

# Executive Team – minutes

3 December 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. Constitutional review update

### Discussion

Paul Arnold gave an oral update regarding the ongoing constitutional review.

## 4. ICO opinion on safeguards in EU-UK PNR agreement

### Discussion

James Dipple-Johnstone presented a report setting out the position in relation to the EU-UK PNR agreement.

James Moss highlighted the importance of maintaining the legal definition of “an opinion”.

### Decision

ET noted the report.

## 5. Update from EU Withdrawal Project Group

### Discussion

Steve Wood presented a report setting out the current position from the EU Withdrawal work. He highlighted that the expectation was that most small businesses would use the Christmas break to take any necessary steps for the end of the transition agreement. Jen Green noted that there had been c.2,500 expressions of interest from small businesses to join the webinar of Friday.

### Decision

ET noted the report.

### Actions

## Actions

**Steve Wood to contact Liz Denham regarding upcoming engagement.**

**Steve Wood and Jen Green to discuss options for publishing the next issue of the ICO's EU exit newsletter.**

## 6. Political parties guidance

### Discussion

Steve Wood introduced a discussion regarding the political parties guidance, a draft of which had been circulated the previous week and which ET members had provided detailed comments on. He noted that a shorter "guide to the guidance" would be helpful to ensure that the guidance was user-friendly, while keeping the overall guidance comprehensive. ET noted that guidance was now primarily accessed online, and therefore guidance needed to be drafted with that access in mind.

### Decision

A shorter guide to the guidance to be produced.

### Actions

**Steve Wood to request the Guidance Governance Board to consider whether a "guide to" should be standard for all guidance longer than around 50 pages.**

**Steve Wood to request the Guidance Governance Board to look in to ensuring that navigation of guidance online was prioritised.**

## 7. Resources Directorate review

### Discussion

Paul Arnold presented a report setting out proposals for updates to the structure of the Resources Directorate. ET noted that this would be consulted on alongside the role of Director of Economic Analysis. ET noted the benefits of the three-month planning cycle which had been used for this work and agreed that should continue to be the basis going forward.

### Decision

ET approved the recommendation set out in the report.

## 8. ICO report to Parliament on the ICO's activity relating to COVID-19 in 2020

### Discussion

Liz Denham presented a commissioning brief for a report to Parliament on the ICO's work relating to COVID-19. ET noted that there may now appear before the DCMS Select Committee in January 2021 and considered whether we would aim to lay this report prior to that appearance.

ET also considered whether this should be a report to Parliament, or whether it could rather be a report to the DCMS Select Committee.

ET commented that many stakeholders will be interested in the report from the perspective of what the UK learned about the use of data in the pandemic, rather than just the what the ICO learned. This would be a more challenging report to draft, as it would necessarily need significant input from stakeholders, but would be likely to be a more impactful report. We may need to convene a stakeholder event to gather evidence for this. This approach may also create opportunities for future work on this subject with these stakeholders.

### Decision

ET agreed that the report should be produced as a report laid before Parliament.

ET agreed that the commissioning brief should be updated to reflect the perspective of what the UK learned about the use of data in the pandemic.

ET agreed that it was not a requirement that the report be laid before any Select Committee in early 2021; the preference was to ensure that the report was of the highest possible quality and should be completed in February.

### Actions

**John Kavanagh and Amanda Williams to update the commissioning brief in line with the decision set out above.**

## 9. Any other business

### National Data Strategy (NDS)

Steve Wood reported that the ICO's submission to the NDS consultation was nearly completed and would be submitted this week.

## Surveillance Camera guidance

James Dipple-Johnstone reported that the Surveillance Camera Commissioner had issued updated guidance in relation to FRT in the context of the Bridges cases.

### Actions

**James Dipple-Johnstone to circulate a summary of any issues to ET, if required.**

### ET quarterly brief

Paul Arnold highlighted that quarterly brief was scheduled for 14 December, with all ET members in attendance. The proposed priority for this session would be Q&A from staff, with a very short intro from each ET member.

*All non-ET members left the meeting at this point.*

## 10. ET commendations

### Discussion

ET considered a series of recommendations for special ET commendations. These recommendations had been put forward by Directors across the ICO and comprised examples of outstanding contribution during the past three months.

### Decision

ET considered each recommendation and confirmed those to receive commendations. ET was especially pleased to see staff being recognised from a wide range of departments and directorates and through a range of different job levels. ET recognised that these commendations were further evidence and recognition of the excellent work across the ICO during this most extraordinary of years.

## Attendance

### Members

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

### Attendees

Jen Green, Peter Hayes

## Secretariat

Chris Braithwaite