

Management Board minutes

22 March 2021

Members

Paul Arnold	Deputy CEO and Chief Operating Officer
Ailsa Beaton	Non-executive Director
David Cooke	Non-executive Director
Elizabeth Denham	Information Commissioner (Chair)
James Dipple-Johnstone	Chief Regulatory Officer
Jen Green	Executive Director (Change and Transformation)
Peter Hustinx	Non-Executive Director
Jane McCall	Non-executive Director
Simon McDougall	Deputy Commissioner Regulatory Innovation and Technology
Steve Wood	Deputy Commissioner (Regulatory Strategy)
Nicola Wood	Senior Independent Director

Attendees

Christopher Braithwaite	Senior Corporate Governance Manager (secretariat)
Louise Byers	Director of Risk and Governance
Peter Hayes	Advisor to the Commissioner and Executive Team
James Moss	Acting General Legal Counsel
Caroline Robinson	Corporate Governance Officer (secretariat)

1. Introductions and apologies

- 1.1. There were no apologies for absence.
- 1.2. Elizabeth Denham welcomed Jen Green and Stephen Bonner to their first Management Board meeting.

2. Declaration of interests

- 2.1. Nicola Wood reminded the Board that her husband is a partner in an organisation which also acts as one of the ICO's external legal advisors.

3. Matters arising from the previous meeting

- 3.1. The minutes were confirmed as accurate. There were no outstanding actions.

4. Senior Independent Director Update

- 4.1. Nicola Wood confirmed that she has been appointed to the recruitment panel for the next Information Commissioner. She provided an update on the process, the key dates and the other members of the panel.

5. Discussion items

Annual Business Cases and draft Annual Budget

- 5.1. The Board were asked to approve the draft budget for 2021/22.
- 5.2. The Board discussed the possible impact of the future ways of working in a post COVID-19 environment on the travel and accommodation budgets.
- 5.3. Paul Arnold provided an update on the proposed relocation of the London offices.
- 5.4. The Board were supportive of the narrative. The Board approved the draft budget, noting that there would be some changes between now and year end as the income and expenditure figures were finalised.

Staff Survey Results

- 5.5. Jen Green presented the headline results of the most recent staff survey and highlighted the upcoming consultation of staff relating to the future of work.
- 5.6. The survey shows that the recent lockdown had been harder on staff than the original lockdown. However the survey also demonstrated that staff were receiving good rates of support received from line managers.
- 5.7. The Board noted the increase in staff feeling stressed and felt it would be useful to understand whether this is within certain areas of the organisation or at certain levels to ensure extra support is provided where necessary.
- 5.8. Jen Green confirmed that the offices will be opening for health and wellbeing reasons as well as priority work from week commencing 29 March 2021.

Digital Regulation Coordination Forum (DRCF) Work Programme

- 5.9. Ian Hulme joined the meeting to present the work programme of the DRCF. The ICO, Competitions and Markets Authority and the Office of Communications formed the DRCF in July 2020.
- 5.10. Elizabeth Denham highlighted the importance of this initiative in terms of the three digital regulators working closely together on online regulatory matters of mutual importance.
- 5.11. The Board agreed that they would like to receive updates for assurance on the work being carried out at appropriate times through the year.
- 5.12. There was a proposal for members of the boards for each of regulators to meet to gain greater understanding of the work of each of the organisations, the roles of their boards, and for knowledge sharing. The Board welcomed this proposal and all members were keen to be involved in the meeting.

Action

Nicola Wood and Simon McDougall to liaise regarding a meeting between the members of the boards of the DRCF members.

Management Board Work Programme

- 5.13. The Board agreed the strategic work programme for the Management Board as outlined in the report.

6. Performance against the Information Rights Strategic Plan

Performance against Information Rights Strategic Plan

- 6.1. The report on performance against the Information Rights Strategic Plan was presented for information and discussion.
- 6.2. James Dipple-Johnstone highlighted the progress made in the Data Protection Complaints caseload, with the teams now exceeding intake.
- 6.3. Steve Wood provided an update on the work currently being undertaken relating to international transfers. Simon McDougall confirmed that the AI toolkit has been published on the website and training is being provided to Stakeholders with regard to AI.

7. Update from Audit & Risk Committee Chair

- 7.1. Ailsa Beaton provided an update on production of a trust statement as part of the annual report. She explained that, following further research, a trust statement would not be included as part of the report for 2021/22.

8. Management accounts

- 8.1. This item had been considered as part of the budget report, earlier in the meeting.

9. Risk and Opportunity Management

- 9.1. The Board noted the report.

10. Any other business

- 10.1. There were no items to consider under any other business.