

IC-315744-JOP5

Information relating to the drafting of the Interim
Chief Executive Officer vacancy

From: [Louise Byers](#)
To: [John Edwards](#); [Jane McCall](#); [Nicola Wood](#)
Cc: [Mark Graves](#); [Private Office Commissioner](#)
Subject: Confidential - CEO Role - Governance Transition
Date: 09 November 2023 19:26:15
Attachments: [Deputy CEO \(Chief Operating Officer\) JD January 2023.docx](#)
[Deputy Commissioner - Regulatory Supervision 2022.docx](#)
[Deputy Commissioner-Regulatory Policy 2022.docx](#)
[Executive Director – Corporate Digital, Data and Technology Job Description and Person Specification.docx](#)
[Executive Director - Strategic Communications v0.2.docx](#)
[General Legal Counsel - August 2020.docx](#)
[Jan 2021 LATEST VERSION IC draft job pack and role spec \(1\).docx](#)
[Annex One - JD and PS LBy Edits .docx](#)
[Job Description - Executive Director of Strategy and Resources - September 2023.docx](#)

Hello John, Jane, Nicky,

As part of our project to prepare for, and implement, the changes required by the DPDI Bill to our governance structures, our People Services team, with my input, have been progressing work in relation to the introduction of a CEO role. I am writing to you about this to ask for your independent views and input and to ensure that our proposals meet the requirements for this role.

The attached paper (CEO role and pay) covers the proposed remit of this role, and some benchmarking data regarding salary. As an Annex, we have included a draft job description and person specification. This has been based on similar job descriptions and on our understanding on the remit of the CEO based on our Board design work to date.

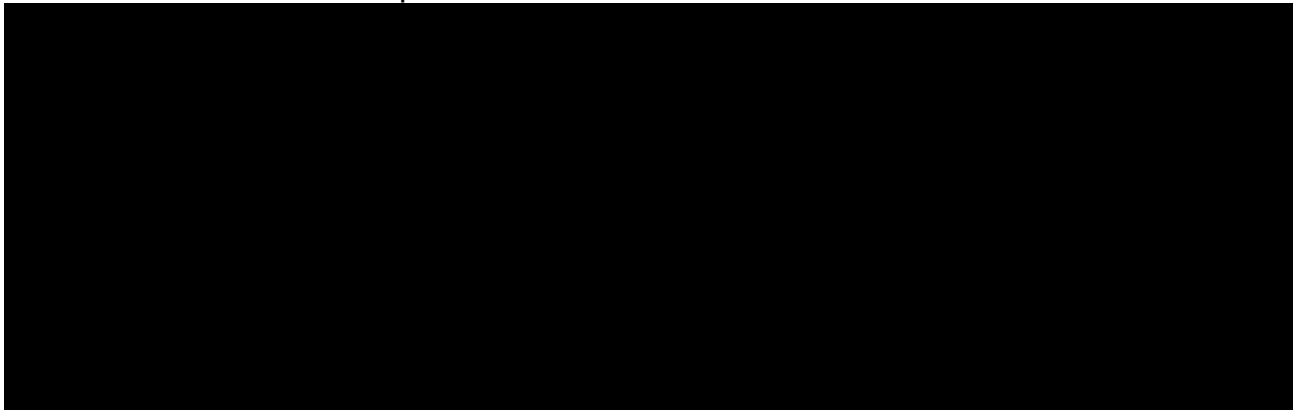
You will see that we also reference the need to consider the impact of the creation of this role on current ET members – to help with this, I have attached job descriptions that People Services have of current Executive members. I have also attached the JD that was used for the last Information Commissioner recruitment round for completeness. Mark, myself and any other governance or People Services colleagues are more than happy to assist with any consideration of the attached – please let me know if you would like to discuss.

Many thanks,
Louise.

Governance Transition Board – Chief Executive Officer Role and Pay

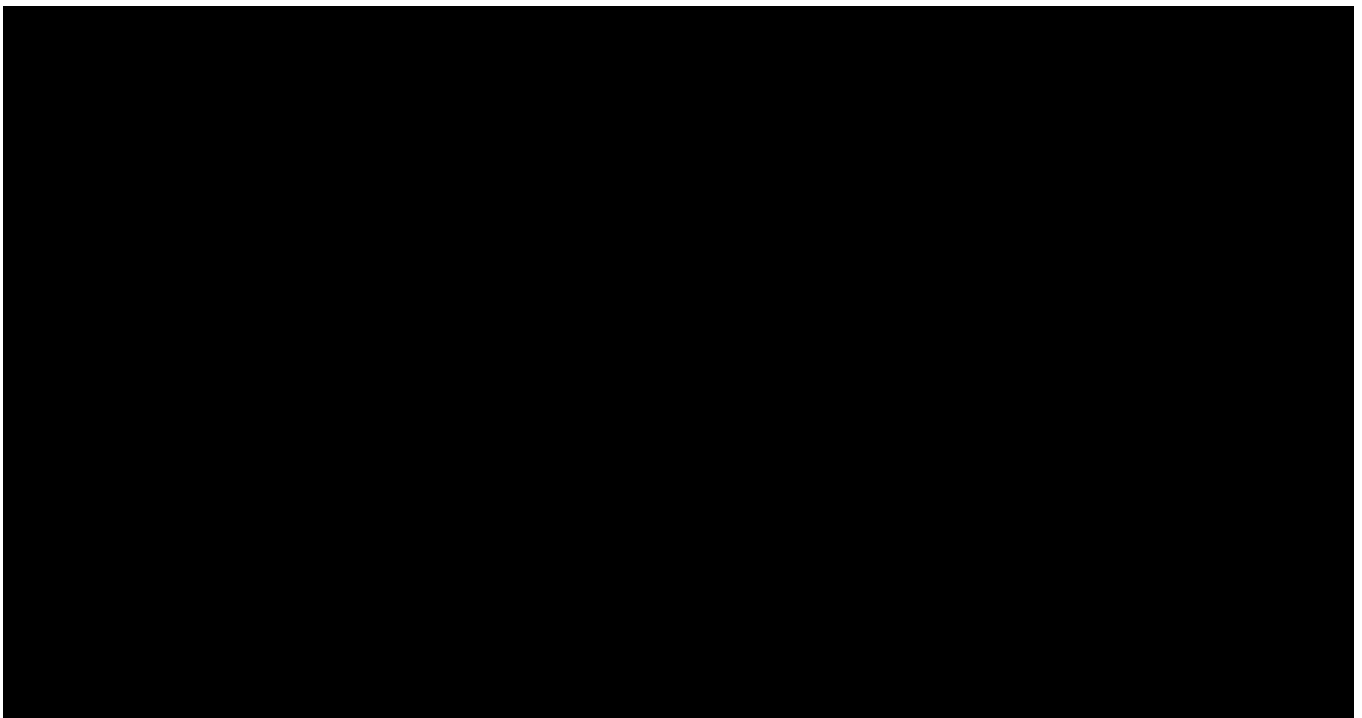
1. Objective

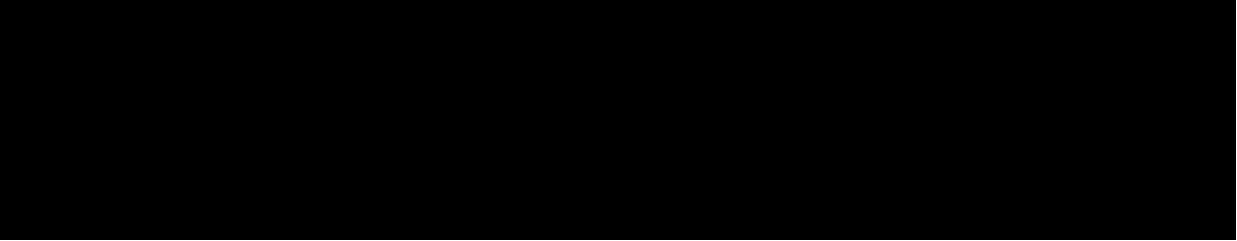
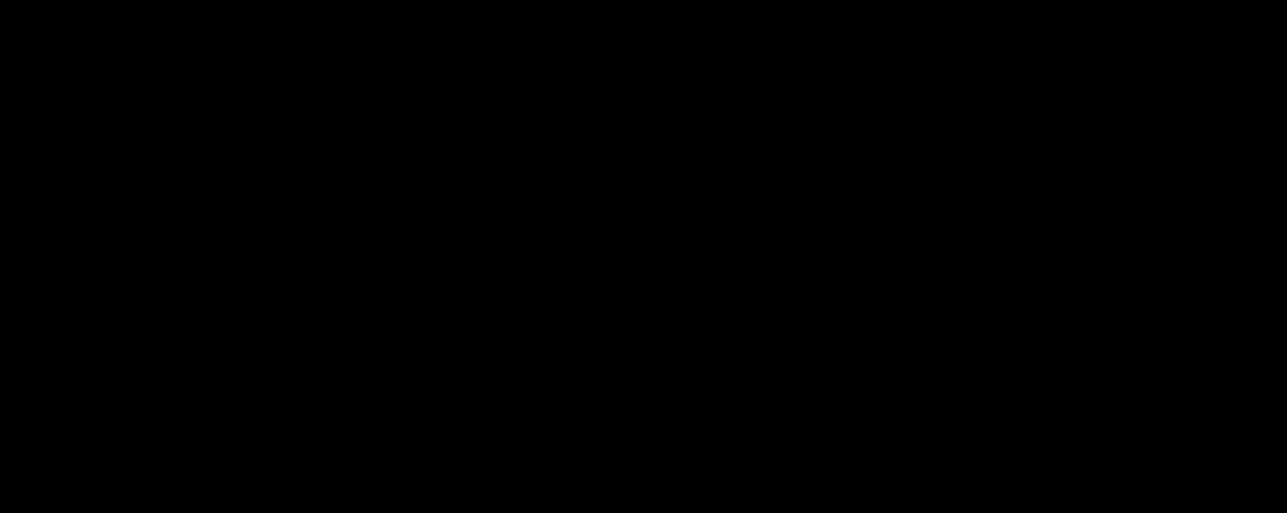
- 1.1. This paper sets out a proposal regarding the job description and pay for the new Chief Executive Officer (CEO) role, which will be created as part of the transition to the new statutory Board model, as set out in the DPDI Bill.
- 1.2. The questions needed to be considered before we're able to take our next steps are:



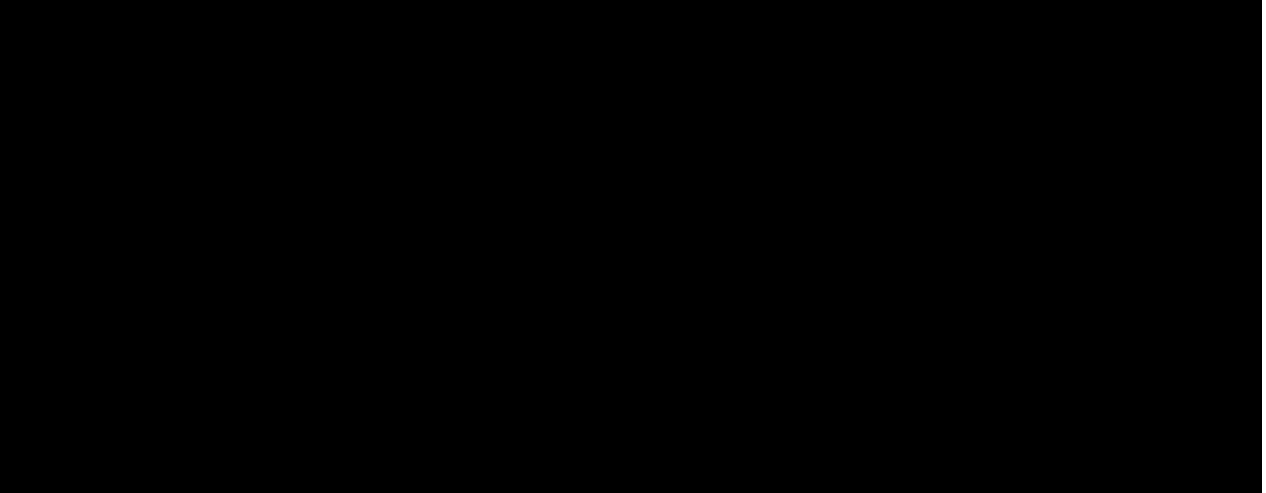
- 1.2.5. Does the draft job description and person specification in Annex One cover all relevant aspects of the role for both the interim and permanent versions?

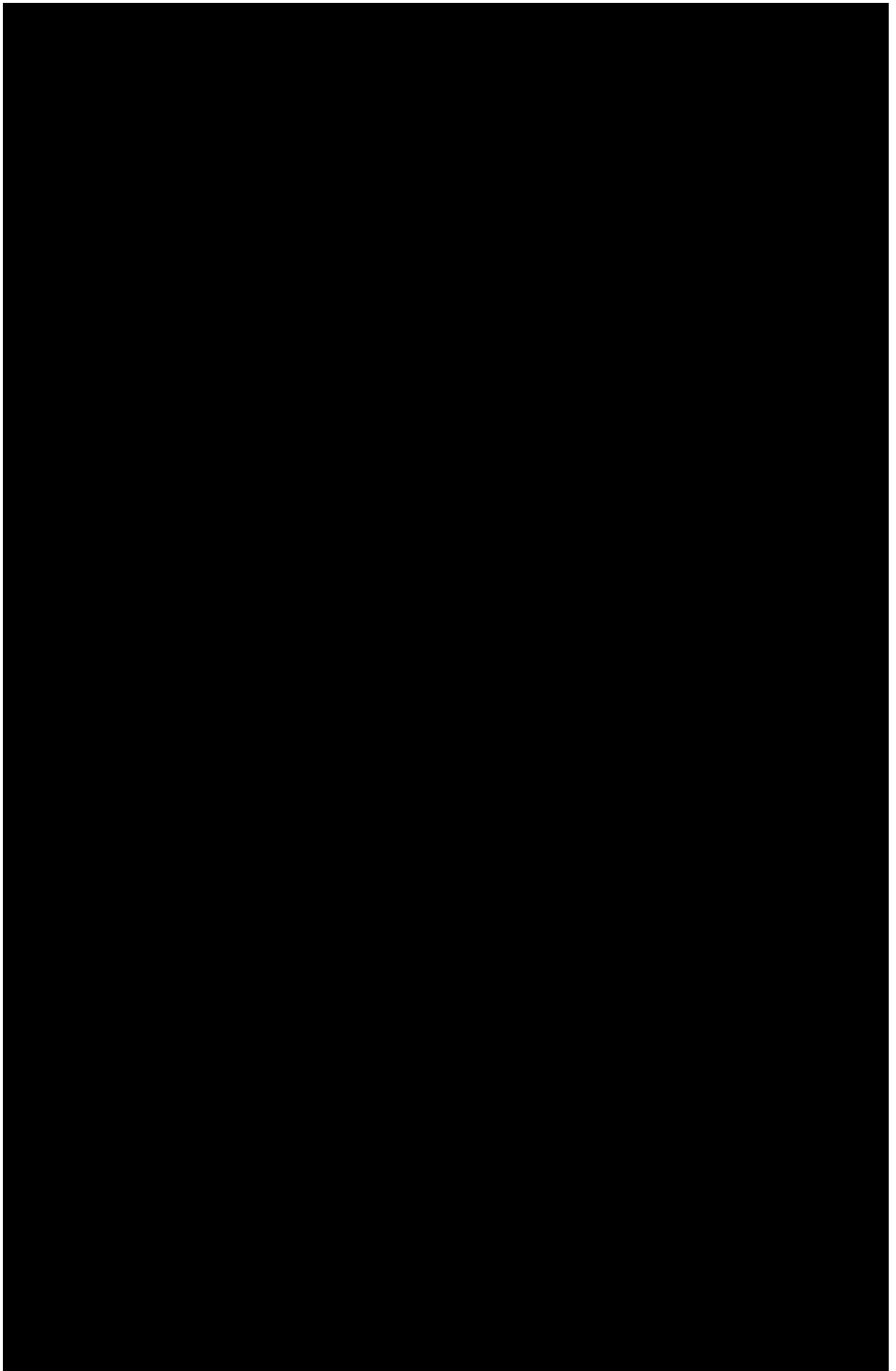
2. Background



- 
- 2.3. As a result, the only role on the new Board where we will be required to set the job description and pay is the CEO.
- 

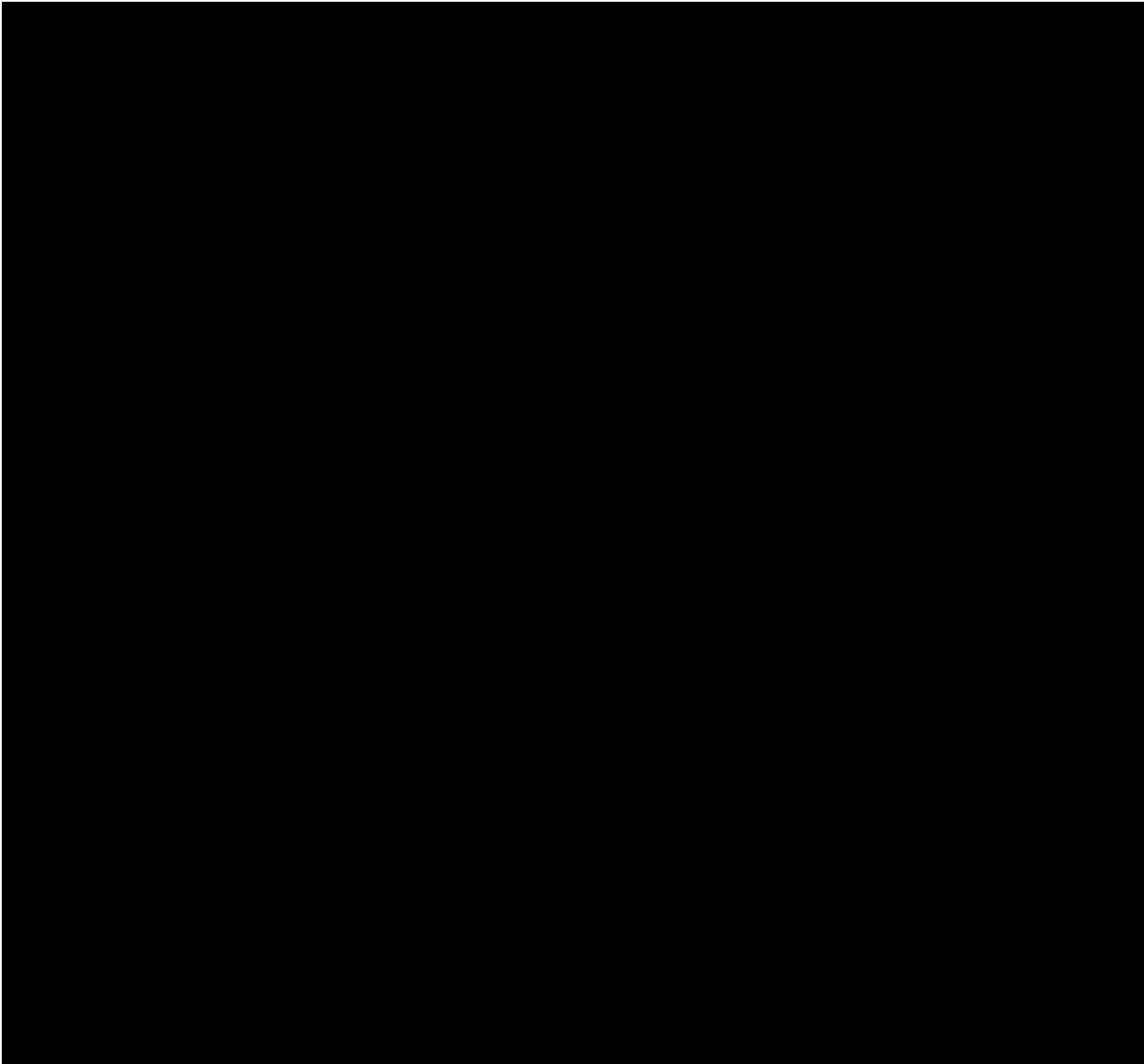
3. Assumptions

- 3.1. It is assumed that:
- 3.1.1. the Commissioner, once appointed as Chair of the ICOM Board, will wish to appoint an interim CEO as soon as possible, so the job description and remuneration of the role needs to be established, in consultation with the DSIT Secretary of State, prior to April 2024.
 - 3.1.2. as employee terms and conditions are not expected to change in the transition, the pay policies and pay scales for Level H roles will remain the same;
- 





4. Pay Benchmarking

- 
- 4.5. The draft Interim CEO role included in the appendix has also been produced based on the responsibilities expected of the Interim and then the permanent CEO. We have also included copies of the job descriptions for the current Executive Team for comparison and alignment and to enable the HR implications of the creation of the new Interim CEO position to be assessed prior to its appointment.

Author: Mark Graves

Consultees: Louise Byers.

List of Annexes: Annex 1 – DRAFT Chief Executive job description and person specification,

Publication decision: This report cannot be published.

Outcome reached:

From: [Jane McCall](#)
To: [Louise Byers](#); [John Edwards](#); [Nicola Wood](#)
Cc: [Mark Graves](#); [Private Office Commissioner](#)
Subject: RE: Confidential - CEO Role - Governance Transition
Date: 11 November 2023 15:13:56
Attachments: [Annex One - JD and PS LBy Edits .docx](#)

Hi Louise

Thanks for this, I have added a couple of comments in the document. My main one is that I think we may need 2 role descriptions, one for the interim and one for the permanent role. The focus of each will, in parts, be different – see more detailed comments in the document. One thing that's really important is that the person is "politically savvy" and strong on influencing effectively. I'm not sure how we articulate this, it's hinted at in the stakeholder section but I wonder if it needs to be enhanced a bit?

[REDACTED]

Thanks.

From: Louise Byers <Louise.Byers@ico.org.uk>
Sent: Thursday, November 9, 2023 7:26 PM
To: John Edwards <John.Edwards@ico.org.uk>; Jane McCall <Jane.McCall@ico.org.uk>; Nicola Wood <Nicola.Wood@ico.org.uk>
Cc: Mark Graves <Mark.Graves@ico.org.uk>; Private Office Commissioner [REDACTED]@ico.org.uk
Subject: Confidential - CEO Role - Governance Transition

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You will see that we also reference the need to consider the impact of the creation of this role on current ET members – to help with this, I

have attached job descriptions that People Services have of current Executive members. I have also attached the JD that was used for the last Information Commissioner recruitment round for completeness.

Mark, myself and any other governance or People Services colleagues are more than happy to assist with any consideration of the attached – please let me know if you would like to discuss.

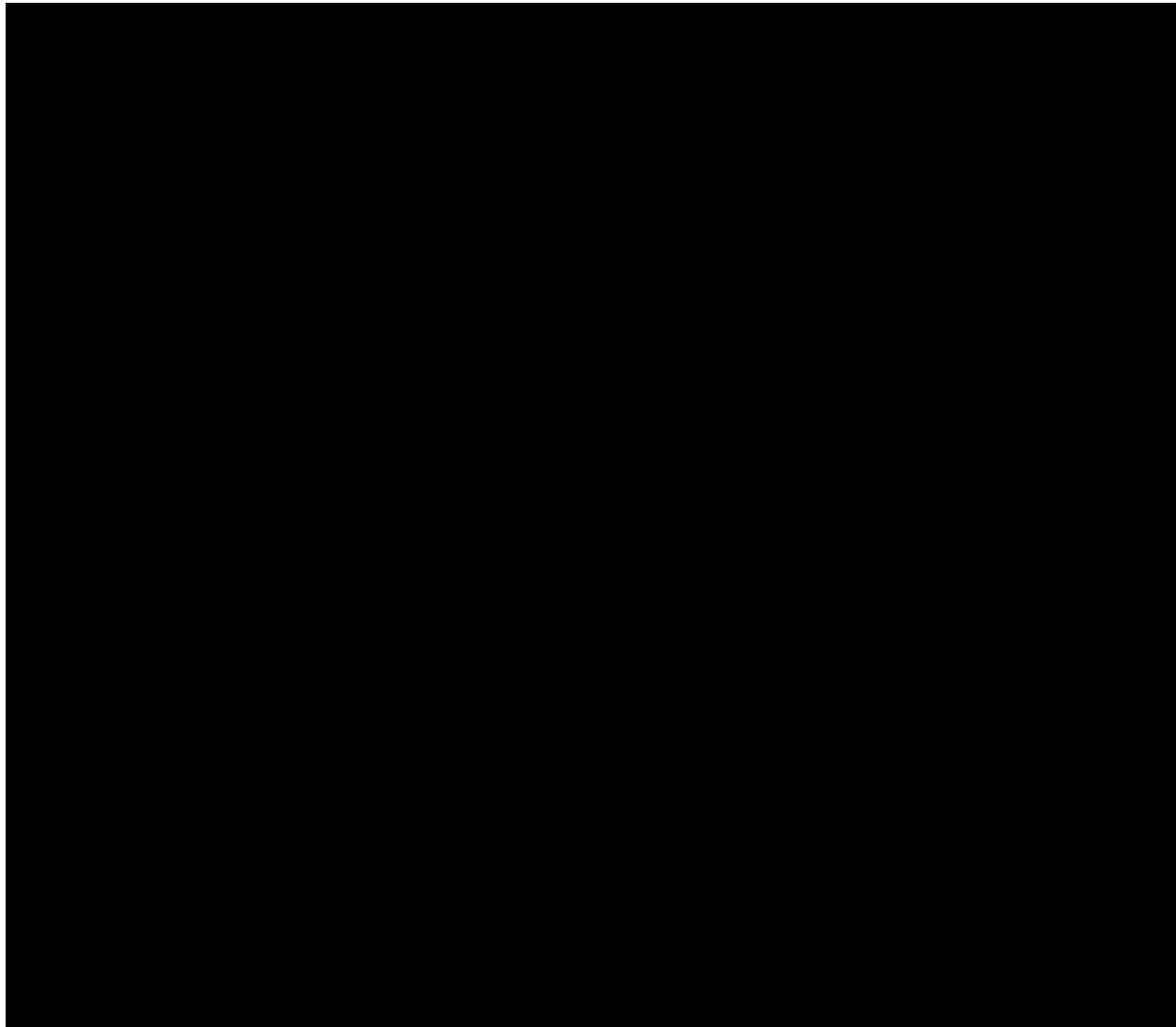
Many thanks,
Louise.

From: [Nicola Wood](#)
To: [Louise Byers](#); [John Edwards](#); [Jane McCall](#)
Cc: [Mark Graves](#); [Private Office Commissioner](#)
Subject: RE: Confidential - CEO Role - Governance Transition
Date: 14 November 2023 14:51:40
Attachments: [image001.jpg](#)

Hi

Thanks for these documents which have proved very helpful.

I think John, Jane and I should meet to discuss things more thoroughly but to answer your questions:

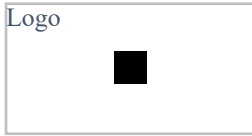


- 1.1.5. Does the draft job description and person specification in Annex One cover all relevant aspects of the role for both the interim and permanent versions? *No, but I think an in person discussion on this would be helpful.*



Kind regards

N



Nicola Wood

Senior Independent Director – Executive Team
Information Commissioner’s Office, Wycliffe House, Water Lane,
Wilmslow, Cheshire SK9 5AF
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From: Louise Byers <Louise.Byers@ico.org.uk>

Sent: Thursday, November 9, 2023 7:26 PM

To: John Edwards <John.Edwards@ico.org.uk>; Jane McCall <Jane.McCall@ico.org.uk>; Nicola Wood <Nicola.Wood@ico.org.uk>

Cc: Mark Graves <Mark.Graves@ico.org.uk>; Private Office Commissioner
<[REDACTED]@ico.org.uk>

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Many thanks,
Louise.

From: [John Edwards](#)
To: [Louise Byers](#)
Subject: RE: Confidential - CEO Role - Governance Transition
Date: 23 November 2023 14:57:00
Attachments: [image001.jpg](#)

Sorry Louise - I've lost track of it and no can't locate it. To be honest it was really only the remarks below that were of substance.


Thanks

JE

From: Louise Byers <Louise.Byers@ico.org.uk>
Sent: Wednesday, November 22, 2023 5:23 PM
To: John Edwards <John.Edwards@ico.org.uk>
Subject: RE: Confidential - CEO Role - Governance Transition

Thank you for this John, apologies, I am not sure I have the marked-up version and it would be very helpful to see – could you please send me a copy?

Thank you,
Louise.

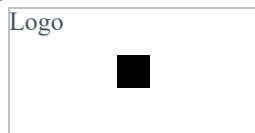
From: John Edwards <John.Edwards@ico.org.uk>
Sent: Wednesday, November 22, 2023 1:35 PM
To: Louise Byers <Louise.Byers@ico.org.uk>; Nicola Wood <Nicola.Wood@ico.org.uk>; Jane McCall <Jane.McCall@ico.org.uk>
Cc: Mark Graves <Mark.Graves@ico.org.uk>; Private Office Commissioner  <Redacted@ico.org.uk>
Subject: RE: Confidential - CEO Role - Governance Transition

Hi Louise – all

Thanks for your work on this Louise, and others' contributions. I have made some comments and tracked some changes in the document. The principle ones, (in case you can't see the version I marked up) are to endorse Jane's comments about the apparently time limited aspects of the JD, and adding to that the reference to ICO25. To "knowledge, skills and ability" I would add, skills and experience with dealing with the media, including live interviews, and interaction with accountability entities including Parliamentary and HoL Committees, and executive level including SoS, Ministers, Cabinet Office, NAO, and the like.

Thanks

JE



John Edwards (He/Him)

Information Commissioner

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

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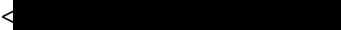
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From: Louise Byers <Louise.Byers@ico.org.uk>

Sent: Thursday, November 16, 2023 12:24 PM

To: Nicola Wood <Nicola.Wood@ico.org.uk>; John Edwards <John.Edwards@ico.org.uk>; Jane McCall <Jane.McCall@ico.org.uk>

Cc: Mark Graves <Mark.Graves@ico.org.uk>; Private Office Commissioner <@ico.org.uk>


Subject: RE: Confidential - CEO Role - Governance Transition

Hi Jane, Nicky, John

Thank you for the feedback on the CEO remit and pay paper – I believe you now have a meeting in the diary on the 29th to discuss so I thought I would just come back more comprehensively on a few of the points raised before that conversation.

On the distinction between an interim and permanent CEO, we chose to draft one job description given the 'up to two years' nature of the interim role. This will mean that, although there will be specific transition tasks to be undertaken by the interim, in time they will also be expected to undertake the full remit of the CEO role, ahead of a permanent appointment. As such, we felt that we could use the job advert and conversations with agencies to draw out the specific responsibilities linked with the transition from ICO to the new Board, but also to emphasise that this role is a pre-cursor to a permanent appointment.





I also note you mention about looking at the JD and making some changes, if there is anything you would like me to pick up after your conversation later this month, please let me know.

Many thanks,
Louise.

From: Nicola Wood <Nicola.Wood@ico.org.uk>

Sent: Tuesday, November 14, 2023 2:52 PM

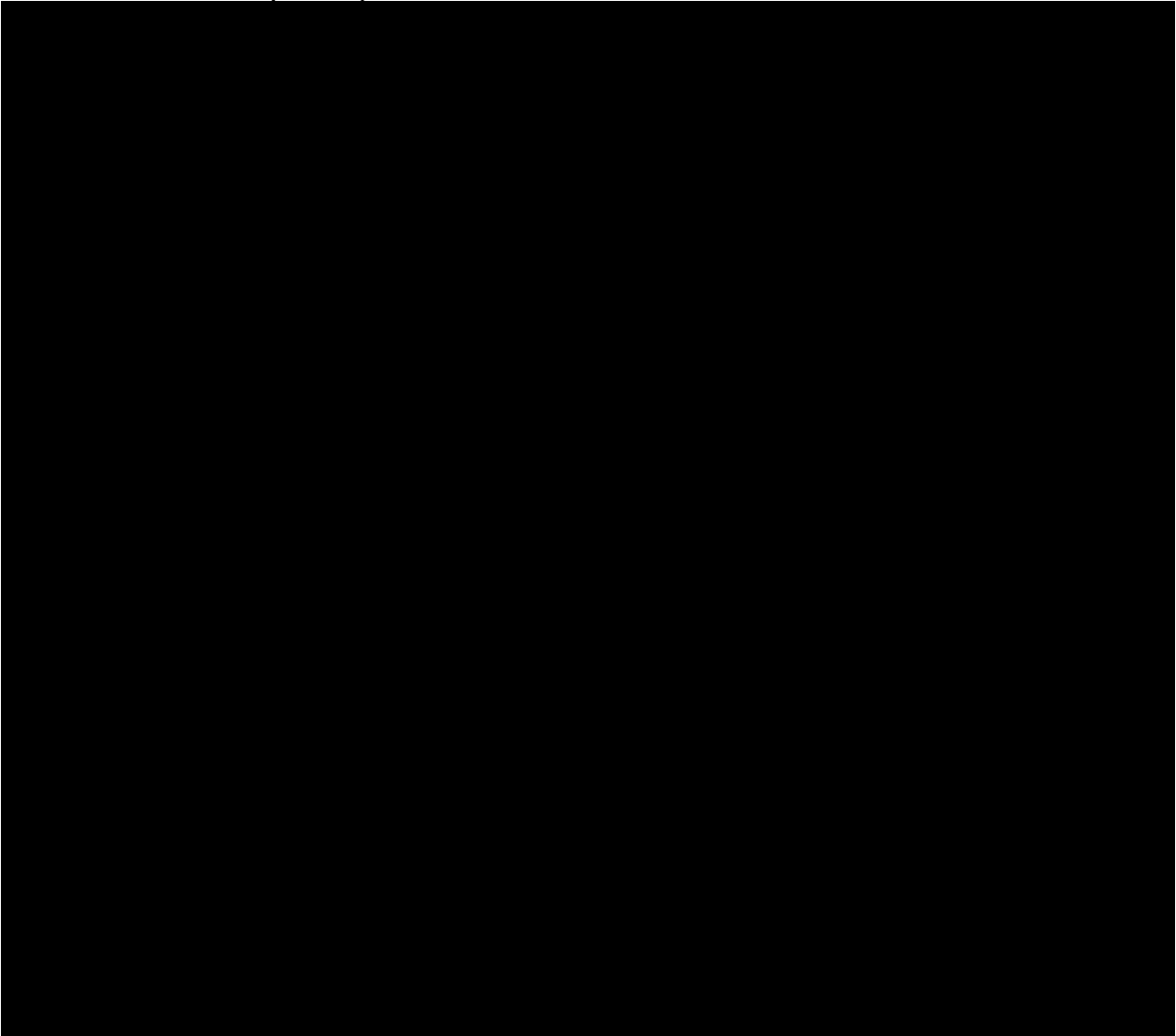
To: Louise Byers <Louise.Byers@ico.org.uk>; John Edwards <John.Edwards@ico.org.uk>; Jane McCall <Jane.McCall@ico.org.uk>

Cc: Mark Graves <Mark.Graves@ico.org.uk>; Private Office Commissioner  <Redacted@ico.org.uk>

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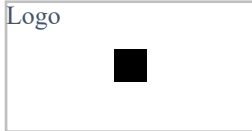


1.1.5. Does the draft job description and person specification in Annex One cover all relevant aspects of the role for both the

interim and permanent versions? *No, but I think an in person discussion on this would be helpful.*

Kind regards

N



Nicola Wood

Senior Independent Director – Executive Team
Information Commissioner’s Office, Wycliffe House, Water Lane,
Wilmslow, Cheshire SK9 5AF
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Sent: Thursday, November 9, 2023 7:26 PM

To: John Edwards <John.Edwards@ico.org.uk>; Jane McCall <Jane.McCall@ico.org.uk>; Nicola Wood <Nicola.Wood@ico.org.uk>

Cc: Mark Graves <Mark.Graves@ico.org.uk>; Private Office Commissioner <[\[REDACTED\]@ico.org.uk](mailto:[REDACTED]@ico.org.uk)>

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Many thanks,
Louise.

From: [Jane McCall](#)
To: [Jen Green](#); [Nicola Wood](#); [John Edwards](#); [REDACTED]
Subject: Re: Meeting just now
Date: 30 November 2023 07:07:22
Attachments: [image001.jpg](#)

Thanks Nicky, that reflects my understanding too and that's what Jen and I discussed.

From: Jen Green <Jen.Green@ico.org.uk>
Sent: 29 November 2023 21:32
To: Nicola Wood <Nicola.Wood@ico.org.uk>; John Edwards <John.Edwards@ico.org.uk>; Jane McCall <Jane.McCall@ico.org.uk>; [REDACTED] <[REDACTED]@ico.org.uk>
Subject: RE: Meeting just now

Thanks for confirming Nicky.

Jane did explain those things when we spoke earlier, so I am happy to pick them up.

Jen



Jen Green
Executive Director – Strategy and Resources

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
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Private Office: [REDACTED] [@ico.org.uk](https://twitter.com/iconews)

I work flexibly and may send emails outside normal office hours.
There's no need to respond to my emails outside yours.

From: Nicola Wood <Nicola.Wood@ico.org.uk>
Sent: Wednesday, November 29, 2023 9:30 PM
To: Jen Green <Jen.Green@ico.org.uk>; John Edwards <John.Edwards@ico.org.uk>; Jane McCall <Jane.McCall@ico.org.uk>; [REDACTED] <[REDACTED]@ico.org.uk>
Subject: RE: Meeting just now

Hi All

Sorry to pick this up late; I have been tied up with other things.

I think [REDACTED] notes require a little tweaking and have done so below (for ease of reference the tweaks/comments are in blue):

Liaison Actions:

- [REDACTED]
- Nicola Wood and Jane McCall to discuss with colleagues around it being a two-stage process (one for interim and then another for permanent CEO) and any impacts this may have. *Although we discussed this, I thought we moved on from the suggestion of a discussion with colleagues after we decided that we would make it clear in the advert for the role that the role was being advertised for 2 years as that was the maximum we were legally able to offer at that stage. In any event as we later agreed that we would use recruitment consultants I suspect they would be best to advise us on how to position the role to make it the most attractive.*
- [REDACTED]

Legal Actions:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- Once the JD is finished get legal advice to ensure it is compliant with legislation.

Amendments:

- Make the stakeholder engagement element in the CEO Job Description (JD) more generic to reduce the chance it excludes non-public sector candidates. However this should include reference to engaging with Key Accountability Agents such as Audit and Risk Committees, Auditors, and Parliamentary Committees.
- Put the Interim CEO period as two years.
- Use a phrase such as "This is the most we can *legally* offer at the moment" with regards to the time period for the Interim CEO position. This is to ensure candidates are aware it is not the ICO having reservations about appointing a candidate, but instead this is the maximum term we are allowed to offer.

- [REDACTED]

Other Actions:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]



Nicola Wood

Senior Independent Director – Executive Team
Information Commissioner’s Office, Wycliffe House, Water Lane,
Wilmslow, Cheshire SK9 5AF
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From: Jen Green <Jen.Green@ico.org.uk>

Sent: Wednesday, November 29, 2023 8:41 PM

To: John Edwards <John.Edwards@ico.org.uk>; Jane McCall <Jane.McCall@ico.org.uk>; [Redacted] <[\[Redacted\]@ico.org.uk](mailto:[Redacted]@ico.org.uk)>; Nicola Wood <Nicola.Wood@ico.org.uk>

Subject: RE: Meeting just now

Brilliant, thank you Jane. I'll pick this up and let you know when we have both products for your comments and approval.

Jen

Jen Green
Executive Director – Strategy and Resources

Logo

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

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Private Office: [REDACTED] [@ico.org.uk](mailto:[REDACTED]@ico.org.uk)

I work flexibly and may send emails outside normal office hours.
There's no need to respond to my emails outside yours.

From: John Edwards <John.Edwards@ico.org.uk>

Sent: Wednesday, November 29, 2023 7:48 PM

To: Jane McCall <Jane.McCall@ico.org.uk>; [REDACTED] [@ico.org.uk](mailto:[REDACTED]@ico.org.uk)>; Nicola Wood <Nicola.Wood@ico.org.uk>; Jen Green <Jen.Green@ico.org.uk>

Subject: RE: Meeting just now

Thanks Jane

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John Edwards (He/Him)

Information Commissioner

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

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From: Jane McCall <Jane.McCall@ico.org.uk>

Sent: Wednesday, November 29, 2023 5:31 PM

To: Jacob Harris [REDACTED]@ico.org.uk; Nicola Wood <Nicola.Wood@ico.org.uk>; Jen Green <Jen.Green@ico.org.uk>; John Edwards <John.Edwards@ico.org.uk>

Subject: RE: Meeting just now

Hi [REDACTED]

Thanks for these notes, they are very helpful.

Nicky and John, I've just had a detailed conversation with Jen to brief her and will now share these notes, plus our email exchanges on the role description, with her.

Jen will draft up a schedule of key activities and a timetable and share that with us.

The next immediate priorities I think are to amend and agree the role description, [REDACTED]

Jen, thanks for your time today, here are the notes. Other emails to follow separately.

Thanks all.

From: [REDACTED]@ico.org.uk

Sent: Wednesday, November 29, 2023 10:49 AM

To: Nicola Wood <Nicola.Wood@ico.org.uk>

Cc: Jane McCall <Jane.McCall@ico.org.uk>

Subject: RE: Meeting just now

Hi Nicky,

Great to see you as well

Please see below the key takeaways from the meeting. Let me know if you want any more detail, or if you feel I've missed anything.

Liaison Actions:

- [REDACTED]
- Nicola Wood and Jane McCall to discuss with colleagues around it being a two-stage process (one for interim and then another for permanent CEO) and any impacts this may have.
- [REDACTED]

Legal Actions:

- [REDACTED]

- [REDACTED]
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- [REDACTED]

Other Actions:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Kind regards

[REDACTED]



[REDACTED]

Private Secretary to the Information
Commissioner

Information Commissioner's Office, Wycliffe House, Water Lane,
Wilmslow, Cheshire SK9 5AF

[REDACTED] ico.org.uk
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From: Nicola Wood <Nicola.Wood@ico.org.uk>
Sent: Wednesday, November 29, 2023 10:07 AM
To: [REDACTED] <[\[REDACTED\]@ico.org.uk](mailto:[REDACTED]@ico.org.uk)>
Cc: Jane McCall <Jane.McCall@ico.org.uk>
Subject: Meeting just now

Hi [REDACTED]

Nice to see you just now. Can you let me have the meeting notes when they are ready.

Kind regards

Nicky

Logo



Nicola Wood

Senior Independent Director – Executive Team
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From: [Jen Green](#)
To: [John Edwards](#); [Jane McCall](#); [Nicola Wood](#)
Cc: [Private Office Commissioner](#)
Subject: Official sensitive - CEO recruitment and commissioning brief
Date: 11 December 2023 19:54:20
Attachments: [image001.jpg](#)
[01. Annex One - JD and PS LBy Edits .docx](#)
[REDACTED]
[04. Deputy CEO JD .docx](#)
[05. Jan 2021 LATEST VERSION IC draft JD.docx](#)
[REDACTED]

Dear all

Please find attached the updated JD and the commissioning brief for legal advice. (I have numbered the attachments, so they follow the order listed in the brief. I have not included the ET JDs as I know you've had these before).

[REDACTED]

The changes to stakeholder management have been made in the draft JD. This has been done in tracked changes so it's easier to see.

While I agree that we need to reflect the interim nature of the role, if we are intending to have one JD then I think this needs to be included in the advert and not the JD. It would be helpful to check my understanding here. Do you want to take this forward as one JD, but with an advert that makes clear the nature of the interim role or 2 separate JDs? If it is one JD then the interim period as two years and the phrase 'this is the most we can legally offer at the moment' are potentially comments for the advert.

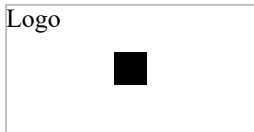
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Please let me know if you have any questions, comments or changes.

Thanks

Jen

Logo



Jen Green

Executive Director – Strategy and Resources

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

E: jen.green@ico.org.uk

T: 0330 4146389 M: [REDACTED]

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Private Office: [REDACTED] [@ico.org.uk](https://twitter.com/ico.org.uk)

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From: [Jane McCall](#)
To: [Jen Green](#); [John Edwards](#); [Nicola Wood](#)
Cc: [Private Office Commissioner](#)
Subject: RE: Official sensitive - CEO recruitment and commissioning brief
Date: 12 December 2023 11:13:15
Attachments: [image001.jpg](#)

Hi Jen

Thanks for all these documents. I don't have any further comments on the draft job description or the draft legal brief, except to say the job title is down as CEO which may need to change. [REDACTED]

I think we are taking the approach of one role description but with the advert making clear the interim nature of the role, with the phrase about what we can legally offer being put in the advert as you suggest.

From: Jen Green <Jen.Green@ico.org.uk>
Sent: Monday, December 11, 2023 7:52 PM
To: John Edwards <John.Edwards@ico.org.uk>; Jane McCall <Jane.McCall@ico.org.uk>; Nicola Wood <Nicola.Wood@ico.org.uk>
Cc: Private Office Commissioner [REDACTED]@ico.org.uk
Subject: Official sensitive - CEO recruitment and commissioning brief

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From: [Jen Green](#)
To: [Nicola Wood](#); [Jane McCall](#); [John Edwards](#)
Cc: [Private Office Commissioner](#)
Subject: RE: Official sensitive - CEO recruitment and commissioning brief
Date: 15 December 2023 16:30:04
Attachments: [image001.jpg](#)
[Indicative timetable .docx](#)

Dear all

Thank you for your comments, and thanks to John for the time today. Attached is an updated brief. If there are no further changes, I will send this to DAC Beachcroft on Monday.

I have also attached an indicative timetable. We think that this would take 4 months, including procurement. There is of course, the ability to flex and we can either save time or add it as needed, but for now I wanted to share the headline steps and likely time required for the interim appointment.

John and I discussed the process today and agreed the following:

- Subject to the advice received, this is two processes with one JD and clarity in the adverts / microsite about the terms people are being recruited under.

- [REDACTED]
- [REDACTED]
- [REDACTED]

Jen

Logo



Jen Green

Executive Director – Strategy and Resources

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

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Private Office: [REDACTED] [@ico.org.uk](https://twitter.com/iconews)

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From: Nicola Wood <Nicola.Wood@ico.org.uk>

Sent: Thursday, December 14, 2023 6:27 PM

To: Jane McCall <Jane.McCall@ico.org.uk>; Jen Green <Jen.Green@ico.org.uk>; John Edwards <John.Edwards@ico.org.uk>

Cc: Private Office Commissioner [REDACTED]@ico.org.uk

Subject: RE: Official sensitive - CEO recruitment and commissioning brief

Hi

Sorry for being late to getting to this. I was unable to see the docs on my phone as there was glitch following an update on my laptop (now kindly resolved by IT).

[REDACTED]

Kind regards

N



Nicola Wood

Senior Independent Director – Executive Team
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From: Jane McCall <Jane.McCall@ico.org.uk>

Sent: Tuesday, December 12, 2023 11:13 AM

To: Jen Green <Jen.Green@ico.org.uk>; John Edwards <John.Edwards@ico.org.uk>; Nicola Wood <Nicola.Wood@ico.org.uk>

Cc: Private Office Commissioner <[REDACTED]@ico.org.uk>

Subject: RE: Official sensitive - CEO recruitment and commissioning brief

Hi Jen

Thanks for all these documents. I don't have any further comments on the draft job description or the draft legal brief, except to say the job title is down as CEO which may need to change. [REDACTED]

[REDACTED]

[REDACTED]

I think we are taking the approach of one role description but with the advert making clear the interim nature of the role, with the phrase about what we can legally offer being put in the advert as you suggest. Once we have the legal advice, we can start to approach potential agencies to see how best to market the role, subject of course to confirmation from DSIT on the timetable. John has asked that there is a competitive process to speak to a few agencies, to see how they would approach the recruitment and what the cost would be.

From: Jen Green <Jen.Green@ico.org.uk>

Sent: Monday, December 11, 2023 7:52 PM

To: John Edwards <John.Edwards@ico.org.uk>; Jane McCall <Jane.McCall@ico.org.uk>; Nicola Wood <Nicola.Wood@ico.org.uk>

Cc: Private Office Commissioner <[REDACTED]@ico.org.uk>

Subject: Official sensitive - CEO recruitment and commissioning brief

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From: Jen Green <Jen.Green@ico.org.uk>

Sent: Friday, December 15, 2023 4:28 PM

To: Nicola Wood <Nicola.Wood@ico.org.uk>; Jane McCall <Jane.McCall@ico.org.uk>; John Edwards <John.Edwards@ico.org.uk>

Cc: Private Office Commissioner [REDACTED]@ico.org.uk

Subject: RE: Official sensitive - CEO recruitment and commissioning brief

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- [REDACTED]
- [REDACTED]
- [REDACTED]

Jen

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From: Nicola Wood <Nicola.Wood@ico.org.uk>

Sent: Thursday, December 14, 2023 6:27 PM

To: Jane McCall <Jane.McCall@ico.org.uk>; Jen Green <Jen.Green@ico.org.uk>; John Edwards <John.Edwards@ico.org.uk>

Cc: Private Office Commissioner <[REDACTED]@ico.org.uk>

Subject: RE: Official sensitive - CEO recruitment and commissioning brief

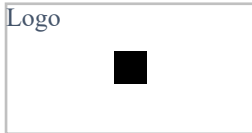
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From: Jane McCall <Jane.McCall@ico.org.uk>

Sent: Tuesday, December 12, 2023 11:13 AM

To: Jen Green <Jen.Green@ico.org.uk>; John Edwards <John.Edwards@ico.org.uk>; Nicola Wood <Nicola.Wood@ico.org.uk>

Cc: Private Office Commissioner [REDACTED] <[\[REDACTED\]@ico.org.uk](mailto:[REDACTED]@ico.org.uk)>

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[REDACTED]

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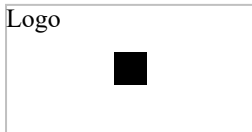
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Jen

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Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

E: jen.green@ico.org.uk

T: 0330 4146389 M: [REDACTED]

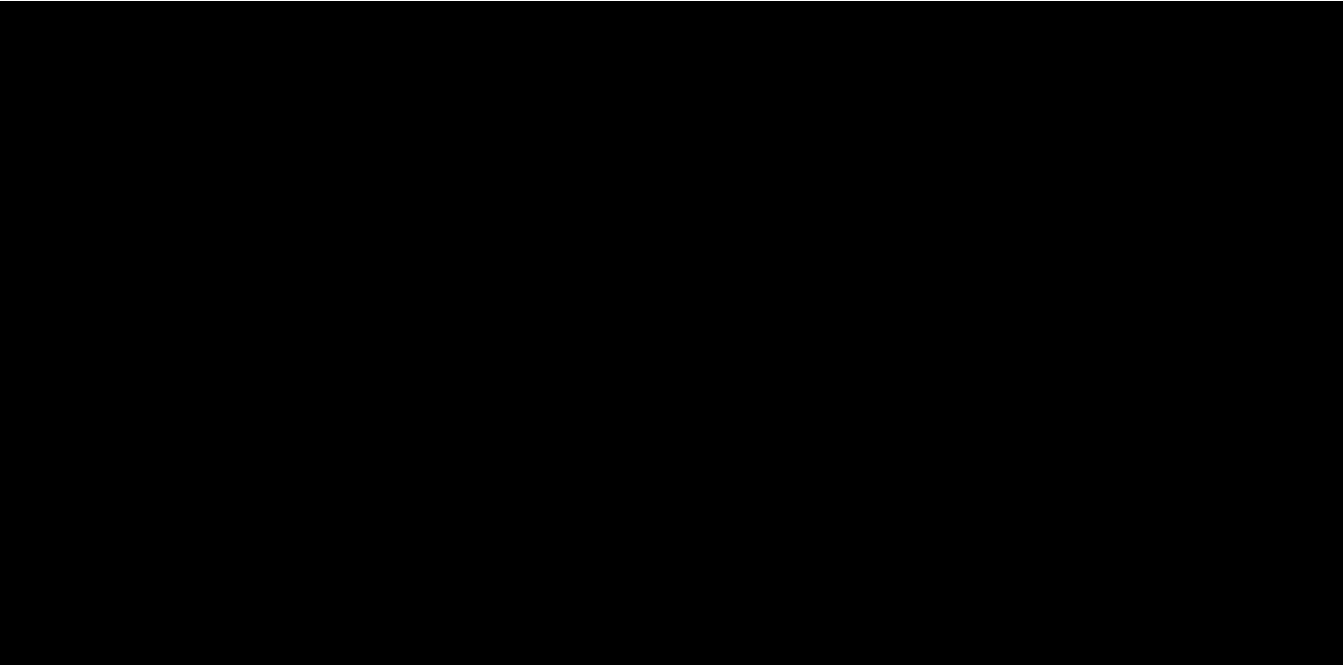
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Sent: Friday, December 15, 2023 4:28 PM

To: Nicola Wood <Nicola.Wood@ico.org.uk>; Jane McCall <Jane.McCall@ico.org.uk>; John Edwards <John.Edwards@ico.org.uk>

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Subject: RE: Official sensitive - CEO recruitment and commissioning brief

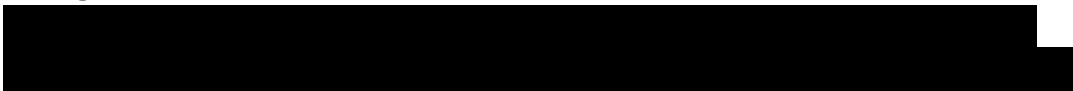
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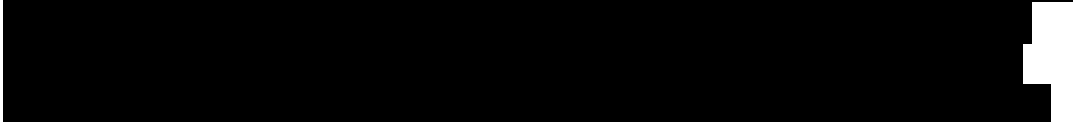
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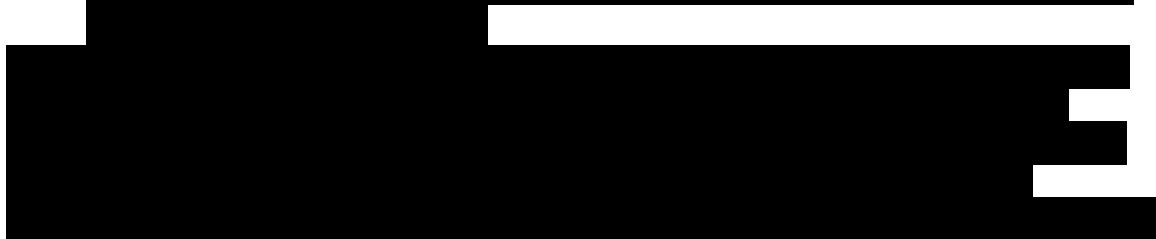
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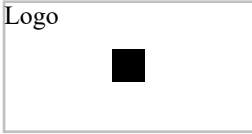
- 



[REDACTED]

Jen

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Executive Director – Strategy and Resources

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Cc: Private Office Commissioner <[REDACTED]@ico.org.uk>

Subject: RE: Official sensitive - CEO recruitment and commissioning brief

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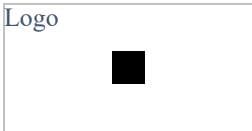
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Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

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From: Jane McCall <Jane.McCall@ico.org.uk>

Sent: Tuesday, December 12, 2023 11:13 AM

To: Jen Green <Jen.Green@ico.org.uk>; John Edwards <John.Edwards@ico.org.uk>; Nicola Wood <Nicola.Wood@ico.org.uk>

Cc: Private Office Commissioner [REDACTED] <[\[REDACTED\]@ico.org.uk](mailto:[REDACTED]@ico.org.uk)>

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From: Jen Green <Jen.Green@ico.org.uk>

Sent: Monday, December 11, 2023 7:52 PM

To: John Edwards <John.Edwards@ico.org.uk>; Jane McCall <Jane.McCall@ico.org.uk>; Nicola Wood <Nicola.Wood@ico.org.uk>

Cc: Private Office Commissioner <[\[REDACTED\]@ico.org.uk](mailto:[REDACTED]@ico.org.uk)>

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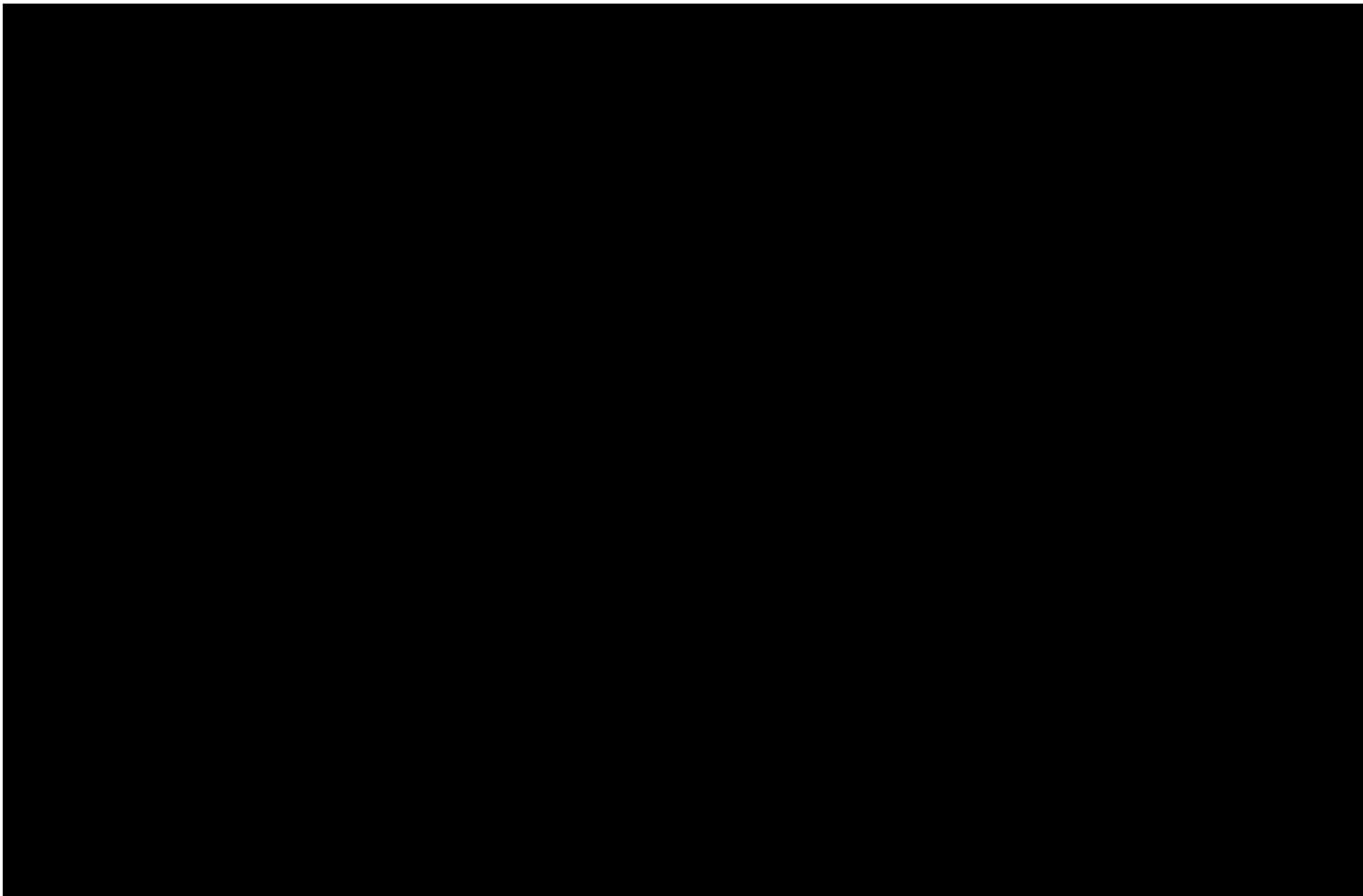
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From: Jen Green

Sent: Friday, March 8, 2024 1:04 PM

To: John Edwards <john.edwards@ico.org.uk>; Nicola Wood <Nicola.Wood@ico.org.uk>; Jane McCall <Jane.McCall@ico.org.uk>

Cc: Louise Byers <Louise.Byers@ico.org.uk>; [REDACTED]@ico.org.uk

Subject: Off sen: Legal advice

[REDACTED]

[REDACTED]

[Redacted]

--

[Redacted]

In the meantime, we will also send to you the 2 versions of the JD for the Interim and permanent CEOs for approval. Please let me know if you're happy with the approach set out and if you need any further information for now. Many thanks
Jen

| Jen Green

Logo



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From: [Jane McCall](#)
To: [Nicola Wood](#); [Jen Green](#); [John Edwards](#)
Cc: [Louise Byers](#); [REDACTED]
Subject: Re: Off sen: Legal advice
Date: 08 March 2024 15:18:26
Attachments: [image001.jpg](#)

Thanks Jen, all noted and I look forward to seeing the JDs when available.

From: Nicola Wood <Nicola.Wood@ico.org.uk>
Sent: 08 March 2024 13:56
To: Jen Green <Jen.Green@ico.org.uk>; John Edwards <John.Edwards@ico.org.uk>; Jane McCall <Jane.McCall@ico.org.uk>
Cc: Louise Byers <Louise.Byers@ico.org.uk>; [REDACTED]@ico.org.uk
Subject: Re: Off sen: Legal advice
Hi Jen

Thanks for this. I'm content with the approach outlined and look forward to receiving the 2 JDs in due course.

Kind regards

N

From: Jen Green <Jen.Green@ico.org.uk>
Sent: Friday, March 8, 2024 1:04:28 PM
To: John Edwards <John.Edwards@ico.org.uk>; Nicola Wood <Nicola.Wood@ico.org.uk>; Jane McCall <Jane.McCall@ico.org.uk>
Cc: Louise Byers <Louise.Byers@ico.org.uk>; [REDACTED]@ico.org.uk
Subject: Off sen: Legal advice

[REDACTED]

[REDACTED]

[Redacted content]

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Private Office: [REDACTED] [@ico.org.uk](mailto:[REDACTED]@ico.org.uk)

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From: [Victoria West](#)
To: [Jen Green](#); [Louise Byers](#)
Cc: [Mark Graves](#); [Private Office Strategy and Resources](#)
Subject: Official Sensitive: Governance Transition: Draft JDs
Date: 13 March 2024 16:04:58
Attachments: [JOB DESCRIPTION INTERIM CEO v0.1.docx](#)
[JOB DESCRIPTION CEO v0.2.docx](#)
[image001.jpg](#)
[image002.png](#)

Hi both

Please find attached:

- Original JD drafted for the CEO position
- A proposed draft for the interim CEO JD

There are only some minor changes to the interim JD and the core responsibilities remain the same, but John and the NEDs may feel that we need to be more explicit in the responsibilities section so happy to update and make any amendments if they (or you) have some suggestions.

Also, to note, now that we have created an interim JD, I think there is a bullet in the originally approved JD that should be removed from the perm JD – I've annotated this up as a comment.

Please do let Mark and I know if there are amends, and we'll get these finalised. Procurement are just adjusting the timeline for the recruitment so we can get moving on that. I think we'll need the JDs for the tender brief so please do let us know any feedback

Thanks
Vikki



Vikki West

Interim Director of People Services
People Services

Information Commissioner's Office, Wycliffe House, Water Lane,
Wilmslow, Cheshire SK9 5AF

T. 0330 313 1764 F. 01625 524510 ico.org.uk

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From: [Louise Byers](#)
To: [John Edwards](#); [Jane McCall](#); [Nicola Wood](#)
Cc: [REDACTED]
Subject: Confidential - Interim CEO Recruitment.
Date: 14 March 2024 15:27:53
Attachments: [REDACTED]
[JOB DESCRIPTION INTERIM CEO v0.2.docx](#)
[JOB DESCRIPTION CEO v0.3.docx](#)

Hello all,

Following recent discussions regarding the recruitment of an Interim CEO, please find attached a revised timeline for the procurement of an agency to lead this recruitment and a draft of an Interim CEO specific job description. I have also attached the latest version of the permanent CEO job description for ease of reference.

Regarding the procurement, it would be helpful to understand if, as a panel:

1. [REDACTED]
2. You are happy with the draft Interim CEO job description – in particular, are there any areas missing or have we included responsibilities that are not suitable for the interim role; and

[REDACTED]

In Jen's absence, I am happy to assist with any questions and can incorporate your comments into final versions of both the procurement timetable and job description.

Many thanks,

Louise.

From: [Louise Byers](#)
To: [Nicola Wood](#); [Jane McCall](#); [John Edwards](#)
Cc: [REDACTED]
Subject: RE: Confidential - Interim CEO Recruitment.
Date: 15 March 2024 10:51:46
Attachments: [image001.jpg](#)

Thank you Nicky, and also to Jane and John for your comments.

I will incorporate these into final versions of both the procurement document and the job description and instruct the team to start the procurement process. We will be in touch with further details on when you can expect bids to review.

Many thanks all, have a lovely weekend when it comes,
Louise.

From: Nicola Wood <Nicola.Wood@ico.org.uk>
Sent: Friday, March 15, 2024 10:47 AM
To: Jane McCall <Jane.McCall@ico.org.uk>; John Edwards <John.Edwards@ico.org.uk>; Louise Byers <Louise.Byers@ico.org.uk>
Cc: [REDACTED]@ico.org.uk
Subject: RE: Confidential - Interim CEO Recruitment.

Hi Louise

Thanks for your mail. Responding to your points:

[REDACTED]

2 I am happy with the substance of the JD save for one question – if we are content to have someone from the commercial sector (which I think we said we were and is certainly implied by the words *Experience of working at the highest level of public or commercial life, with evidence of strategic planning and delivery;*) should we be saying we want *'Experience of working at a senior level within a regulatory or similar organisation.'*?

Although I said I was happy with the substance of the JD, save for my one question, it does need a thorough proof read as that there are a lot of punctuation errors (including missing an apostrophe in the 'Information Commissioners Office') and saying 'Significant experience of leading significant' lacks our usual polish.

[REDACTED]

Happy to chat if it helps.

N

Nicola Wood

Logo

Senior Independent Director – Executive Team
Information Commissioner’s Office, Wycliffe House, Water Lane,
Wilmslow, Cheshire SK9 5AF
ico.org.uk twitter.com/iconews

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or you can call us to make a verbal request relating
to your personal data on our Helpline 0303 123
1113.*

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personal data see our [privacy notice](#)**

From: Jane McCall <Jane.McCall@ico.org.uk>

Sent: Friday, March 15, 2024 7:28 AM

To: John Edwards <John.Edwards@ico.org.uk>; Louise Byers <Louise.Byers@ico.org.uk>; Nicola Wood <Nicola.Wood@ico.org.uk>

Cc: [REDACTED] <[\[REDACTED\]@ico.org.uk](mailto:[REDACTED]@ico.org.uk)>

Subject: RE: Confidential - Interim CEO Recruitment.

Morning all

Thanks Louise for these documents. [REDACTED]

[REDACTED] I haven't cross checked the JD's against our last lot of comments made via Jen, but am sure these have been incorporated. Thanks.

From: John Edwards <John.Edwards@ico.org.uk>

Sent: Friday, March 15, 2024 3:02 AM

To: Louise Byers <Louise.Byers@ico.org.uk>; Jane McCall <Jane.McCall@ico.org.uk>; Nicola Wood <Nicola.Wood@ico.org.uk>

Cc: [REDACTED] <[\[REDACTED\]@ico.org.uk](mailto:[REDACTED]@ico.org.uk)>

Subject: RE: Confidential - Interim CEO Recruitment.

Thanks Louise [REDACTED]

Otherwise the documents look fine to me.

JE

From: Louise Byers <Louise.Byers@ico.org.uk>

Sent: Thursday, March 14, 2024 3:28 PM

To: John Edwards <John.Edwards@ico.org.uk>; Jane McCall <Jane.McCall@ico.org.uk>; Nicola Wood <Nicola.Wood@ico.org.uk>

Cc: [REDACTED] <[\[REDACTED\]@ico.org.uk](mailto:[REDACTED]@ico.org.uk)>

Subject: Confidential - Interim CEO Recruitment.

Hello all,

Following recent discussions regarding the recruitment of an Interim CEO, please find attached a revised timeline for the procurement of an

agency to lead this recruitment and a draft of an Interim CEO specific job description. I have also attached the latest version of the permanent CEO job description for ease of reference.

Regarding the procurement, it would be helpful to understand if, as a panel:

1.

[REDACTED]

2. You are happy with the draft Interim CEO job description – in particular, are there any areas missing or have we included responsibilities that are not suitable for the interim role; and

3.

[REDACTED]

In Jen's absence, I am happy to assist with any questions and can incorporate your comments into final versions of both the procurement timetable and job description.

Many thanks,

Louise.

From: [Louise Byers](#)
To: [Mark Graves](#); [Jen Green](#); [Victoria West](#)
Cc: [Private Office Strategy and Resources](#)
Subject: RE: Official Sensitive: Governance Transition: Draft JDs
Date: 18 March 2024 11:48:45
Attachments: [image001.jpg](#)
[image002.png](#)
[JOB DESCRIPTION CEO v0.3.docx](#)
[JOB DESCRIPTION INTERIM CEO v0.2.docx](#)

Thanks Mark, sorry I should have updated you that I did this last week while you and Vikki were off so I could send it to John and the NEDs. I am sorry, I should have sent you a copy.

Please see attached for the version of the interim CEO JD that John and the NEDs have approved, plus the final version of the procurement summary. I have also reattached the permanent CEO JD for completeness.

Apologies,
Louise.

From: Mark Graves <Mark.Graves@ico.org.uk>
Sent: Monday, March 18, 2024 11:02 AM
To: Louise Byers <Louise.Byers@ico.org.uk>; Jen Green <Jen.Green@ico.org.uk>; Victoria West <Victoria.West@ico.org.uk>
Cc: Private Office Strategy and Resources [REDACTED]@ico.org.uk
Subject: RE: Official Sensitive: Governance Transition: Draft JDs

Hi All,

Updated version taking account of comments/changes is attached.

Kind Regards

Mark



Mark Graves

Head of Reward and Performance
People Services

Information Commissioner's Office, Wycliffe House, Water Lane,
Wilmslow, Cheshire SK9 5AF

T. 0330 414 6444 F. 01625 524510 ico.org.uk

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1113.

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From: Louise Byers <Louise.Byers@ico.org.uk>
Sent: Thursday, March 14, 2024 8:10 AM
To: Jen Green <Jen.Green@ico.org.uk>; Victoria West <Victoria.West@ico.org.uk>; Mark Graves <Mark.Graves@ico.org.uk>
Cc: Private Office Strategy and Resources <[\[REDACTED\]@ico.org.uk](mailto:[REDACTED]@ico.org.uk)>
Subject: RE: Official Sensitive: Governance Transition: Draft JDs

Thanks Jen. I have made a couple of suggestions on the attached. My only other comment is that there is no mention of this being a two year role – would you normally include that in the JD for clarity? @Mark are you ok to please finalise this taking into account mine and Jen’s comments and send back to me please?

[REDACTED]

[REDACTED]

Thanks

From: Jen Green <Jen.Green@ico.org.uk>
Sent: Wednesday, March 13, 2024 9:40 PM
To: Victoria West <Victoria.West@ico.org.uk>; Louise Byers <Louise.Byers@ico.org.uk>
Cc: Mark Graves <Mark.Graves@ico.org.uk>; Private Office Strategy and Resources <[\[REDACTED\]@ico.org.uk](mailto:[REDACTED]@ico.org.uk)>
Subject: RE: Official Sensitive: Governance Transition: Draft JDs

Thanks Vikki, I have made a couple of small suggested tweaks. Louise will you let me know what you think too?

Jen



Jen Green
Executive Director – Strategy and Resources

Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
E: jen.green@ico.org.uk
T: 0330 4146389 M: [REDACTED]
ico.org.uk twitter.com/iconews

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ico.org.uk/privacy-notice

Private Office: [REDACTED] [@ico.org.uk](mailto:[REDACTED]@ico.org.uk)

I work flexibly Monday to Thursday and may send emails outside normal office hours. There's no need to respond to my emails outside yours.

From: Victoria West <Victoria.West@ico.org.uk>

Sent: Wednesday, March 13, 2024 4:05 PM

To: Jen Green <Jen.Green@ico.org.uk>; Louise Byers <Louise.Byers@ico.org.uk>

Cc: Mark Graves <Mark.Graves@ico.org.uk>; Private Office Strategy and Resources <[\[REDACTED\]@ico.org.uk](mailto:[REDACTED]@ico.org.uk)>

Subject: Official Sensitive: Governance Transition: Draft JDs

Hi both

Please find attached:

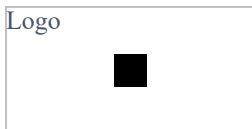
- Original JD drafted for the CEO position
- A proposed draft for the interim CEO JD

There are only some minor changes to the interim JD and the core responsibilities remain the same, but John and the NEDs may feel that we need to be more explicit in the responsibilities section so happy to update and make any amendments if they (or you) have some suggestions.

Also, to note, now that we have created an interim JD, I think there is a bullet in the originally approved JD that should be removed from the perm JD – I've annotated this up as a comment.

Please do let Mark and I know if there are amends, and we'll get these finalised. Procurement are just adjusting the timeline for the recruitment so we can get moving on that. I think we'll need the JDs for the tender brief so please do let us know any feedback

Thanks
Vikki



Vikki West

Interim Director of People Services
People Services

Information Commissioner's Office, Wycliffe House, Water Lane,
Wilmslow, Cheshire SK9 5AF

T. 0330 313 1764 F. 01625 524510 ico.org.uk
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From: [John Edwards](#)
To: [Louise Byers](#)
Subject: RE: Confidential - RASC - Interim CEO Pay
Date: 26 April 2024 08:47:00
Attachments: [image001.jpg](#)

Thanks Louise



John Edwards (He/Him)

Information Commissioner

Information Commissioner's Office, Wycliffe House, Water Lane,
Wilmslow, Cheshire SK9 5AF

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From: Louise Byers <Louise.Byers@ico.org.uk>

Sent: Friday, April 26, 2024 8:17 AM

To: Nicola Wood <Nicola.Wood@ico.org.uk>; Jane McCall <Jane.McCall@ico.org.uk>; Jeannette Lichner <Jeannette.Lichner@ico.org.uk>; Tracey Waltho <Tracey.waltho@ico.org.uk>; John Edwards <John.Edwards@ico.org.uk>; Ranil Boteju <Ranil.boteju@ico.org.uk>

Cc: Jen Green <Jen.Green@ico.org.uk>; Victoria West <Victoria.West@ico.org.uk>

Subject: RE: Confidential - RASC - Interim CEO Pay

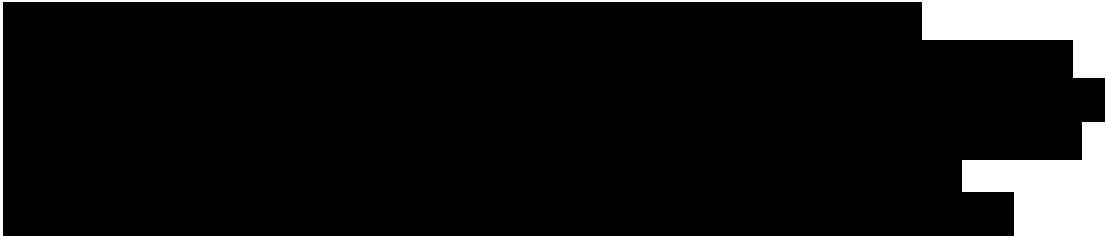
Hello all,

[REDACTED]

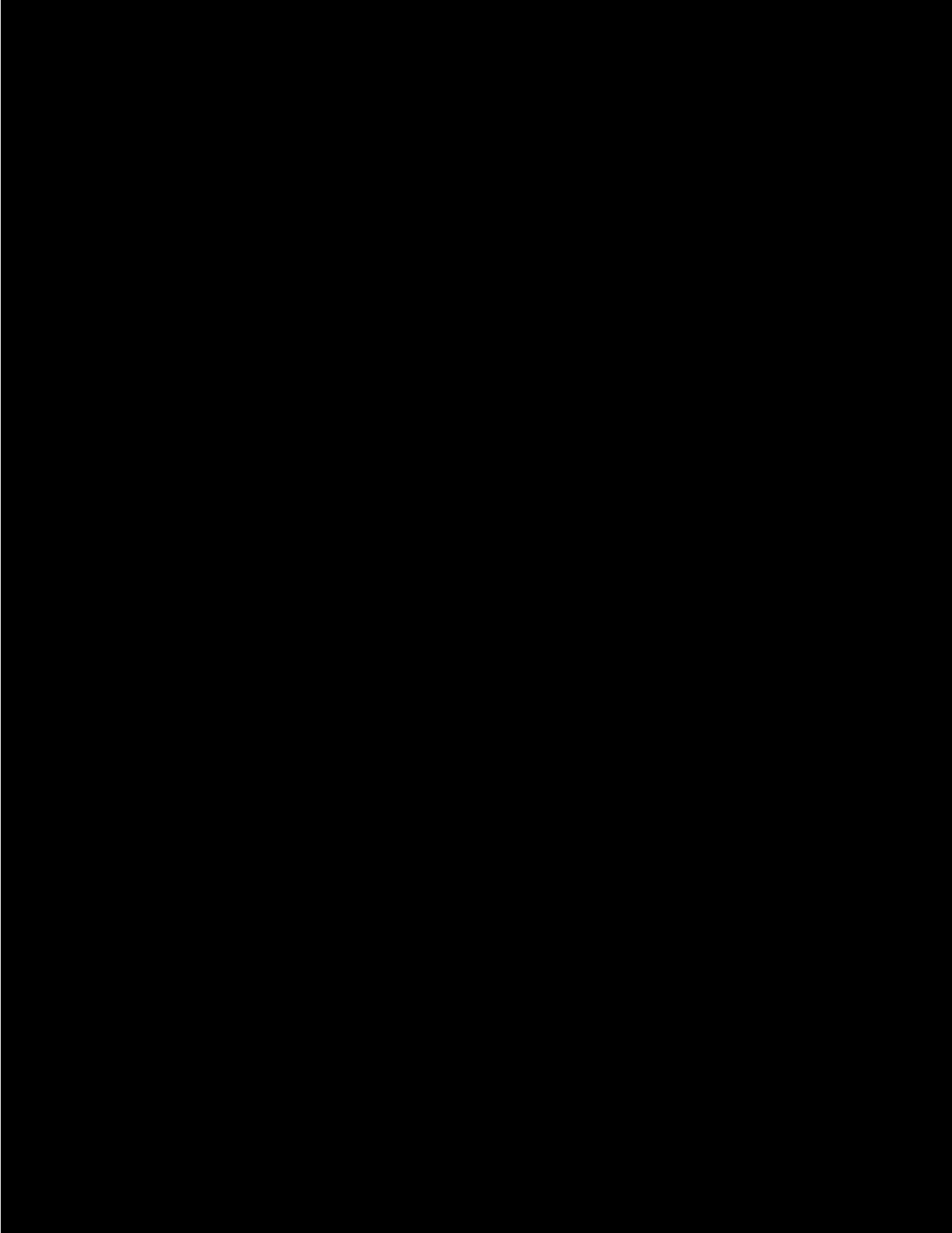
This further guidance states that while roles can be advertised pending the pay approval, the advert for the role cannot carry the proposed pay scale until it is approved.

It is our intention to continue with the engagement of the recruitment agency and to start the advertising campaign, with an advert indicating that the salary will be 'competitive'. We know this is not ideal in terms of candidate attraction, however, we are concerned that further delays while we wait for the approvals will mean that appointment to the interim role may be significantly delayed.

[REDACTED]



Many thanks,
Louise.



From: [Louise Byers](#)
To: [Jane McCall](#); [John Edwards](#); [Jeannette Lichner](#); [Nicola Wood](#); [Tracey Waltho](#); [Ranil Boteju](#)
Cc: [Jen Green](#); [Victoria West](#)
Subject: RE: Confidential - RASC - Interim CEO Pay
Date: 26 April 2024 10:49:11
Attachments: [image001.jpg](#)

Thanks all, I will follow up and we will come back to you with a proposed approach to the wording. Thank you again.

From: Jane McCall <Jane.McCall@ico.org.uk>

Sent: Friday, April 26, 2024 10:27 AM

To: John Edwards <John.Edwards@ico.org.uk>; Jeannette Lichner <Jeannette.Lichner@ico.org.uk>; Louise Byers <Louise.Byers@ico.org.uk>; Nicola Wood <Nicola.Wood@ico.org.uk>; Tracey Waltho <Tracey.waltho@ico.org.uk>; Ranil Boteju <Ranil.boteju@ico.org.uk>

Cc: Jen Green <Jen.Green@ico.org.uk>; Victoria West <Victoria.West@ico.org.uk>

Subject: Re: Confidential - RASC - Interim CEO Pay

Hi all,

Yes I agree we should get in and advertise now, whilst giving the max info we can in both the advert and to the agency. John's suggestion is good, if we can get away with that!

From: John Edwards <John.Edwards@ico.org.uk>

Sent: 26 April 2024 10:00

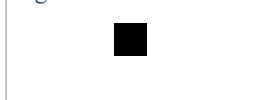
To: Jeannette Lichner <Jeannette.Lichner@ico.org.uk>; Louise Byers <Louise.Byers@ico.org.uk>; Nicola Wood <Nicola.Wood@ico.org.uk>; Jane McCall <Jane.McCall@ico.org.uk>; Tracey Waltho <Tracey.waltho@ico.org.uk>; Ranil Boteju <Ranil.boteju@ico.org.uk>

Cc: Jen Green <Jen.Green@ico.org.uk>; Victoria West <Victoria.West@ico.org.uk>

Subject: RE: Confidential - RASC - Interim CEO Pay

I like Nicky's suggestion - I was cheekily wondering whether we could go further and say "HMT Approval currently being sought for a salary in £x - £y range?"

Logo



John Edwards (He/Him)

Information Commissioner

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

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From: Jeannette Lichner <Jeannette.Lichner@ico.org.uk>

Sent: Friday, April 26, 2024 9:34 AM

To: Louise Byers <Louise.Byers@ico.org.uk>; Nicola Wood <Nicola.Wood@ico.org.uk>; Jane McCall <Jane.McCall@ico.org.uk>; Tracey Waltho <Tracey.waltho@ico.org.uk>; John Edwards <John.Edwards@ico.org.uk>; Ranil Boteju <Ranil.boteju@ico.org.uk>

Cc: Jen Green <Jen.Green@ico.org.uk>; Victoria West <Victoria.West@ico.org.uk>

Subject: RE: Confidential - RASC - Interim CEO Pay

I hope they will agree with Nicky's suggestion. Enabling the search firm to give guidance on salary means we increase the probability of viable candidates coming through the process. J



Jeannette Lichner

Non Executive Director

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

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From: Louise Byers <Louise.Byers@ico.org.uk>

Sent: Friday, April 26, 2024 9:27 AM

To: Nicola Wood <Nicola.Wood@ico.org.uk>; Jane McCall <Jane.McCall@ico.org.uk>; Jeannette Lichner <Jeannette.Lichner@ico.org.uk>; Tracey Waltho <Tracey.waltho@ico.org.uk>; John Edwards <John.Edwards@ico.org.uk>; Ranil Boteju <Ranil.boteju@ico.org.uk>

Cc: Jen Green <Jen.Green@ico.org.uk>; Victoria West <Victoria.West@ico.org.uk>

Subject: RE: Confidential - RASC - Interim CEO Pay

Thanks Nicky, I appreciate your concerns. I will check on that wording – it feels like a good solution.

From: Nicola Wood <Nicola.Wood@ico.org.uk>

Sent: Friday, April 26, 2024 9:26 AM

To: Louise Byers <Louise.Byers@ico.org.uk>; Jane McCall <Jane.McCall@ico.org.uk>; Jeannette Lichner <Jeannette.Lichner@ico.org.uk>; Tracey Waltho <Tracey.waltho@ico.org.uk>; John Edwards <John.Edwards@ico.org.uk>; Ranil Boteju <Ranil.boteju@ico.org.uk>

Cc: Jen Green <Jen.Green@ico.org.uk>; Victoria West <Victoria.West@ico.org.uk>

Subject: Re: Confidential - RASC - Interim CEO Pay

Hi

I really don't like advertising roles with a salary of 'competitive' particularly as it is well known to have negative ED&I implications.

Would it be appropriate to say -salary awaiting HMT and Treasury approval? The recruitment consultants can then presumably share info in the public domain such as the current commissioner's salary.

Kind regards

N

From: Louise Byers <Louise.Byers@ico.org.uk>

Sent: Friday, April 26, 2024 8:16:41 AM

To: Nicola Wood <Nicola.Wood@ico.org.uk>; Jane McCall <Jane.McCall@ico.org.uk>; Jeannette Lichner <Jeannette.Lichner@ico.org.uk>; Tracey Waltho <Tracey.waltho@ico.org.uk>; John Edwards <John.Edwards@ico.org.uk>; Ranil Boteju <Ranil.boteju@ico.org.uk>

Cc: Jen Green <Jen.Green@ico.org.uk>; Victoria West <Victoria.West@ico.org.uk>

Subject: RE: Confidential - RASC - Interim CEO Pay

Hello all,

[REDACTED]

However, DSIT have now further clarified the Cabinet Office and HMT guidance around the advertising of pay while approvals are being sought. This further guidance states that while roles can be advertised pending the pay approval, the advert for the role cannot carry the proposed pay scale until it is approved.

It is our intention to continue with the engagement of the recruitment agency and to start the advertising campaign, with an advert indicating that the salary will be 'competitive'. We know this is not ideal in terms of candidate attraction, however, we are concerned that further delays while we wait for the approvals will mean that appointment to the interim role may be significantly delayed.

[REDACTED]

Many thanks,
Louise.

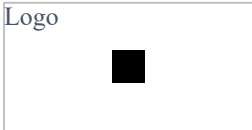
[REDACTED]

From: [Louise Byers](#)
To: [Jeannette Lichner](#); [Jane McCall](#); [John Edwards](#); [Nicola Wood](#); [Tracey Waltho](#); [Ranil Boteju](#)
Cc: [Jen Green](#); [Victoria West](#)
Subject: RE: Confidential - RASC - Interim CEO Pay
Date: 02 May 2024 13:29:40
Attachments: [image001.jpg](#)

Hello Jeannette, the procurement is nearly concluded and at the moment the preferred agency is GatenbySanderson.
Thanks.
Louise.

From: Jeannette Lichner <Jeannette.Lichner@ico.org.uk>
Sent: Thursday, May 2, 2024 1:25 PM
To: Jane McCall <Jane.McCall@ico.org.uk>; Louise Byers <Louise.Byers@ico.org.uk>; John Edwards <John.Edwards@ico.org.uk>; Nicola Wood <Nicola.Wood@ico.org.uk>; Tracey Waltho <Tracey.waltho@ico.org.uk>; Ranil Boteju <Ranil.boteju@ico.org.uk>
Cc: Jen Green <Jen.Green@ico.org.uk>; Victoria West <Victoria.West@ico.org.uk>
Subject: RE: Confidential - RASC - Interim CEO Pay
Excellent. What a result – and tenacity on your parts. Just curious - what search firm are you using? J

Logo



Jeannette Lichner

Non Executive Director

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

F. 01625 524510 ico.org.uk twitter.com/iconews

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From: Jane McCall <Jane.McCall@ico.org.uk>
Sent: Thursday, May 2, 2024 10:35 AM
To: Louise Byers <Louise.Byers@ico.org.uk>; John Edwards <John.Edwards@ico.org.uk>; Jeannette Lichner <Jeannette.Lichner@ico.org.uk>; Nicola Wood <Nicola.Wood@ico.org.uk>; Tracey Waltho <Tracey.waltho@ico.org.uk>; Ranil Boteju <Ranil.boteju@ico.org.uk>
Cc: Jen Green <Jen.Green@ico.org.uk>; Victoria West <Victoria.West@ico.org.uk>
Subject: Re: Confidential - RASC - Interim CEO Pay
Hi Louise
Excellent news and that gives us enough to be able to run an effective recruitment process.
Thanks for all your work on this.

From: Louise Byers <Louise.Byers@ico.org.uk>
Sent: 02 May 2024 10:08
To: John Edwards <John.Edwards@ico.org.uk>; Jeannette Lichner

<Jeannette.Lichner@ico.org.uk>; Nicola Wood <Nicola.Wood@ico.org.uk>; Jane McCall <Jane.McCall@ico.org.uk>; Tracey Waltho <Tracey.waltho@ico.org.uk>; Ranil Boteju <Ranil.boteju@ico.org.uk>

Cc: Jen Green <Jen.Green@ico.org.uk>; Victoria West <Victoria.West@ico.org.uk>

Subject: RE: Confidential - RASC - Interim CEO Pay

Hello all,

[REDACTED]

We have confirmation that we can advertise the salary as 'Competitive / subject to Ministerial approval'. [REDACTED]

[REDACTED]

Many thanks,
Louise.

From: John Edwards <John.Edwards@ico.org.uk>

Sent: Friday, April 26, 2024 10:01 AM

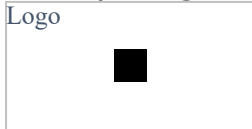
To: Jeannette Lichner <Jeannette.Lichner@ico.org.uk>; Louise Byers <Louise.Byers@ico.org.uk>; Nicola Wood <Nicola.Wood@ico.org.uk>; Jane McCall <Jane.McCall@ico.org.uk>; Tracey Waltho <Tracey.waltho@ico.org.uk>; Ranil Boteju <Ranil.boteju@ico.org.uk>

Cc: Jen Green <Jen.Green@ico.org.uk>; Victoria West <Victoria.West@ico.org.uk>

Subject: RE: Confidential - RASC - Interim CEO Pay

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Logo



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From: Jeannette Lichner <Jeannette.Lichner@ico.org.uk>

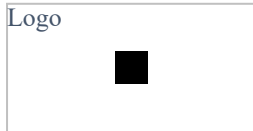
Sent: Friday, April 26, 2024 9:34 AM

To: Louise Byers <Louise.Byers@ico.org.uk>; Nicola Wood <Nicola.Wood@ico.org.uk>; Jane McCall <Jane.McCall@ico.org.uk>; Tracey Waltho <Tracey.waltho@ico.org.uk>; John Edwards <John.Edwards@ico.org.uk>; Ranil Boteju <Ranil.boteju@ico.org.uk>

Cc: Jen Green <Jen.Green@ico.org.uk>; Victoria West <Victoria.West@ico.org.uk>

Subject: RE: Confidential - RASC - Interim CEO Pay

I hope they will agree with Nicky's suggestion. Enabling the search firm to give guidance on salary means we increase the probability of viable candidates coming through the process. J



Jeannette Lichner

Non Executive Director

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

F. 01625 524510 ico.org.uk twitter.com/iconews

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From: Louise Byers <Louise.Byers@ico.org.uk>

Sent: Friday, April 26, 2024 9:27 AM

To: Nicola Wood <Nicola.Wood@ico.org.uk>; Jane McCall <Jane.McCall@ico.org.uk>; Jeannette Lichner <Jeannette.Lichner@ico.org.uk>; Tracey Waltho <Tracey.waltho@ico.org.uk>; John Edwards <John.Edwards@ico.org.uk>; Ranil Boteju <Ranil.boteju@ico.org.uk>

Cc: Jen Green <Jen.Green@ico.org.uk>; Victoria West <Victoria.West@ico.org.uk>

Subject: RE: Confidential - RASC - Interim CEO Pay

Thanks Nicky, I appreciate your concerns. I will check on that wording – it feels like a good solution.

From: Nicola Wood <Nicola.Wood@ico.org.uk>

Sent: Friday, April 26, 2024 9:26 AM

To: Louise Byers <Louise.Byers@ico.org.uk>; Jane McCall <Jane.McCall@ico.org.uk>; Jeannette Lichner <Jeannette.Lichner@ico.org.uk>; Tracey Waltho <Tracey.waltho@ico.org.uk>; John Edwards <John.Edwards@ico.org.uk>; Ranil Boteju <Ranil.boteju@ico.org.uk>

Cc: Jen Green <Jen.Green@ico.org.uk>; Victoria West <Victoria.West@ico.org.uk>

Subject: Re: Confidential - RASC - Interim CEO Pay

Hi

I really don't like advertising roles with a salary of 'competitive' particularly as it is well known to have negative ED&I implications.

Would it be appropriate to say -salary awaiting HMT and Treasury approval? The recruitment consultants can then presumably share info in the public domain such as the current commissioner's salary.

Kind regards

N

From: Louise Byers <Louise.Byers@ico.org.uk>

Sent: Friday, April 26, 2024 8:16:41 AM

To: Nicola Wood <Nicola.Wood@ico.org.uk>; Jane McCall <Jane.McCall@ico.org.uk>; Jeannette Lichner <Jeannette.Lichner@ico.org.uk>; Tracey Waltho <Tracey.waltho@ico.org.uk>; John Edwards <John.Edwards@ico.org.uk>; Ranil Boteju <Ranil.boteju@ico.org.uk>

Cc: Jen Green <Jen.Green@ico.org.uk>; Victoria West <Victoria.West@ico.org.uk>

Subject: RE: Confidential - RASC - Interim CEO Pay

Hello all,

[REDACTED]

However, DSIT have now further clarified the Cabinet Office and HMT guidance around the advertising of pay while approvals are being sought. This further guidance states that while roles can be advertised pending the pay approval, the advert for the role cannot carry the proposed pay scale until it is approved.

It is our intention to continue with the engagement of the recruitment agency and to start the advertising campaign, with an advert indicating that the salary will be 'competitive'. We know this is not ideal in terms of candidate attraction, however, we are concerned that further delays while we wait for the approvals will mean that appointment to the interim role may be significantly delayed.

[REDACTED]

Many thanks,
Louise.

From: Louise Byers

Sent: Thursday, April 18, 2024 3:57 PM

To: Nicola Wood <Nicola.Wood@ico.org.uk>; Jane McCall <Jane.McCall@ico.org.uk>; Jeannette Lichner <Jeannette.Lichner@ico.org.uk>; Tracey Waltho <Tracey.waltho@ico.org.uk>; John Edwards <john.edwards@ico.org.uk>; Ranil Boteju <Ranil.boteju@ico.org.uk>

Cc: Jen Green <Jen.Green@ico.org.uk>; Victoria West <victoria.west@ico.org.uk>

Subject: RE: Confidential - RASC - Interim CEO Pay

From: [Victoria West](#)
To: [Jen Green](#)
Cc: [Louise Byers](#); [Private Office Strategy and Resources](#); [People Services Directors Admin](#)
Subject: Interim CEO - Recruitment Agency Briefing materials - For Jen's review Tuesday please
Date: 03 May 2024 14:50:00
Attachments: [image001.png](#)
[image002.jpg](#)
[image003.png](#)
[image004.png](#)

Hi Jen

Please find below the recruitment agency brief that Louise and I have pulled together

We're currently holding a slot in our diaries for Tuesday afternoon and trying to get that time confirmed with Gatenby Sanderson.

We'd appreciate it if you could review and let us know if:

1. There is anything you think we've missed from the brief
2. Whether you'd like this to be shared with John and the NEDs and if so, if you're happy we still proceed to potentially brief the agency on Tuesday afternoon but I could send this across to them in parallel on Tuesday
3. Whether you want to check with John and the NEDs if they want any involvement in the shortlisting or if they're happy to just see the final 5 candidates.

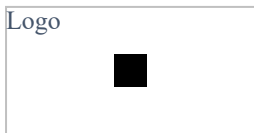
Thank you
Vikki

 [Interim CEO role - Recruitment Agency Brief - v0.1.docx](#)

 [Recruitment Agency Brief - Appendix 1 - Job Description.docx](#)

 [Recruitment Agency Brief - Appendix 2.pptx](#)

Logo



Vikki West

Interim Director of People Services
People Services

Information Commissioner's Office, Wycliffe House, Water Lane,
Wilmslow, Cheshire SK9 5AF

T. 0330 313 1764 F. 01625 524510 ico.org.uk

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From: [Private Office Commissioner](#)
To: [John Edwards](#)
Cc: [Private Office Commissioner](#)
Subject: FOR INFORMATION: Governance Transition: Briefing Paper for John re Interim CEO role
Date: 03 May 2024 15:20:26
Attachments: [REDACTED]
[Appendix 1 - JOB DESCRIPTION INTERIM CEO v0.2.docx](#)
[image001.jpg](#)
[image002.png](#)
[image003.jpg](#)

Hi John,

I hope you are well.

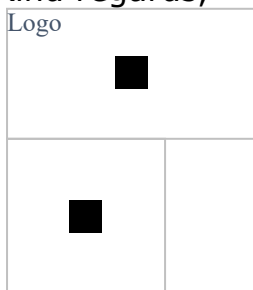
Why am I contacting you:

Please find attached briefing documents relating to the Interim CEO role for your review.

What do I need:

I understand that you have discussed these with Jen, so provided primarily for information.

Kind regards,



Private Office Correspondence Manager

Commissioner Boxes: *we operate a box on Tuesday and Thursday of each week. The submission deadline is 12 noon – please submit items to [REDACTED]@ico.org.uk.*

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

T. [REDACTED] F. 01625 524510 ico.org.uk

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From: Victoria West <Victoria.West@ico.org.uk>

Sent: Friday, May 3, 2024 2:23 PM

To: Private Office Commissioner <[REDACTED]@ico.org.uk>

Cc: Louise Byers <Louise.Byers@ico.org.uk>; Jen Green <Jen.Green@ico.org.uk>; Private Office Strategy and Resources <[REDACTED]@ico.org.uk>

Subject: Governance Transition: Briefing Paper for John re Interim CEO role

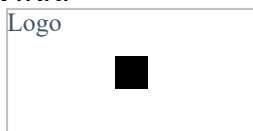
Hello

Jen Green has asked that I send the attached briefing documents to you for John to review. I understand that Jen and John have discussed this and we committed to provide the briefing document ahead of the weekend.

Please could this be shared with John.

Kind Regards

Vikki



Vikki West

Interim Director of People Services
People Services

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

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From: [Victoria West](#)
To: [Louise Byers](#)
Subject: JD
Date: 03 May 2024 10:03:20
Attachments: [image001.png](#)
[image002.jpg](#)
[image003.png](#)

 [Recruitment Agency Brief - Appendix 1 - Job Description.docx](#)

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Vikki West

Interim Director of People Services
People Services

Information Commissioner's Office, Wycliffe House, Water Lane,
Wilmslow, Cheshire SK9 5AF

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From: [Victoria West](#)
To: [Stephanie Wilson](#)
Cc: [Louise Byers](#)
Subject: Official Sensitive: Briefing materials for our call
Date: 07 May 2024 14:03:00
Attachments: [Recruitment Agency Brief - Appendix 2.pptx](#)
[Recruitment Agency Brief - Appendix 1 - Job Description.docx](#)
[image001.jpg](#)
[image002.png](#)

Hi Stephanie

Ahead of our call shortly, please find attached documents that Louise and I will talk through.

Speak soon
Vikki



Vikki West

Interim Director of People Services
People Services

Information Commissioner's Office, Wycliffe House, Water Lane,
Wilmslow, Cheshire SK9 5AF
T. 0330 313 1764 F. 01625 524510 ico.org.uk
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From: [Louise Byers](#)
To: [John Edwards](#)
Cc: [Private Office Commissioner](#); [Victoria West](#)
Subject: RE: ET Comms - Interim CEO
Date: 10 May 2024 09:54:53
Attachments: [image001.jpg](#)

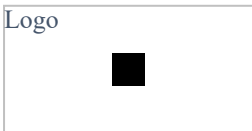
Thanks John, we will send the internal comms draft once we have it.
Have a great weekend,
Louise.

From: John Edwards <John.Edwards@ico.org.uk>
Sent: Friday, May 10, 2024 9:37 AM
To: Louise Byers <Louise.Byers@ico.org.uk>
Cc: Private Office Commissioner [REDACTED] <[\[REDACTED\]@ico.org.uk](mailto:[REDACTED]@ico.org.uk)>; Victoria West <Victoria.West@ico.org.uk>
Subject: RE: ET Comms - Interim CEO

Thanks Louise – I have no comments or suggested changes.

JE

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John Edwards (He/Him)

Information Commissioner

Information Commissioner's Office, Wycliffe House, Water Lane,
Wilmslow, Cheshire SK9 5AF

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From: Louise Byers <Louise.Byers@ico.org.uk>
Sent: Friday, May 10, 2024 8:08 AM
To: John Edwards <John.Edwards@ico.org.uk>
Cc: Private Office Commissioner [REDACTED] <[\[REDACTED\]@ico.org.uk](mailto:[REDACTED]@ico.org.uk)>; Victoria West <Victoria.West@ico.org.uk>
Subject: ET Comms - Interim CEO

Hello John,

Following your conversation with Jen yesterday, please see attached for a note which we propose to send to ET, outlining the recruitment process for the interim CEO role. We will send this from Jen, but can you please let us know if you have any comments or changes?

We are also developing the staff internal communication that we intended to send just before the advert goes live. I am planning on sharing that with you next week when it is ready and when we know more about the exact dates for publication etc. I hope that is ok.

Many thanks,
Louise.

From: [Jen Green](#)
To: [Executive Team](#)
Subject: Off sen - Governance Transition: Briefing Paper for ET
Date: 10 May 2024 10:17:54
Attachments: [image001.jpg](#)

[Appendix 1 - JOB DESCRIPTION INTERIM CEO v0.2.docx](#)

Dear all

I promised at a recent ET I would share an update on the progress for the recruitment of the Interim CEO. Attached is a short briefing note.

Can I ask that you do not share this more widely?

Let me know if you have any questions.

Thanks

Jen

Logo



Jen Green

Executive Director – Strategy and Resources

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

E: jen.green@ico.org.uk

T: 0330 4146389 M: [REDACTED]


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Private Office: [REDACTED] [@ico.org.uk](https://twitter.com/ico.org.uk)

I work flexibly Monday to Thursday and may send emails outside normal office hours. There's no need to respond to my emails outside yours.

From: [Louise Byers](#)
To: [John Edwards](#)
Cc: [Private Office Commissioner](#); [Victoria West](#)
Subject: ET Comms - Interim CEO
Date: 10 May 2024 08:07:51
Attachments: 
[Appendix 1 - JOB DESCRIPTION INTERIM CEO v0.2.docx](#)

Hello John,

Following your conversation with Jen yesterday, please see attached for a note which we propose to send to ET, outlining the recruitment process for the interim CEO role. We will send this from Jen, but can you please let us know if you have any comments or changes?

We are also developing the staff internal communication that we intended to send just before the advert goes live. I am planning on sharing that with you next week when it is ready and when we know more about the exact dates for publication etc. I hope that is ok.

Many thanks,

Louise.

From: [Stephanie Wilson](#)
To: [Louise Byers](#); [Victoria West](#)
Cc: [Sara Prescott](#); [Russell Brandon](#)
Subject: Draft collateral for review
Date: 13 May 2024 14:10:31
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[Draft Candidate Pack - Interim CEO.docx](#)
[Draft AC Interim Chief Executive.docx](#)

External: This email originated outside the ICO.

Dear Louise and Vikki

I hope you are both well.

Further to recent exchanges, please find attached the following:

- Draft Candidate Pack
- Draft ad copy
- Suggested media schedule for discussion
- Timeline

Note that given time constraints, the pack is a no-frills Word document. Will that work for you?

As mentioned earlier, we are keen to get started asap; no later than tomorrow ideally, so if you could please review and revert asap, I'd be most grateful.

Thanks and best wishes

Steph

PS – we're speaking to the Information Commissioner shortly so will also contact you with any suggested changes as appropriate.

Stephanie Wilson

Partner, Regulation Practice

—

Mobile: [REDACTED]

—

GatenbySanderson

55 Colmore Row, Birmingham B3 2AA



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From: [John Edwards](#)
To: [Louise Byers](#)
Cc: [Private Office Commissioner](#); [Victoria West](#); [Alex Henshall](#)
Subject: RE: Interim CEO - Comms and Candidate Pack
Date: 13 May 2024 16:16:00
Attachments: [image001.jpg](#)

Thanks Louise – that’s fine.



John Edwards (He/Him)

Information Commissioner

Information Commissioner’s Office, Wycliffe House, Water Lane,
Wilmslow, Cheshire SK9 5AF

T. 0330 313 1856 F. 01625 524510 ico.org.uk

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From: Louise Byers <Louise.Byers@ico.org.uk>

Sent: Monday, May 13, 2024 3:26 PM

To: John Edwards <John.Edwards@ico.org.uk>

Cc: Private Office Commissioner <[REDACTED]@ico.org.uk>; Victoria West <Victoria.West@ico.org.uk>; Alex Henshall <Alex.Henshall@ico.org.uk>

Subject: Interim CEO - Comms and Candidate Pack

Hello John,

Apologies for all the email traffic today, hope your trip to Cardiff is going well. I am contacting you to check that you are happy with the proposed internal communications which will go out ahead of the launch of the interim CEO recruitment advert – this is attached.

I have also copied below the proposed text for the candidate pack for your foreword – Stephanie may mention this when you met with her. This has been taken from other source material and hopefully conveys the message you would like to get across to prospective candidates, but please do let me know if you would like any changes.

[REDACTED]

Thank you,
Louise.

Welcome from John Edwards, Information Commissioner and future chair of the Information Commission Board

I am delighted to have the opportunity to recruit this Interim CEO role. This is an exciting next step in the evolution of the Information

Commissioner's Office, and I am looking forward to working with the successful candidate to deliver our purpose to empower individuals, businesses and organisations through information, as well as ensuring the protection of the data and rights of people of the UK and beyond. As an independent regulator, I believe the Board has a critical role to play in ensuring that the work we do is proportionate, fair and focussed on achieving impactful outcomes.

An inspirational and impactful interim CEO, supported by our cohort of Non-Executive Board members will enable the Board to effectively challenge and scrutinise the organisation's work, with a focus on delivering regulatory interventions that improve people's lives, reduce burdens, promote economic growth and innovation and enable efficient public services.

Thank you for your interest in this role. We look forward to hearing from you.

From: [Louise Byers](#)
To: [John Edwards](#)
Cc: [Private Office Commissioner](#); [Victoria West](#); [Alex Henshall](#)
Subject: Interim CEO - Comms and Candidate Pack
Date: 13 May 2024 15:28:04
Attachments: [REDACTED]

Hello John,

Apologies for all the email traffic today, hope your trip to Cardiff is going well. I am contacting you to check that you are happy with the proposed internal communications which will go out ahead of the launch of the interim CEO recruitment advert – this is attached.

I have also copied below the proposed text for the candidate pack for your foreword – Stephanie may mention this when you met with her. This has been taken from other source material and hopefully conveys the message you would like to get across to prospective candidates, but please do let me know if you would like any changes.

[REDACTED]

Thank you,
Louise.

Welcome from John Edwards, Information Commissioner and future chair of the Information Commission Board

I am delighted to have the opportunity to recruit this Interim CEO role. This is an exciting next step in the evolution of the Information Commissioner's Office, and I am looking forward to working with the successful candidate to deliver our purpose to empower individuals, businesses and organisations through information, as well as ensuring the protection of the data and rights of people of the UK and beyond. As an independent regulator, I believe the Board has a critical role to play in ensuring that the work we do is proportionate, fair and focussed on achieving impactful outcomes.

An inspirational and impactful interim CEO, supported by our cohort of Non-Executive Board members will enable the Board to effectively challenge and scrutinise the organisation's work, with a focus on delivering regulatory interventions that improve people's lives, reduce burdens, promote economic growth and innovation and enable efficient public services.

Thank you for your interest in this role. We look forward to hearing from you.

From: [Victoria West](#)
To: [Bryan Smith](#)
Cc: [Louise Byers](#)
Subject: FW: Final versions
Date: 14 May 2024 17:37:40
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[Final Candidate Pack - Interim CEO .pdf](#)
[Final AC Interim Chief Executive - ICO.docx](#)



[image004.jpg](#)
[image005.png](#)

Sensitivity: Confidential

Hi Bryan

As per Teams – can you please ensure that these are all saved down in the EDRM location for recruitment campaigns?

Thank you
Vikki



Vikki West

Interim Director of People Services
People Services

Information Commissioner's Office, Wycliffe House, Water Lane,
Wilmslow, Cheshire SK9 5AF

T. 0330 313 1764 F. 01625 524510 ico.org.uk

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From: Stephanie Wilson <[redacted]@gatenbysanderson.com>

Sent: Tuesday, May 14, 2024 4:44 PM

To: Louise Byers <Louise.Byers@ico.org.uk>; Victoria West <Victoria.West@ico.org.uk>

Cc: Russell Brandon <[redacted]@gatenbysanderson.com>; Sara Prescott

From: [Louise Byers](#)
To: [Nicola Wood](#); [Ailsa Beaton](#); [Ranil Boteju](#); [David Cooke](#); [Jeannette Lichner](#); [Jane McCall](#); [Tracey Waltho](#); [Jayne Scott](#); [Angela Adimora](#); [Peter Hustinx](#)
Cc: [Victoria West](#); [Jen Green](#); [Private Office Strategy and Resources](#)
Subject: ICO Interim CEO Recruitment
Date: 14 May 2024 16:53:14
Attachments: [Final Candidate Pack - Interim CEO .pdf](#)
[Final AC Interim Chief Executive - ICO.docx](#)

Hello

I writing to let you know that we expect the recruitment advert for the new Interim CEO role to be launched tomorrow, Wednesday 15th May.

We have been working closely with our appointed recruitment agency, GatenbySanderson, on a candidate pack and an advert for the role, both attached.

[Redacted]

[Redacted]

Many thanks,
Louise.

From: [Louise Byers](#)
To: [John Edwards](#); [Jane McCall](#); [Nicola Wood](#)
Cc: [Private Office Commissioner](#); [Jen Green](#); [Private Office Strategy and Resources](#); [Victoria West](#)
Subject: Interim CEO Recruitment
Date: 14 May 2024 16:54:11
Attachments: [Final Candidate Pack - Interim CEO .pdf](#)
[Final AC Interim Chief Executive - ICO.docx](#)

[REDACTED]

Hello all,

I am writing to you with an update on the recruitment process for the interim CEO. I am delighted to tell you that we are expecting the advert to go live tomorrow (Wednesday, 15 May).

Stephanie Wilson, at Gatenby, has worked incredibly quickly to pull together a candidate pack and an advert for the role, both attached.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED],

Many thanks,
Louise.

From: [Stephanie Wilson](#)
To: [Louise Byers](#); [Victoria West](#)
Cc: [Russell Brandon](#); [Sara Prescott](#)
Subject: Final versions
Date: 14 May 2024 16:46:01
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[Final Candidate Pack - Interim CEO .pdf](#)
[Final AC Interim Chief Executive - ICO.docx](#)

Sensitivity: Confidential

External: This email originated outside the ICO.

Dear Louise and Vikki

Thanks again for all of your help so far.

Further to recent exchanges, please find attached final versions as promised. We'll sit tight until we hear from you tomorrow.

Very best wishes

Stephanie

Stephanie Wilson

Partner, Regulation Practice

—

Mobile: [REDACTED]

—

GatenbySanderson

55 Colmore Row, Birmingham B3 2AA



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From: [Victoria West](#)
To: [Louise Byers](#)
Subject: FW: Updated collateral
Date: 14 May 2024 14:54:00
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.jpg](#)
[image005.png](#)
[V2 Draft Candidate Pack - Interim CEO - ICO Reviewed 14.05.24.docx](#)

[V2 Draft AC Interim Chief Executive - ICO Reviewed 14.05.2024.docx](#)

Sensitivity: Confidential

Hi

I've reviewed, agreed with your comments. Made no changes to any of it other than in the candidate pack:

There were a few typos so have corrected them

Ensure consistent reference to Chief Exec Officer

The following line felt that the add on was more of a desirable, but it's in the essential criteria so felt it was potentially sending a mixed message – I've suggested an amend as follows:

- Substantial experience of building effective relationships and acting in an ambassadorial role, through establishing credibility and influence. Prior experience of working in a central government context is of particular interest; - Changed to:
- Substantial experience of building effective relationships with stakeholders in a central government context and acting in an ambassadorial role, through establishing credibility and influence.

For ease, have saved them all as 'ICO reviewed' versions

Vikki



Vikki West

Interim Director of People Services
People Services

Information Commissioner's Office, Wycliffe House, Water Lane,
Wilmslow, Cheshire SK9 5AF

T. 0330 313 1764 F. 01625 524510 ico.org.uk

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From: Louise Byers <Louise.Byers@ico.org.uk>

Sent: Tuesday, May 14, 2024 1:45 PM

To: Victoria West <Victoria.West@ico.org.uk>

Subject: FW: Updated collateral

Sensitivity: Confidential

Hi

Here is the updated 'collateral'. Overall, I think it is all fine, but you might just want to check the candidate pack in particular. I have attached versions with no track changes and/or comments, but I have included a comment below on what I have done with each version compared to the ones Stephanie sent over at 12.55. Let me know what you think and if we have a final version, I can send it all back to her.

Thanks!

-

-

Ad -

-

- Accepted the change
- Amended the title to Chief Executive Officer
- Amended references to ICOM to Information Commission

-

Pack-

- Accepted all Stephanie's changes up to the JD.
- Changed 'Senior Responsible officer' in Stephanie's changes to 'Accounting officer' as that is how we would describe it.
- Slightly changed the wording at the end of that paragraph to take out reference to financial limits and annual business plan.
- Slight changed the essential criteria from:
 - Experience of working at the highest level of public or commercial life in a regulated sector, with evidence of

strategic planning and delivery

To

- Experience of working at the highest level of public or commercial life in a regulatory or regulated sector, with evidence of strategic planning and delivery
- Stephanie has added in this essential criteria, which I think is fine and I have accepted:
 - Future focused and collaborative with experience of introducing and embedding new and improved ways of working through people, process and digital change.

- I have changed the last paragraph from:

- We would like to appoint as soon as possible following panel interviews on Wednesday 3 July. However, we are open to considering candidates who are required to serve a moderate notice period

To

- We would like to appoint as soon as possible following panel interviews on Wednesday 3 July. However, we are open to considering candidates with notice periods, subject to circumstances.

• [Redacted]

- [Redacted]
- [Redacted]
- [Redacted]

From: Stephanie Wilson [Redacted] <[\[Redacted\]@gatenbysanderson.com](mailto:[Redacted]@gatenbysanderson.com)>

Sent: Tuesday, May 14, 2024 12:49 PM

To: Victoria West <Victoria.West@ico.org.uk>; Louise Byers <Louise.Byers@ico.org.uk>

Cc: Russell Brandon [Redacted] <[\[Redacted\]@gatenbysanderson.com](mailto:[Redacted]@gatenbysanderson.com)>; Sara Prescott [Redacted] <[\[Redacted\]@gatenbysanderson.com](mailto:[Redacted]@gatenbysanderson.com)>

Subject: Updated collateral

Sensitivity: Confidential

External: This email originated outside the ICO.

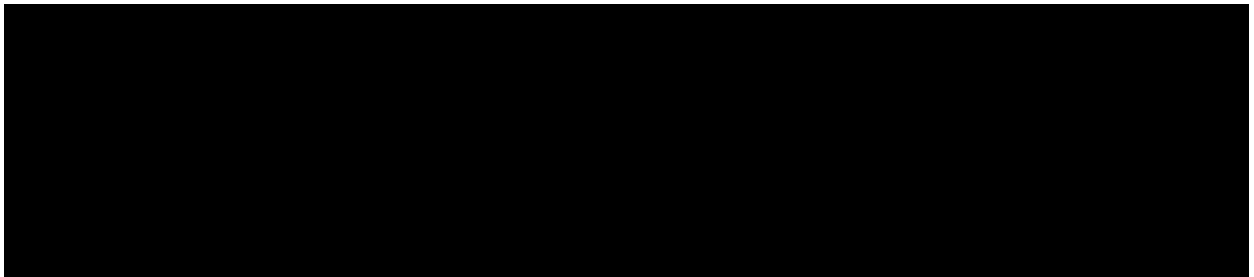
Dear Vikki and Louise

Thanks again for your time this morning.

Further to our conversation, please find attached the following:

- Revised Candidate Information Pack
- Revised ad copy
- Agreed timeline
- Agreed media schedule

Let me know your thoughts when you can, and note that I can tidy up formatting as and when.



Many thanks again. I look forward to hearing from you.

Very best wishes
Stephanie

Stephanie Wilson
Partner, Regulation Practice

—

Mobile: 

—

GatenbySanderson
55 Colmore Row, Birmingham B3 2AA




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From: [Louise Byers](#)
To: [John Edwards](#); [Jane McCall](#); [Nicola Wood](#)
Cc: [Private Office Commissioner](#); [Jen Green](#); [Private Office Strategy and Resources](#); [Victoria West](#)
Subject: Interim CEO Recruitment
Date: 14 May 2024 16:54:11
Attachments: [Final Candidate Pack - Interim CEO .pdf](#)
[Final AC Interim Chief Executive - ICO.docx](#)



Hello all,

I am writing to you with an update on the recruitment process for the interim CEO. I am delighted to tell you that we are expecting the advert to go live tomorrow (Wednesday, 15 May).

Stephanie Wilson, at Gatenby, has worked incredibly quickly to pull together a candidate pack and an advert for the role, both attached.



Many thanks,
Louise.

From: [Victoria West](#)
To: [Stephanie Wilson](#)
Cc: [Louise Byers](#)
Subject: Updated documents
Date: 14 May 2024 10:48:00
Attachments: [Draft AC Interim Chief Executive - ICO Comments.docx](#)
[Draft Candidate Pack - Interim CEO - ICO Comments.docx](#)
[image001.jpg](#)
[image002.png](#)

Hi Stephanie

Attached updated documents as per our discussion for you to work on

Vikki



Vikki West

Interim Director of People Services
People Services

Information Commissioner's Office, Wycliffe House, Water Lane,
Wilmslow, Cheshire SK9 5AF

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Sent: Tuesday, May 14, 2024 4:54:04 PM

To: John Edwards <John.Edwards@ico.org.uk>; Jane McCall <Jane.McCall@ico.org.uk>; Nicola Wood <Nicola.Wood@ico.org.uk>

Cc: Private Office Commissioner [REDACTED] <[\[REDACTED\]@ico.org.uk](mailto:[REDACTED]@ico.org.uk)>; Jen Green <Jen.Green@ico.org.uk>; Private Office Strategy and Resources <[\[REDACTED\]@ico.org.uk](mailto:[REDACTED]@ico.org.uk)>; Victoria West <Victoria.West@ico.org.uk>

Subject: Interim CEO Recruitment

Hello all,

I am writing to you with an update on the recruitment process for the interim CEO. I am delighted to tell you that we are expecting the advert to go live tomorrow (Wednesday, 15 May).

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[REDACTED]

[REDACTED]

Many thanks,
Louise.