

## Senior Leadership Team minutes Tuesday 13 June 2017

### Members

Paul Arnold (chair)  
Steve Wood

Deputy Chief Executive Officer  
Deputy Commissioner (Policy)

### Attendees

Richard Marbrow  
Robert Parker

Group Manager Corporate Governance  
Head of Corporate Affairs

### Secretariat

Caroline Robinson

Corporate Governance Officer

## 1. Introductions and apologies

Apologies were received from Elizabeth Denham, Simon Entwisle and Peter Bloomfield.

## 2. Matters arising from the previous meeting

### Minutes

The minutes of the previous meeting were for agreement and clearance for publication which was agreed.

### Actions

Corporate Governance to ensure that any current actions owned by Rob Luke were passed over to Steve Wood as soon as possible.

## 3. Risk and opportunity management

### Issue

The content and format of the Risk Register were discussed. It was noted that the format would be subject to further change.

### Actions

Corporate Governance to hold one to one discussions with each Deputy Commissioner to finalise the content of the risk and opportunity register, by the end of June, and to bring the updated register to the Senior Leadership Meeting on 10 July.

## **4. Feedback from DCEO Steering Group**

### Issue

The minutes of the DCEO Steering Group meeting held on 25 May were presented to the Senior Leadership Team for information, along with the April finance report.

## **5. Feedback from Audit Committee**

### Issue

Paul Arnold gave the Senior Leadership Team feedback from the Audit Committee meeting held on 12 June:

- The National Audit Office provided a clean opinion on the ICO's accounts for 2016/17.
- The Annual Report and Accounts are on track for sign off and laying before Parliament in July.
- The 2017/2018 internal audit plan was agreed.
- The re-procurement of the internal audit function would start shortly.

In addition, to aid transparency of audit recommendations Corporate Governance was to incorporate recommendations from audit reports in to the actions coming to steering groups.

## **6. Any other business**

There was no other business.