

Executive Team (ET) minutes

15 June 2023

Details of attendees are provided at the end of the minutes.

1. Introductions and apologies

- 1.1. Apologies for absence were received from Claudia Berg, Jen Green, and Stephen Bonner.

2. Declarations of interests

- 2.1. All attendees apart from John Edwards declared an interest in the item relating to the pay remit and pay benchmarking.

3. Matters arising from the previous meeting

Minutes

- 3.1. The minutes of the previous meeting had been approved as a correct record.

Actions

- 3.2. The actions for previous meetings were noted.

4. Pay remit and pay benchmarking update

- 4.1. Sarah Lal joined the meeting to present a report setting out proposals for the approach to implementing the pay remit, the £1,500 one-off award announced by Cabinet Office, and the findings of the pay benchmarking exercise.
- 4.2. She explained that guidance had been provided that senior civil servants (SCS) were not intended to receive the £1,500 one-off award. Staff at level G2 and H were equivalent to SCS grades within the ICO, but were not formally aligned to the SCS pay policy. [REDACTED]

- 4.3. ET discussed the pros and cons of formally aligning grades G2 and H to SCS pay policies. [REDACTED]

[REDACTED]

- 4.4. ET noted that should alignment to SCS policies take place, this would also increase the role of the existing Remuneration Advisory Sub-Committee, to include a remit over G2.

- 4.5. ET agreed that it would be prudent to pause a decision on whether to align to SCS pay policies until the SCS pay remit guidance was issued, expected in late July. This would ensure that the outcome of this decision for the 2023/24 pay remit supported the objectives of aligning to SCS pay policies. ET noted that this would delay the pay settlement for all staff for roughly six weeks, but confirmed that pay would be backdated to the agreed pay settlement date.

- 4.6. ET also commented that clear communications to staff was vital in this matter, ensuring that describes the position for 2023/24 and beyond.

ACTION: Sarah Lal to ensure that pay remit communications are shared with ET prior to publication. Due date: 23/6/23

ACTION: John Edwards to write to the trade unions to notify them of the delay to the start of pay negotiations. Due date: 23/6/23

- 4.7. ET discussed potential scenarios for the pay award for 2023/24, including the degree to which the award should be weighted towards lower grades.

- 4.8. ET also discussed the longer-term trends and status of the pay remit in the context of the upcoming governance transition and considered the context of the pay benchmarking exercise and potential updates to the funding model.

5. Workforce planning

- 5.1. Sarah Lal presented a report updating ET on progress with workforce planning, ahead of this being considered by People Committee.
- 5.2. ET particularly discussed approaches to internal secondments, including ensuring that secondment opportunities continued to enable delivery of corporate priorities. ET also discussed approaches to a graduate scheme, current notice periods for senior staff, the assumptions supporting the workforce plan, opportunities to develop or share specialist skills with other organisations (particularly with the DRCF regulators) and links between this work and the accommodation strategy.

6. DPO Forum: recommendations following research

- 6.1. Hannah Smith joined the meeting to present a report setting out proposals for the DPO forum. The report recommended that the outcomes of this project be delivered through existing projects, namely the searchable database project and the DPPC project and event platform. This approach would deliver the original project objectives more efficiently and mitigate legal risks.
- 6.2. For the regulatory certainty element of the work, ET discussed the links between, i-Advice, binding and this project, the need for appropriate data to enable the success of the project, and potential opportunities to join up with DRCF regulators for the searchable database element of the project.
- 6.3. For the community element of the project, ET discussed the level of resources that would be needed to accelerate the delivery timescale.

Decision

- 6.4. ET approved the recommendations as set out in the report.

7. International Event Horizon Scanning – priority events

- 7.1. ET noted the report setting out the priority international events for the next year, following outcomes of the horizon scanning exercise. Any matters for discussion would be considered at next week's informal ET meeting.

8. Monthly cyber security dashboard

- 8.1. Rob Holtom presented a report setting out the monthly cyber security dashboard. ET noted the report.

9. Recent and upcoming Board-level meetings

- 9.1. ET noted the proposed agendas for upcoming meetings of Management Board, Audit and Risk Committee, People Committee and Regulatory Committee.

10. Executive Team work programme and arrangements for future ET meetings

- 10.1. ET noted the work programme for future meetings, as well as arrangements for future ET meetings.

11. Any other business

- 11.1. There were no items of other business.

12. Key messages to staff

- 12.1. ET agreed the key messages to staff from the meeting.

ACTION: Chris Braithwaite to publish the key messages on Iris. Due date: 19/6/23

Attendance

Members

Angela Balakrishnan	Executive Director, Strategic Communications
Emily Keaney	Deputy Commissioner (Regulatory Policy)
John Edwards	Information Commissioner
Paul Arnold (Chair)	Deputy Chief Executive and Chief Operating Officer
Rob Holtom	Executive Director, Corporate Digital, Data and Technology
Stephen Almond	Executive Director, Regulatory Risk

Attendees

Andrew Rimmer	Private Secretary to John Edwards
David Squires	Private Secretary to Stephen Almond
Farhana Ahmed	Staff Officer
Fiona Simkiss	Private Secretary to Jen Green
Jacob Harris	Private Secretary to John Edwards
Mariam Boakye-Dankwa	Head of Commissioner's Private Office
Rebecca Bradbury	Private Secretary to Paul Arnold
Sarah Delahunty	Private Secretary to Emily Keaney
Sarah Lal	Director of People Services (for items 4 and 5)
Hannah Smith	Digital Lead – User Centred Design (for item 6)

Secretariat

Chris Braithwaite	Corporate Governance Manager
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