

## Executive Team – minutes

20 October 2022

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

### 1. Introductions and apologies

Apologies were received from Jen Green.

### 2. Declarations of interest

There were no declarations of interest.

### 3. Minutes of the last meeting

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

### 4. ICO25 Phase 1

Paul Arnold presented a report setting out outcomes from the recent consultations and recommendations for Phase 1 organisational structure.

#### **Decision**

The Executive Team approved the proposals for phase 1 structure as outlined in the paper.

### 5. Parliamentary Strategy

Amanda Williams and Oliver O'Callaghan presented a report setting out the process of developing the three year public affairs strategy to sit alongside the ICO25 strategic plan.

The Executive Team were asked to provide a steer on the overarching principle and priorities of the strategy.

The Executive Team discussed the language used within the strategy and acknowledged that the Commissioner has a duty to advise parliament as part of his statutory requirements. They therefore gave consideration to how we can provide proactive support to parliamentarians when dealing with data protection queries from constituents and also ensure that all parties are well informed for parliamentary debates.

#### **Decision**

The Team agreed that the Strategy should cover engagement from across the office rather than from just one department and should link to the overall Communications Strategy.

The strategy should be finalised in time to be presented to Management Board at the January meeting.

### **Actions**

Angela Balakrishnan to ensure that the Communications and Engagement Board link the Parliamentary Strategy with the Communications Strategy.

PGA to develop a one year plan on engagement and present to ET at a future meeting.

**due date: 9/1/23**

## 6. Cyber Update

Mike Fitzgerald provided an update on our current cyber security solutions highlighting risks and risk appetite for this area and the mitigating actions that are currently in place.

### **Decision**

The Executive Team agreed that we should be leading by example and were assured on the success of the mitigating actions, including recent table top exercises being carried out and the regular training modules which help to raise the level of awareness of cyber security with all staff.

It was agreed that there is a need for increased visibility by the Executive Team on the threat environment and that updates should be presented to the Executive Team on a monthly basis.

### **Actions**

Mike Fitzgerald to arrange for a month dashboard to be provided to ET to enhance visibility (**due date: 9/11/22**)

## 7. Update on the work of the Comms and Engagement Board

Angela Balakrishnan presented a report providing an update on the work of the Communications and Engagement Board and highlighted success over the past 6 month with the development of the relationship management service operating model, the unmet needs workstream and outcomes from the recent research work carried out.

Challenges over the next 6 months will include work of developing next year's Data Protection Practitioners Conference and the work of the new cross office engagement meetings (SCOPE).

### **Decision**

The Executive Team agreed that this Board is maturing well as highlighted by the achievements outlined in the report.

The Executive Team recognised the importance of the work of the SCOPE meetings and agreed to provide support if necessary to ensure the correct level of engagement with this work.

## **7. Executive Team work programme**

Caroline Robinson presented a report setting out the work programme for future Executive Team meetings.

It was agreed that the work of the SCOPE meetings should be included in the ET work programme once it is up and running to provide regular updates to the Executive Team.

Angela Balakrishnan highlighted that planning has already started for comms at the beginning of 2023 to ensure that newsworthy workstreams are tied in with the comms plans.

### **Actions**

John Kavanagh to liaise with Angela Balakrishnan to review the work programme and how best for the work of the SCOPE group to report into ET

## **8. Any other business**

### **Blog post**

John Edwards highlighted that his latest blog appears to have provoked some chatter and he would be interested in learning more about the response to it.

## **9. Key messages to staff**

ET agreed that the key messages to staff from the meeting cover the decision on ICO25, the discussions on the Parliamentary Strategy, the work of the Comms and Engagement Board and our commitment to our cyber security.

# Attendance

## Members

Paul Arnold (Chair), Claudia Berg, Emily Keaney, John Edwards, Stephen Bonner

## Attendees

Angela Balakrishnan, John Kavanagh, Rebecca Bradbury, Izy Jude, Andrew Rimmer, Tom Parkman, Mariam Boakye-Dankwe, Sarah Delahunty

Amanda Williams, Oliver O'Callaghan, Owen Prendeville (item 5)  
Mike Fitzgerald (item 6)

## Secretariat

Caroline Robinson

Risk & Business Continuity Manager