

## MINUTE OF EXECUTIVE COMMITTEE MEETING – 05 APRIL 2017

Present: Louis Taylor                      Attending: Matt Vale  
          Shane Lynch                         Sharleene Bibbings  
          Bhaskar Dasgupta                   Richard Wade  
          Cameron Fox                         Charles Hickson  
          Davinder Mann  
          Gordon Welsh  
          Gwen Williams

Apologies: David Havelock

Secretary: Ben Robey

### **1 Review of Minutes. Actions**

- 1.1 EC approved the minutes and actions of the previous meeting of 15 March with one minor amendment.

### **2 UKEF Operational Plan**

- 2.1 The Chief Operating Officer presented the draft version of the Operational Plan 2017/18.
- 2.2 EC discussed the Plan and suggested a number of revisions for the Chief Operating Officer to implement before the Plan is presented to the Board.
- 2.3 EC agreed the timeline for the Plan's review and publication.
- 2.4 The HR Director presented the Resource plan and highlighted the cost pressures on staff budgets, particularly in relation to contingent labour expenditure. EC agreed that HM Treasury ceiling on contractor expenditure

could not be breached. **Action: HRD to provide a breakdown of staffing costs by business area. HRD to circulate list of current contractors.**

- 2.5 The Chief Financial Officer presented a draft of the Financial plan (operating cost budget) and highlighted a number of options and pressures to the EC requiring a decision. **Action: Chief Financial Officer to revisit a number of budget bids with budget-holders in light of EC decisions.**

### **3 Review of Security Incidents**

- 3.1 Matt Vale presented the paper outlining recent security incidents and proposals to strengthen the Department's security.
- 3.2 EC agreed the recommendation to trial new email security software.
- EC suggested that instead of introducing divisional security champions, this function would be explored using the existing ITLO network. **Action: Matt Vale to explore ITLO network.**

### **4 Improving the Secretariat Service**

- 4.1 Charles Hickson presented the paper on measures to improve the Secretariat Service.
- 4.2 EC approved the paper's recommendations which will be formally introduced from 01 May.

### **5 Overseas Investment Insurance**

- 5.1 Richard Wade and Sharleene Bibbings presented the paper which provided an update on the progress made to update Overseas Investment Insurance.
- 5.2 EC agreed the paper's recommendations to commission further exploration in relation to this product.

### **6 Business Group Forecasts**

- 6.1 The Head of the Business Group gave an update on current and pipeline business cases.
- 6.2 Additionally, EC discussed the success of recent share fairs and the positive impact of such events for UK businesses. EC discussed how this impact could be captured and measured in the future.

## **7 DIT Collaboration Record**

- 7.1 EC discussed current collaboration with DIT and asked the CXO Secretariat to maintain a record of DIT collaboration to be completed by Heads of Division.

## **8 Allowances Discussion**

- 8.1 The Director of Human Resources introduced a discussion into the current pay arrangements of specialist allowances for UKEF employees.
- 8.2 EC also discussed general pay policy and noted that Shane Lynch would investigate options.

## **9 DIT Engagement Update**

- 9.1 The Chief Executive provided an update to EC members on engagement with the new Permanent Secretary and DIT Ministers.

## **10 AOB**

- 10.1 The Head of Legal Division gave views on her first few weeks in the role.

**Ben Robey**

**Chief Executive's Office**

## MINUTE OF EXECUTIVE COMMITTEE MEETING – 12 APRIL 2017

Present: Louis Taylor                      Attending: Matt Vale  
Shane Lynch  
Bhaskar Dasgupta  
Cameron Fox  
Gordon Welsh

Apologies: David Havelock  
Davinder Mann  
Bhaskar Dasgupta

Secretary: Ben Robey

### 1 **Review of Minutes. Actions**

- 1.1 Subject to amendments from the Chief Financial Officer and Head of Human Resources, the minutes and actions of the previous meeting of 05 April were approved.

### 2 **DIT Engagement Update**

- 2.1 EC briefly discussed ongoing DIT engagement.

### 3 **Annual Information Security Review**

- 3.1 Matt Vale presented the paper which provided an overview of security risk within the Department.
- 3.2 Subject to minor amendments, EC approved the paper to be presented to the UKEF Board on 20 April.

- 3.3 EC discussed the security risks of new digital systems and processes in development. **Action: Chief Operating Officer to present paper to EC regarding safety measures being taken in advance of the introduction of new systems.**
- 3.4 EC considered the need for a new Business Continuity Plan in light of increased digital and process changes. **Action: Matt Vale to consider new Business Continuity Plan.**

#### 4 **AOB**

- 4.1 EC noted that there should be greater internal communications in relation to wider change within the Department.

**Ben Robey**

**Chief Executive's Office**