

Audit and Risk Committee – for assurance

Meeting agenda title: Annual report update

Meeting date: 24 April 2023

Time required: 15 minutes

Presenter: Louise Byers

1. Objective and recommendation

- 1.1. This report provides the Committee with an update on preparation of elements of our 2022/23 annual reporting.

2. Matters to consider to achieve objective

Draft Audit and Risk Committee Annual report 2022/23

- 2.1. A draft of this document is provided for comment at Annex 1. The final version will be provided to the Committee in June 2023 for approval and will then be published on the ICO's website prior to the annual report being published.
- 2.2. At the time of writing, there are various parts of the report which require confirmation, due to the timing of this meeting. This is expected at this stage of the process. These are highlighted in yellow and will be updated in the final version that comes to the Committee in June for approval and publication.

Draft Annual Report and Accounts 2022/23 – Accountability Report (Part B)

- 2.3. An early draft of the Accountability Report (Part B) for the Annual Report is attached at Annex 2. This is provided for the purposes of comment by the Committee on any areas for significant addition or change and to identify any areas which would be expected to be included but have been overlooked.
- 2.4. The key outstanding areas on this at the time of writing are the the sections on Employee involvement and wellbeing and on Equal opportunities and diversity. These sections underwent a significant review for last year's report, but there have been some staff absences in this team which has caused a slight delay in finalising the updates to these sections this year. Drafts of these sections are included (highlighted in the report), but these are still being worked on. The content should be consistent with what is included in the final version of the report, but the style and wording may

change. There is not a risk that this will delay the finalisation of the report as a whole. The EDI Board and People Committee will also review final drafts of these sections in late April and early May.

- 2.5. In addition, many of the remuneration, staffing or financial figures are outstanding as they are reliant on completion of year end processes. This is as expected at this stage of the process. The financial information is currently being finalised as part of the year end and external audit process.
- 2.6. People Committee will review the people-related parts of the report at its meeting on 4 May. We are working to provide a near-final draft of the full Annual Report to the Management Board for sign-off at its meeting on 15 May. At that point some financial information (notably the financial statements) will still be outstanding as the audit will be ongoing. We will also share an advanced draft with the external auditors to assist with their audit. The final version of the report will be brought to the Committee at its 19 June meeting and the target is then to lay the report during the week commencing 26 June.

Author: Chris Braithwaite

List of Annexes: Annex 1 – Draft Audit and Risk Committee Annual Report 2022/23

Annex 2 – Draft Annual Report and Accounts 2022/23 Accountability Report (Part B)

Publication decision: This report can be published internally and externally. The annexes should not be published internally or externally as they are drafts. Final versions will be published in June.

Outcome reached: