

## Executive Team – minutes

12 August 2020

*Details of attendees are provided at the end of this note.*

### 1. Introductions and apologies

Apologies were received from Jen Green.

### 2. Minutes of the last meeting

The minutes of the last meeting had been approved by email.

### 3. Spending Review - Bids

#### Discussion

Emily Keaney and Louise Byers attended the meeting to present a report setting out proposed bids to the Government's spending review.

ET thanked the team involved in developing these bids for the excellent work they had completed in a short timescale to bring this work forward.

#### Decision

ET approved the approach taken to the proposed spending review bids.

[REDACTED]

#### Actions

**Louise Byers and Emily Keaney to take the bids forward for submission to DCMS.**

### 4. Draft Capacity and Capability Plan

#### Discussion

Paul Arnold presented a report setting out the draft Capacity and Capability Plan.

#### Decision

ET supported the draft Capacity and Capability Plan.

Actions

**Paul Arnold to submit the Capacity and Capability Plan to Management Board for approval for approval.**

**5. ET leads for key stakeholders and approach to strategic relationships**

Discussion

James Dipple-Johnstone presented a report which set out proposals for the ET leads for key stakeholders and a proposed approach to strategic relationships.

Decision

ET agreed the lead stakeholders as set out in the report [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

ET asked for the full stakeholder landscape, including the work of the Relationship Management Service, Digital Economy Team, Parliament and Government Affairs, as well as Communications areas, to be brought together under the Strategic Communications and Engagement Board.

**6. Corporate risk review**

Discussion

Paul Arnold presented a report setting out proposed amendments to the corporate risks.

## Decision

ET approved the proposed updates to the corporate risks.

The Risk and Governance Board to make recommendations to Executive for updates to corporate risks in future.

## 7. Update from EU Withdrawal Project Group

### Discussion

ET noted the dashboard providing an update on the current status of the EU Withdrawal Project Group.

## 8. Any other business

There were no items of other business.

## 9. Key messages to staff

There were no key messages to provide to staff at this point.

## 10. ET commendations

### Discussion

ET discussed a number of recommendations for special commendations for staff. These commendations had been put forward by Directors and were for colleagues who had made especially noteworthy contributions in recent months.

### Decision

ET agreed the nominations to receive a formal ET commendation and asked that letters be prepared to share with the recipients.

## 11. Pay review

### Discussion

ET discussed a proposal for the ICO's 2020/21 pay review to inform the forthcoming negotiations with our recognised Trade Unions.

### Decision

ET collectively agreed the parameters for the forthcoming pay negotiations, subject to agreement by the ICO Management Board.

### Actions

Paul Arnold to consult with the Management Board and take forward as appropriate.

# Attendance

## Members

Paul Arnold (Chair), Elizabeth Denham, James Dipple-Johnstone, James Moss, Simon McDougall, Steve Wood

## Attendees

Jen Green, Peter Hayes, Louise Byers (for items 3 and 4), Emily Keaney (for item 3)

## Secretariat

Chris Braithwaite (for items 1 to 9)