

## Executive Team – for assurance

**Date:** 3 February 2022

**Prepared for:** Executive Team

**Prepared by:** Chris Braithwaite

**Topic:** ET Work Programme

**Objective:** To ensure that ET is aware of the items scheduled for future ET meetings, and to give ET the opportunity to commission additional reports as desired.

**Time required:** 5 minutes

### 1. Work Programme

- 1.1. The full work programme for ET is attached at Annex 1, for review. This sets out the items which are due to come to future ET meetings, the frequency of recurring items, along with the purpose of each item. In line with comments from the recent board evaluation exercise about bringing more diverse voices to ET, efforts have been made to identify presenters to join the meeting for each item, as far as possible.
- 1.2. The work programme is a living document and subject to constant review. If at any time ET members wish to add items to the work programme for future meetings, they can contact Corporate Governance.
- 1.3. The overall purpose of the work programme is to ensure that there is visibility of the issues which ET are expected to be engaged on over the next year, and to allow ET to view this in the round to ensure that they will receive assurance or take decisions in all of the areas of the ICO's work that they would expect to engage in collectively.
- 1.4. In addition to the specific assurance items in the work programme, the assurance given to ET will be supplemented by the updates on the work of the various SLT Boards, such as the report earlier on the agenda. One Board will provide an update each month, so every Board reports at least every six months. These reports will

ET the opportunity for a deep dive into the work of those Boards, to gain assurance on the work that is taking place in these areas and to identify any areas where ET wish to be directly involved (whether individually or collectively).

1.5. At the time of writing, the work programme indicates that the following items are expected to come forward for discussion at the next ET Formal meeting on 3 March:

- Annual budget
- IT Strategy
- Potential HPIs
- Update on the work of the Comms and Engagement Board
- Research during 2022/23
- Debt write-offs
- Draft Management Board work programme, 2022/23
- Draft Audit and Risk Committee work programme, 2022/23
- Draft annual internal audit plan, 2022/23

## 2. Recommendation

2.1. ET is recommended to review the work programme and consider whether it wishes to commission additional reports.

## 3. Publication considerations

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

**Annexes:** Annex 1 – ET Work Programme as at 28 January 2022 (the full work programme for all of the Corporate Governance meetings can be accessed by [clicking this link](#) (Fortinet connection required)). You can navigate the various Boards using the filter in column C.