Executive Team (ET) minutes

18 May 2023

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

1. Introductions and apologies

1.1. Apologies for absence were received from Stephen Bonner.

2. Declarations of interests

2.1. No declarations of interests were made.

3. Matters arising from the previous meeting

Minutes

3.1. The minutes of the previous meeting were approved as a correct record.

Actions

3.2. The following updates regarding actions from previous meetings were provided:

- The action in relation to an agreed position international transfers in our own procurement had been extended to a wider range of work. The action and timeline for completion would be amended accordingly.

    ACTION: Corporate Governance to update the action in relation agreeing a position on international transfers in our own procurement.

- The action in relation to the structure of training section of the cyber security dashboard would be completed at the end of the quarter.

- The request for project ambassadors was for a minimum of one ambassador from each Executive Directorate. ET agreed to provide this by 26 May.

- Reviews of the SLT Board work programmes were taking place in agenda setting meetings with Board chairs.

4. DPDI Implementation update

4.1. Emily Keaney and Anulka Clarke presented a report providing an overview of the DPDI Implementation Programme, including an indication of timelines for delivery, priority areas of work and potential risks to successful implementation.

4.2. ET particularly discussed the approach to delivering guidance for the new Bill, agreeing that "guidance" would include user-friendly tools to aid compliance as well as, or sometimes instead of, formal guidance documents. ET commented that it would be important for the Digital, Data and Technology Directorate to be involved in guidance development processes to assist in this. ET also asked whether it would be useful to review the shorthand terminology used, as "guidance" was usually interpreted as guidance documents.

ACTION: Anulka Clarke to review membership of the Guidance Governance Group to ensure representation from DDAT. Due date: 15/6/23

4.3. ET also discussed the importance of collaborating across the organisation to ensure that everything which may need to be considered as part of DPDI implementation was identified and prioritised, and the wide range of actions which may be needed should the name of the ICO change.

ACTION: Anulka Clarke and Corporate Governance to discuss how to ensure all relevant senior managers are aware of the ongoing DPDI implementation work. Due date: 15/6/23

5. SCOPE update

5.1. Ange Balakrishnan gave an oral update on the work of the SCOPE group, highlighting key activities in the coming weeks and months, with a particular focus on tech-related activities over the next month.

5.2. ET discussed communications emerging from data protection audits undertaken, and the challenges presented in sharing information about the effectiveness of audits when some audits are agreed to be anonymous. ET agreed that it would be beneficial to review the approach to anonymous audits to determine whether this approach remained appropriate.

ACTION: Stephen Bonner and Claudia Berg to meet with the Assurance team to review the approach to anonymous audits. Due date: 15/6/23

6. Social Media Strategy

6.1. Ange Balakrishnan, Kate Banks and Dave Murphy presented a report informing ET of the Social Media Strategy, including their engagement in delivering this strategy. They highlighted the key aspects of the strategy, the changes to behaviours as a result of the strategy to date, and further changes to expect in the next six months.

6.2. ET particularly welcomed the channel-specific approach to social media engagement. ET was also supportive of considering a potential expansion into use of TikTok, as this provided an opportunity to reach new audiences, noting the potential data protection and public relations concerns.

6.3. ET also discussed the approach to using social media to promote job opportunities and, more widely, the approach to using targeted advertising platforms. This issue was part of the work being conducted by the Risk and Governance Board, to reach a consistent corporate approach to this matter, in line with the agreed risk appetite.

6.4. ET also discussed sentiment analysis, hyper-localised content and engagement, the review of the social media policy, how staff members and ET can engage with or create ICO content on social media, and potential opportunities to reach new audiences or maximise impact.

7. Update on the work of the Communications and Engagement Board (CEB)

7.1. Ange Balakrishnan presented a report giving assurance on the work of the CEB over the last six months and highlighting issues it will explore over the next six months. She highlighted the ongoing review of the SLT Board structure and potential changes to CEB's role resulting from that.

7.2. ET noted the report.

8. Update on the work of Policy Board

8.1. Melissa Mathieson presented a report giving assurance on the work of the Policy Board over the last six months and highlighting issues it will explore over the next six months.

8.2. ET discussed the thresholds for specific matters being considered by Policy Board, to ensure the Board was focused on the most impactful issues and on overseeing the controls of the risks relating policy work. ET also noted the plans to reduce the membership of the Board to maximise efficiency.

8.3. ET also discussed the role of Policy Board in PACE projects, to ensure that there was consistent approach to creating policy positions but allowing PACE projects to progress at speed.

9. Monthly cyber security dashboard

9.1. Rob Holtom presented a report setting out the monthly cyber security dashboard.

9.2. ET discussed the ways to reduce the risk of or mitigate the impact of cyber threats, particularly in light of the discussion earlier in the meeting about developing interactive tools to support or replace guidance. ET noted the importance of education as well as technological solutions, particularly given the increases in sophistication of cyber-attacks.

10. Recent and upcoming Board-level meetings

10.1. Paul Arnold provided an overview of the outcomes from recent meetings of Management Board, Audit and Risk Committee, Regulatory Committee and People Committee. He also highlighted that the external auditors had signalled that there may be a delay in completion of the external audit of the Annual Report and Financial Statements, and the date of the June Audit and Risk Committee meeting may need to change as a result.

ACTION: Corporate Governance to identify an alternative date the June Audit and Risk Committee meeting, if required. Due date: 15/6/23

11. Executive Team work programme

11.1. ET noted the work programme for future meetings.

12. Any other business

Legal item from Claudia

12.1. Claudia Berg provided an overview of resourcing of the PACE projects across the legal services directorate and confirmed that legal resources would be redeployed to support these projects. The Legal team would meet to discuss the impact on specific cases with colleagues as required.

ET and SLT development day

12.2. Emily Keaney provided an overview of the goals of the ET and SLT development day on 22 May and emphasised the need for clarity of who will be attending the meeting.

13. Key messages to staff

13.1. ET discussed the key messages to staff from the meeting.

ACTION: Chris Braithwaite and John Kavanagh to publish the key messages on Iris. Due date: 19/5/23

Attendance

Members

Angela Balakrishnan	Executive Director, Strategic Communications
Claudia Berg	General Counsel
Emily Keaney	Deputy Commissioner (Regulatory Policy)
Jen Green	Executive Director, Strategic Change and Transformation
John Edwards	Information Commissioner
Paul Arnold (Chair)	Deputy Chief Executive and Chief Operating Officer
Rob Holtom	Executive Director, Corporate Digital, Data and Technology
Stephen Almond	Executive Director, Regulatory Risk

Attendees

Andrew Rimmer	Private Secretary to John Edwards
Anulka Clarke	Director of Regulatory Design (for item 4)
Dave Murphy	Head of Media (for item 6)
Jacob Harris	Private Secretary to John Edwards
John Kavanagh	Director of Governance Transition
Kate Banks	Digital, Social and Creative Content Manager (for item 6)
Mariam Boakye-Dankwa	Head of Commissioner's Private Office
Melissa Mathieson	Director of Policy Projects (for item 8)
Rebecca Bradbury	Private Secretary to Paul Arnold
Tom Parkman	Private Secretary to Claudia Berg

Secretariat

Chris Braithwaite   Corporate Governance Manager