



- 5.1 Shane Lynch and Kate Kendall presented the paper to EC.
- 5.2 EC noted that succession planning and talent management remains a key Departmental priority and agreed an increased role for divisional heads to develop succession plans. It was agreed that guidance and assistance will be provided by HRD.
- 5.3 EC noted that the current number of high risk roles to be included in the succession plan should be reduced. EC agreed that the high level plan should focus on EC and SLT posts.
- 5.4 EC agreed that additional skills and training should be given to line managers in order to facilitate increased fruitful discussions regarding talent management and career progression. Heads of Division are responsible for ensuring sufficient succession planning is done in their respective divisions.
- 5.5 Kate Kendall will send out current succession plans to EC members to review ahead of any changes.

## **6 Learning and Development**

- 6.1 EC discussed the issues and recommendations raised by the paper, presented by Shane Lynch and Carolyn Clemens.
- 6.2 EC recognised the benefits of working with the established professions of the Civil Service and agreed that divisional heads would continue to develop professions. It was agreed that leads would be identified where no current Departmental head is responsible.
- 6.3 EC requested that a checklist be developed for line managers to fully explain their role and duties in light of engagement and talent management responsibilities.
- 6.4 EC agreed that Departmental Learning and Development key subject areas would be agreed at the away day on 03 March 2017.

## **7 Operations Reorganisation Proposal**

- 7.1 EC discussed the paper, presented by the Chief Operating Officer, Bhaskar Dasgupta and Tahir Ahmed.
- 7.2 EC agreed the recommendations set out by the paper.

## **8 AOB/Communications**

- 8.1 Gordon Welsh presented a brief update in relation to current business.

### **Ben Robey**

**Chief Executive's Office**



#### **4 Restack and Air Conditioning**

- 4.1 EC discussed the proposals outlined in the paper and agreed to conclude discussions on air conditioning, given the difficulties in implementing a viable solution.
- 4.2 EC reviewed the restack proposals. Mr Vale will consider the suggestions and produce two or three costed scenarios for EC to consider.

#### **5 AOB/ Communications**

- 5.1 EC noted that UKEF would be providing a written brief to the new DIT Permanent Secretary.

**David Underwood**  
**Chief Executive's Office**