Executive Team - Terms of reference

1. Purpose

1.1. The Executive Team sets the overall direction for the organisation.

1.2. This role includes formal decision-making, identifying the direction of overall policies for subsequent development, and coordination of work within and between Services.

1.3. The Executive Team will usually meet formally twice per month and informally twice per week, enabling the Executive Team members to collaborate effectively.

2. Responsibilities

2.1. The Executive Team considers and makes decisions on the issues of greatest strategic importance to the ICO. It is concerned with setting the strategic direction of the organisation. In particular, the Executive Team considers:

- Strategy – ensuring the ICO is aligned with the corporate vision and mission. This includes a strategic overview of whether the activities of the organisation are delivering the desired outcomes in the wider regulatory, political and societal context and deciding how the ICO should be positioned as regulator and ensuring this is delivered. This would include:

  o Consideration of whether to pursue, accept or decline new regulatory responsibilities or powers

  o Identification of key regulatory priorities

  o Reviewing how the work of the organisation has influenced and changed behaviours at a macro level

  o Preparation for changes in the regulatory and political environment

  o Approval of corporate strategies or plans

- Organisational performance - ensuring the organisation is delivering against its priorities and this delivery is aligned to the ICO's Information Rights Strategic Plan and its other corporate strategies and plans. This would include:

- o Reviewing high level performance information for example operational dashboards, progress on transformational change programmes and progress and outcomes of high priority cases

- o Overview of the quality of the outcomes being delivered through regulatory work

- Governance and integrity - ensuring the ICO is managed with integrity, and in line with its responsibilities and risks. This would include:

  - o Ensuring corporate risks are being managed and mitigated in particular regular reporting, oversight and challenge of the corporate risks through a process of returns from risk and action owners.

  - o Considering matters which represent a significant risk or opportunity to the ability of the organisation to deliver its strategic goals.

  - o Putting in place suitable arrangements to deliver the goals of the organisation

- Resources – the capacity and capability of the ICO workforce as a whole and long term resource planning and taking significant decisions regarding resourcing which will impact of the delivery of the ICO's goals and strategic plans. This would include:

  - o Engagement of the ICO workforce and significant people policies and strategies

  - o Long term financial planning, annual budgets and significant changes to the funding or spending regimes

  - o Ensuring the allocation of resources across the organisation aligns with the strategic direction, for example the balance of resource across business as usual work and transformational change

  - o Significant organisational restructures

2.2. The Executive Team also considers and approves recommendations from the Senior Leadership Team.

2.3. Executive Team also consider speaking requests referred to it by the Speaking and Engagements Team. These may be considered at either formal or informal meetings, to ensure that they are considered in the most timely manner possible.

3. Authority

3.1. The authority for the Executive Team derives from the Commissioner.

4. Composition

4.1. The Executive Team comprises:

- Information Commissioner

- Deputy Chief Executive Officer (Executive Director – Corporate Strategy and Planning) (Chair)

- Deputy Commissioner (Executive Director – Regulatory Supervision)

- Deputy Commissioner (Executive Director – Regulatory Strategy)

- Executive Director – Technology and Innovation

4.2. The Head of Corporate Communications will also attend meetings of the Team.

5. Quorum

5.1. A formal meeting of the Executive Team is quorate with the following members present:

- the chair (or a member nominated by the chair to act as chair) and

- at least two other members.

5.2. Informal meetings of the Executive Team have no quorum.

6. Information requirements

6.1. Each Executive Director is responsible for ensuring that arrangements are in place within their Service to enable Executive Team to discharge its responsibilities effectively, including the timely provision of information in an appropriate form and quality.

7. Budget

7.1. The Executive Team has no specific budget. Any work commissioned by Executive Team will be funded from budgets within the relevant Service.

8. Secretariat

8.1.   Secretariat is provided by the Corporate Governance Team.

9.   Frequency of meetings

9.1.   Executive Team meets once a month on a formal basis.

9.2.   Executive Team meets every Monday and Friday on an informal basis.

10.   Evaluation

10.1.   The Executive Team should ensure that arrangements are in place to enable it to discharge its responsibilities effectively, including a formal annual evaluation of the Executive Team's performance (as a governance forum; evaluation of individual Executive Team members is performed by the Commissioner).

11.   Links to other forums

11.1.   The Executive Team will report directly to the Commissioner where appropriate.

11.2.   The Executive Team will refer issues to Management Board where appropriate.

11.3.   The Executive Team will consider issues referred to it from Senior Leadership Team and Strategic Communications Planning Group where appropriate.