

Executive Team minutes

19 January 2023

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

1. Introductions and apologies

- 1.1. There were apologies for absence from Stephen Bonner.

2. Declarations of interests

- 2.1. No declarations of interests were made.

3. Matters arising from the previous meeting

- 3.1. The minutes of the previous meeting had been approved as a correct record. There were no outstanding actions.

4. ICO 25 TOM and Organisational Design Phase 2 consultation

- 4.1. Jen Green presented a report setting out the executive summary of the ICO 25 TOM, which would be considered for approval by Executive Team the following week.
- 4.2. ET welcomed the progress made in developing the TOM. ET particularly discussed the effectiveness and nuances for internal messaging about the ICO's role in providing data protection guidance to ensure this emphasised how it supported organisations, avoided negative framing of what the ICO was not, and explained to staff why the culture approach needed to evolve when compared to the transition to GDPR in 2018. ET also discussed the role of the TOM in providing this information to staff, along with the role of internal communications.
- 4.3. ET also discussed the need to develop sentiment metrics, the need to ensure the continued inclusion of digitally excluded people, the need to emphasise the matrix working approach and embed this in governance structures.

ACTION: Jen Green to ensure that the development of sentiment measures is included in the TOM Gantt chart. Due date: 26/1/23

ACTION: Jen Green to ensure the full TOM is circulated in advance of the additional ET meeting next week. Due date: 26/1/23

5. NIS Reform update

- 5.1. Emily Keaney presented a report setting out the proposed approach towards NIS reform.
- 5.2. ET discussed the regulatory framework for NIS and the ICO's role within it, as well as the increased risk which the proposed reforms presented to the ICO in this area. ET also discussed the funding available to deliver the proposed role and ongoing engagement with DCMS on this, how the various responsibilities would sit across the organisational structure, and potential recruitment and retention challenges for specialised roles.

ACTION: Emily Keaney to confirm whether resourcing for Data, Digital and Technology is being considered as part of the reforms. Due date: 16/2/23

Decision

- 5.3. Executive Team agreed the approach set out in the report.

6. Industrial action preparations

- 6.1. Sarah Lal joined the meeting to provide an oral update giving assurance on preparations for upcoming industrial action, including the potential implications of the strikes for rail staff and teachers on the same day. ET commented that they were sensitive to the feelings of the trade union members who were intending to strike and were assured that preparations to handle clear internal communications and business impact were underway.

7. Data, Digital and Technology (DDaT) strategic approach

- 7.1. Rob Holtom and Mike Fitzgerald presented a report setting out an update on progress and outline with the preferred DDaT strategic approach.
- 7.2. ET particularly discussed the investments required to deliver the on the opportunities identified, as well as prioritisation of improvements and investments and how to leverage existing infrastructure to deliver improvements.
- 7.3. ET also discussed the importance and benefits of maximising the impact of the website, the high level of demand and expected engagement from staff in further availability and use of data for decision-making, and the benefits of consistency of data, metadata and information governance approaches.

8. Update on the work of Risk and Governance Board

- 8.1. Louise Byers presented a report giving assurance on the work of this Board over the last six months and an overview of the work it will explore in the next six months.
- 8.2. ET discussed the ongoing work to embed the risk appetite in decision-making across the organisation, ensuring a clear understanding of the purpose of the risk appetite, how the risk appetite empowered a cultural shift to more risk-taking decisions in appropriate circumstances. ET welcomed proposals to simplify the risk appetite to ensure that it was as user-friendly as possible and discussed potential further communications to continue to embed the risk appetite.

9. Recent and upcoming Board-level meetings

- 9.1. Paul Arnold provided an overview of recent and upcoming Board-level meetings to ensure visibility across ET on these meetings.
- 9.2. John Edwards explained that he had met with the NEDs earlier in the week to discuss the agenda for the upcoming Management Board meeting. The NEDs had been content with the agenda but had identified that they would like to receive some further assurance on preparedness for industrial action and ongoing industrial relations updates. John would provide an update on this as part of his introduction to the meeting.

10. Executive Team work programme

- 10.1. Chris Braithwaite and John Kavanagh presented a report setting out the work programme for future Executive Team meetings.

11. Any other business

Cyber security dashboard

- 11.1. ET discussed the monthly cyber security dashboard, in particular the reports of outbound spam emails.

ACTION: Rob Holtom to review the instances of outbound spam and provide an update to ET. Due date: 16/2/23

Data Protection and Digital Information (DPDI) Bill

- 11.2. Emily Keaney provided an update regarding the latest timetable for the DPDI Bill.

12. Key messages to staff

12.1. ET agreed that the key messages to staff from the meeting would be: progress with the TOM, ET's awareness and understanding of the upcoming industrial action, and an update on the DDAT work.

ACTION: Chris Braithwaite and John Kavanagh to publish the key messages on Iris. Due date: 20/1/23

Attendance

Members

Paul Arnold (Chair)	Deputy Chief Executive and Chief Operating Officer
Claudia Berg	General Counsel
Emily Keaney	Deputy Commissioner (Regulatory Policy)
Jen Green	Executive Director (Strategic Change and Transformation)
John Edwards	Information Commissioner
Rob Holtom	Executive Director (Data, Digital and Technology)

Attendees

Andrew Rimmer	Private Secretary to John Edwards
Angela Balakrishnan	Director of Corporate Communications
Fiona Simkiss	Private Secretary to Jen Green
Izy Jude	Private Secretary to Stephen Bonner
Jacob Harris	Private Secretary to John Edwards
John Kavanagh	Director of Governance Transition
Louise Byers	Director of Corporate Planning, Risk and Governance (for item 8)
Mariam Boakye-Dankwa	Head of Commissioner's Private Office
Mike Fitzgerald	Director of Digital, IT and Business Services (for item 7)
Rebecca Bradbury	Private Secretary to Paul Arnold
Sarah Delahunty	Private Secretary to Emily Keaney
Sarah Lal	Director of People Services (for item 6)
Tom Parkman	Private Secretary to Claudia Berg

Secretariat

Chris Braithwaite	Corporate Governance Manager
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