

## Executive Team – minutes

10 September 2020

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

### 1. Introductions and apologies

All ET members were present.

### 2. Minutes of the last meeting

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

### 3. Update on Government spending review

#### Discussion

Louise Byers and Emily Keaney presented a report providing an update on the Government spending review, including ICO bids made to the funding review to support the National Data Strategy.

Steve Wood noted that in addition to engaging with the spending review, it was important that the ICO responded to the current National Data Strategy consultation.

#### Decision

ET noted the report.

#### Actions

**Emily Keaney and Louise Byers to provide further updates as required.**

### 4. Sequencing of key regulatory actions

#### Discussion

James Moss and Jen Green presented a report setting out proposed sequencing of potential upcoming regulatory actions.

ET noted that it was important to complete these case files in a timely manner. ET also noted the links to the Regulatory Posture.

#### Decision

ET supported the proposed sequencing noting that: the key consideration was the timescale for completion of the various files; and this sequencing did not indicate that decisions had been made on the regulatory action.

## 5. Capacity and Capability Plan

### Discussion

Paul Arnold presented a report setting out the actions identified so far for the delivery of the Capacity and Capability Plan, ahead of this report being further developed for submission to Management Board.

### Decision

ET noted the report.

### Actions

**Paul Arnold to update the report to give further prominence to the actions to develop the ICO's recruitment processes, and individual autonomy and accountability.**

## 6. Update from EU Withdrawal Project Group

### Discussion

Steve Wood presented a report providing an update on the work of the EU Withdrawal Project Group.

ET discussed future regulatory co-operation, including the handover or completion of cases prior to the end of the transition period (both those led by the ICO, and those led by other DPAs which the ICO was interested in).

### Decision

ET noted the report.

### Actions

**Steve Wood to facilitate a discussion into the EU Withdrawal work by Management Board in September, and potentially November if required.**

[REDACTED]

## 7. Any other business

### Future use of ICO offices

Paul Arnold updated the meeting with the arrangements which will see the ICO return to limited use of its office space while social distancing rules are in place. It was confirmed that all ICO office space has been adapted in line with COVID-secure guidelines to enable a small proportion of ICO staff to return to office-based working. It was also confirmed that all ICO work was able to be carried out from home, with the exception of a very small amount of information which can only be accessed from our offices. Office-based working was being made available to staff on a voluntary basis, within the capacity limits introduced by the social distancing arrangements. The situation will remain under close review.

#### 2020/21 annual pay review

Paul Arnold confirmed that the ICO Management Board had now considered the parameters of the current year pay review. The agreed position would now go forward for discussion with our recognised Trade Unions.

### 8. Key messages to staff

There were no specific key messages to staff emerging from the meeting.

## Attendance

### Members

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

### Attendees

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

### Secretariat

Chris Braithwaite