

## Executive Team (ET) minutes

22 April 2024

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

### 1. Introductions and apologies

- 1.1. Apologies for absence were received from Claudia Berg.

### 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 had been approved as a correct record.

#### **Actions**

- 3.2. The following updates regarding actions from previous meetings were provided:
  - The financial resilience risk had been rephrased and the updated version was included with the risk paper on the agenda.
  - Operational efficiencies which had been identified within Directorates were in the process of being collated for sharing between ET.

### 4. Finance update

- 4.1. Paul Arnold provided ET with an oral update on the current financial position, following a meeting with the Department for Science, Innovation and Technology (DSIT) the previous week. He particularly highlighted the importance of establishing and maintaining the reporting process for the current financial position throughout the financial year, to ensure that accurate information could be provided to DSIT. This would also be provided to ET. ET discussed any steps which may need to be taken to facilitate this, following further meetings with DSIT later in the current week.

**ACTION: Angela Donaldson to provide ET with the monitoring reporting to be shared with DSIT on the current**

**financial position throughout the current financial year. Due date: 28/5/24 and ongoing thereafter**

- 4.2. Paul Arnold provided an update on progress with the review of the data protection fee model, which had also been discussed with DSIT the previous week. DSIT was expecting to launch a public consultation on the proposed options shortly. ET particularly discussed the expected timeline for the consultation, the fee model options which would be proposed as part of the consultation, and how and when different models may be implemented if approved.
- 4.3. ET also discussed the key messages to share internally regarding the current financial situation and progress with the review of the fee model, to ensure that staff understood the current challenges, the steps that were being taken or being considered, and progress with the fee model review. As part of this, ET discussed how to share these messages with staff at all levels and across different business areas as different areas would be affected differently.

**ACTION: Jen Green to develop key messages to share with staff regarding the current financial situation. Due date: 29/4/24**

## 5. [Corporate Governance decision-making structure](#)

- 5.1. Louise Byers presented a report setting out a proposed updated decision-making structure for ET's approval. ET welcomed the collaborative approach to the development of the updated structure which had led to a strong proposal.
- 5.2. ET's discussion focused on the approach to transitioning to this new structure and items which would transfer from existing work programmes, how success of the pilot period would be measured, how to ensure that the new structure enabled effective delegation to staff at all levels, as well as effective decision-making in meetings.

### **Decision**

- 5.3. ET agreed to pilot the proposed decision-making structure for an initial period of three months from June to August 2024.

**ACTION: Louise Byers to provide a report to ET following completion of the decision-making structure pilot, to facilitate review and ratification of the permanent structure. Due date: 23/9/24**

## 6. Corporate risk management update

- 6.1. Louise Byers presented a report providing ET with an update on the corporate risk register, ahead of this being submitted to Management Board in May.

### **Decision**

- 6.2. ET approved the re-articulation of the financial resilience risk, subject to it being reordered to refer to prioritisation of resources first, followed by income generation.

## 7. Management Board annual work programme

- 7.1. Louise Byers presented a report providing ET with the proposed Management Board work programme for the next 12 months, ahead of this being discussed by Management Board in May.
- 7.2. ET noted the report.

## 8. Monthly cyber security dashboard

- 8.1. Rob Holtom presented a report setting out the monthly cyber security dashboard.
- 8.2. ET also commented that the cyber security business continuity exercise which had taken place earlier in the month had been excellent.

## 9. WorldCoin project

- 9.1. Stephen Almond provided ET with an oral update regarding WorldCoin's World ID product and future options for regulatory intervention.
- 9.2. ET noted the scoping work in progress to review compliance ahead of a decision-point about whether to initiate a regulatory intervention.
- 9.3. ET also discussed the process for establishing and completing PACE projects, particularly in terms of how this linked to the rollout of the new decision-making structure, the Better Regulatory Interventions framework (which would eventually replace PACE as a framework) and the cross-office cause groups.

### **Decision**

- 9.4. ET agreed that it was not appropriate to launch a PACE project regarding WorldCoin's World ID product at this stage, and this should be taken forward as a six-week sprint project.

9.5. ET agreed that future decisions on this case should be considered by the AI and Biometrics Programme Board, when established.

**ACTION: Stephen Almond to refer future decisions on WorldCoin to the AI and Biometrics Programme Board. Due date: 30/6/24**

## 10. Any other business

### **Safety of Rwanda (Asylum and Immigration) Bill**

10.1. Emily Keaney provided an update regarding current work with the Home Office to safeguard personal data in the event of the passage of the Safety of Rwanda (Asylum and Immigration) Bill.

## 11. Key messages to staff

11.1. ET noted that the key messages to staff from the meeting would be published later in the week.

**ACTION: Laura Tomkinson to publish the key messages on Iris. Due date: 26/4/24**

## Attendance

### **Members**

Angela Balakrishnan	Executive Director of Strategic Communications and Public Affairs
Emily Keaney	Deputy Commissioner (Regulatory Policy)
Jen Green	Executive Director, Strategy and Resources
John Edwards	Information Commissioner
Louise Locke	Executive Director, Customer Service
Paul Arnold MBE (Chair)	Deputy Commissioner (Deputy CEO and Chief Operating Officer)
Rob Holtom	Executive Director, Digital, Data, Technology (DDaT), Transformation and Delivery
Stephen Almond	Executive Director, Regulatory Risk
Stephen Bonner	Deputy Commissioner (Regulatory Supervision)

### **Attendees**

Andrew Rimmer	Private Secretary to John Edwards
Catherine Heverin	Private Secretary to Louise Locke
David Squires	Private Secretary to Stephen Almond
Fiona Simkiss	Private Secretary to Jen Green
Izy Jude	Private Secretary to Stephen Bonner
Jacob Harris	Private Secretary to John Edwards
Laura Tomkinson	Group Manager, Corporate Governance
Mariam Boakye-Dankwa	Head of Commissioner's Private Office

Rebecca Bradbury  
Sarah Delahunty  
Tom Parkman  
Louise Byers

**Secretariat**

Chris Braithwaite

Private Secretary to Paul Arnold  
Private Secretary to Emily Keaney  
Private Secretary to Claudia Berg  
Director of Risk and Governance (for items 5 to 7)

Corporate Governance Manager