

MINUTE OF EXECUTIVE COMMITTEE MEETING – 11 JANUARY 2017

Present: Louis Taylor Attending: Richard Simon-Lewis
David Havelock Mark Gray
Gordon Welsh Tahir Ahmed
Davinder Mann Mike Newing
Shane Lynch Pat Cauthery
Bhaskar Dasgupta Paul Walsh
Lucy Meekums

Secretary: Ben Robey
Apologies: Cameron Fox

1 Review of Minutes, Actions

- 1.1 EC approved the minutes of the previous meeting of 7 December, subject to one change.

2 DIT Engagement Update

- 2.1 The Chief Executive Officer (CEO) updated EC on the discussions of the previous DIT Board meeting.

3 Civil Energy and Infrastructure Annual Review

- 3.1 EC discussed the paper presented by Richard Simon-Lewis and Mark Gray.
- 3.2 EC members made a number of suggestions and amendments to the presentation. Subject to these changes, EC cleared the paper to be presented to the UKEF Board in January.

4 Annual Short-Term Business Review

- 4.1 EC considered the paper presented by Tahir Ahmed and Mike Newing.
- 4.2 EC provided advice to the paper authors to widen the scope and change the format of the paper. Subject to these changes, EC cleared the paper to be presented to the UKEF Board in in January.

5 Operational Business Plan

- 5.1 EC discussed the paper, presented by Bhaskar Dasgupta.
- 5.2 EC reached agreement on the paper's recommendations and noted the timings of the operational plan set out by the paper.

6 Update - UKEF Digital Programme

- 6.1 The Chief Operating Officer updated EC members on the progress of UKEF's Digital Programme.
- 6.2 Subject to some changes, EC agreed the digital programme presentation to be presented to the UKEF Board in January.

7 Boeing National Interest Request

- 7.1 Pat Cauthery and Paul Walsh presented a paper on options for the future of UKEF support for Boeing.
- 7.2 EC discussed the issues set out by the paper and agreed the paper's recommendation. It was agreed that EC would be kept informed of future progress on this matter.

8 Annual HR Review

- 8.1 EC considered the presentation on the Annual HR Review, presented by Shane Lynch and Lucy Meekums.
- 8.2 EC made some suggestions to the paper. Subject to these changes, EC agreed that the presentation would be presented to the UKEF Board in January.

9 AOB

- 9.1 No other business was discussed.

Ben Robey

Chief Executive's Office

MINUTE OF EXECUTIVE COMMITTEE MEETING – 17 JANUARY 2017

Present:	Louis Taylor	Attending:	Kristian Hibberd
	David Havelock		Gwen Williams
	Davinder Mann		Philip Galliver
	Shane Lynch		Philip Cotterell
	Bhaskar Dasgupta		Matt Vale
			Patrick Crowley

Secretary: Ben Robey
Apologies: Cameron Fox
Gordon Welsh

1 Review of Minutes. Actions

1.1 EC approved the minutes of the previous meeting of 11 January.

2 DIT Engagement Update

2.1 EC briefly discussed engagement with DIT.

3 Draft Annual Report and Accounts Timetable

3.1 EC considered the paper presented by Kristian Hibberd.

3.2 EC discussed the timings for the Annual Reports and Accounts creation and future publication.

3.3 EC cleared the paper to be presented to the Audit and Risk Committee on 26 January.

4 Email Data Loss

4.1 EC discussed the paper presented by the Chief Operating Officer, Bhaskar Dasgupta. The Head of Internal Audit, Gwen Williams, also presented a verbal update in relation to Internal Audit's investigation.

4.2 EC agreed that the paper would be updated before its presentation to Audit and Risk Committee to include efforts by UKEF to address the issues set out by the paper.

5 IAAD Progress Update

- 5.1 Gwen Williams presented an update of the work of IAAD.
- 5.2 EC discussed the resourcing needs and challenges for IAAD.
- 5.3 EC agreed the need for timely reports and agreed a new shorter timescale for producing reports.
- 5.4 Subject to the addition of a flowchart, the paper was cleared to be presented to ARC on 26 January.

6 IAAD Travel Expense Management

- 6.1 Gwen Williams presented the Audit Report on the management of travel expenses to EC.
- 6.2 EC discussed the issues raised by the paper and agreed that a further paper would be presented to EC considering procurement and the role of DIT.
- 6.3 EC agreed that the first two recommendations could be closed and agreed the additional actions.

7 Operational Risk Report

- 7.1 EC discussed the paper, presented by Philip Galliver and Philip Cotterell.
- 7.2 EC agreed that two versions of the report would be circulated by email following the meeting before deciding which would be presented to Audit and Risk Committee on 29 January.
- 7.3 EC suggested some additions to the report such as the steps the Department is taking to mitigate risks.

8 Draft Letter of Assurance Process for 16/17

- 8.1 EC discussed the paper, presented by Philip Galliver and Philip Cotterell.
- 8.2 EC agreed the paper's recommendations with the addition of including an option additional independent person to work with the Accounting Officer when assessing Letters of Assurance.
- 8.3 The paper was cleared to be presented to Audit and Risk Committee on 26 January.

9 Compliance Update

- 9.1 EC discussed the compliance update, presented by Bhaskar Dasgupta.
- 9.2 EC discussed the recommendation of a compliance officer. It was agreed that further research would be undertaken.

10 Restack and Air Conditioning

- 10.1 EC discussed the paper presented by Matt Vale and Bhaskar Dasgupta.
- 10.2 EC agreed the recommendation to reinforce the 'hot desking' policy.
- 10.3 EC discussed the paper's recommendations and the evolving nature of the Department.
- 10.4 It was agreed that further investigation into the issue was required and an additional paper would be subsequently presented to EC.

11 Salesforce Utilisation

- 11.1 Patrick Crowley and Kristian Hibberd presented the paper to EC.
- 11.2 EC agreed the paper's recommendations.

12 AOB/Communications

- 12.1 EC discussed proposed increases to certain market limits following the Autumn Statement announcements.

Ben Robey

Chief Executive's Office