

Executive Team terms of reference

1. Purpose

- 1.1. The Executive Team (ET) consists of the most senior Executive officers of the ICO. The ET has overall responsibility for the ICO's strategic leadership and decision making.
- 1.2. ET will meet once a quarter to review the strategic direction of the organisation and set priorities for the upcoming quarter.
- 1.3. ET will also have regular informal meetings to share information on both external and internal issues affecting the ICO and on information rights regulation in general, to discuss key priorities and to review the work and performance of the ICO as a whole.

2. Composition

- 2.1. The Executive Team comprises:
 - Information Commissioner (Chair)
 - Deputy Commissioner (Policy)
 - Deputy Commissioner (Operations)
 - Deputy Chief Executive Officer
 - Executive Director – Technology Policy and Innovation
 - General Legal Counsel
- 2.2. The Head of Communications will also attend meetings of the Team.

3. Authority

- 3.1. The ET's authority derives from the Commissioner.

4. Secretariat

- 4.1. The meetings will be supported by the Group Manager Private Office or the Head of Risk and Governance.

5. Frequency of meetings

- 5.1. The Executive Team will generally meet on Mondays and Fridays. Once a quarter it will have a formal meeting – where possible, this meeting will take place in advance of a Management Board meeting.