- 3.3. EDI objectives – May 2023
- 3.4. Policy update on guidance pipeline – July 2023, Jan 2024
- 3.5. Annual Track survey results – July 2023
- 3.6. Analysis of pay data – July 2023, March 2024

- 3.7. Modern Slavery Statement – September 2023
- 3.8. Risk register annual report – November 2023
- 3.9. Financial scenario planning for future years – November 2023
- 3.10. Annual report – board effectiveness statement – January 2024
- 3.11. Annual Budget – March 2024
- 3.12. Annual Business planning priorities – March 2024
- 3.13. Board work programme for year ahead – March 2024