

# Management Board minutes

Friday 8 November 2019

## Members and other attendees present

Paul Arnold	Deputy Chief Executive Officer
Ailsa Beaton	Non-executive Director
David Cooke	Non-executive Director
James Dipple-Johnstone	Deputy Commissioner (Regulatory Supervision)
Elizabeth Denham	Information Commissioner (Chair)
Peter Hustinx	Non-Executive Director
Jane McCall	Non-executive Director
Simon McDougall	Executive Director – Technology and Innovation
Steve Wood	Deputy Commissioner (Regulatory Strategy)
Nicola Wood	Non-executive Director
Caroline Robinson	Corporate Governance Officer (secretariat)

### 1. Introductions and apologies

- 1.1. There were no apologies for absence.

### 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. He does not work on ICO matters directly nor is involved in work commissioned by the ICO.

### 3. Matters arising from the previous meeting

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

### 4. Commissioner's introduction

- 4.1. The Commissioner highlighted issues of importance for the ICO not covered elsewhere in the agenda. In particular, she highlighted her attendances at the Select Committee relating to Immersion and Addictive Technologies and EDPB meetings, along with recent meetings with Parliamentarians.

- 4.2. The General Election and the Children's Code are key upcoming issues.
- 4.3. Steve Wood updated on the guidance for the use of data by political parties and the various engagements carried out with each of the political parties. We continue to highlight the key messages and issues.
- 4.4. Elizabeth Denham thanked Steve Wood and the International team for their hard work and support during the ICDPPC in Albania. The conference was busy and challenging and was very successful. The conference for 2020 will be held in Mexico.
- 4.5. The Commissioner thanked Paul Arnold, Simon McDougall and Louise Byers for their hard work on the regulatory landscape.

## 5. Discussion items

### General Election

- 5.1. James Dipple-Johnstone provided a summary of the work being carried out in relation to the General Election.
- 5.2. The Board were reassured by the arrangements already in place for this work.

### EU Exit

- 5.3. Steve Wood updated on the plans around EU Exit. In the run up to 31 October 2019 the focus had been on a no deal exit. Guidance was published and plans were put in place to deal with increased calls to the helpline. The Government had been content with the level of preparation and this would still be in place in the event of a future no deal exit.
- 5.4. We continue to work closely with the Home Office and DCMS with regard to post EU exit data issues, including regulatory cooperation.

### Management Board Terms of Reference

- 5.5. Paul Arnold reported that the revised terms of reference incorporate the outcomes of previous discussions on this subject and reflects the responsibilities of the Board and its future governance.
- 5.6. The Board agreed the Terms of Reference with discussed minor amendments.

**Action: Louise Byers to update the terms of reference to reflect the comments at the meeting, including transition arrangements.**

## **6. Quarter 2 performance against the Information Rights Strategic Plan and the Resource and Infrastructure Strategic Plan**

### Performance against Information Rights Strategic Plan

- 6.1. The quarter 2 report on performance against the Information Rights Strategic Plan was presented for information and discussion.
- 6.2. James Dipple-Johnstone explained the new Relationship Management Service and how the team will work. Through an account management system, the team will co-ordinate contact from across the office with stakeholders who have been identified as high-risk organisations.
- 6.3. It was suggested that Public Service priorities and issues across government departments could be a focus for an informal discussion at a future Management Board meeting.
- 6.4. Simon McDougall provided an update on the Adtech workstream. Progress is going well and there have been positive responses from within the industry. The next Adtech fact finding forum will be held on 19 November 2019.

### Performance against Resource and Infrastructure Strategic Plan

- 6.5. The quarter 2 report on performance against the Resource and Infrastructure Strategic Plan was presented for information and discussion.
- 6.6. The Board expressed an interest in the efficiency savings achieved as a result of the service excellence programme.
- 6.7. Paul Arnold confirmed that there would be a formal report coming to Management Board in January confirming the completion of the objectives of service realignment.

## **7. Management accounts**

- 7.1. The mid-year financial report, which had previously been considered by the Audit Committee, was presented for information.

- 7.2. The main headline was that fee income at mid-year was lower than projected, which will make financial planning for the remaining year a challenge. Paul Arnold outlined the work being done to increase fee income.
- 7.3. Travel and Legal are the main areas of overspend. It was confirmed that interim solutions are being progressed.

## **8. Risk and opportunity management**

- 8.1. Paul Arnold introduced the risk and opportunity register.
- 8.2. The risk relating to in-year finances has recently been increased to take into account the current projected year-end deficit.
- 8.3. It was confirmed that a number of risks have been downgraded following the recent corporate risk review.
- 8.4. The Audit Committee had discussed whether to reduce the EU Exit risk, in light of the excellent work in this area to date. However, the Committee agreed to keep the risk rating the same.

## **9. Any other business**

- 9.1. There was no urgent business