

MINUTE OF EXECUTIVE COMMITTEE MEETING – 05 JULY 2017

Present:	Louis Taylor	Attending:	Gwen Williams
	Shane Lynch		Tony Haberfield (Item 3)
	Bhaskar Dasgupta		Kristian Hibberd (Item 3)
	David Havelock		
	Davinder Mann		
	Gordon Welsh		

Apologies: Cameron Fox

Secretary: Ben Robey

1 Review of Minutes. Actions

- 1.1 The minutes and actions of the previous meeting of 21 June were approved after minor amendment.

2 DIT Engagement Update

- 2.1 The Chief Executive Officer (CEO) updated EC on recent engagement with DIT, including an event chaired by the Minister for Trade and Investment that the CEO attended. The CEO emphasised the positive role and substance that UKEF can bring to DIT-led events.
- 2.2 EC members presented engagement updates in respect of their divisions.

3 Digital Assets and External Collaboration

- 3.1 Tony Haberfield and Kristian Hibberd presented the paper on the digital assets and external collaboration workstream of the Digital Transformation programme.

- 3.2 EC discussed the paper's proposals in relation to UKEF's digital presence following the customer experience research exercise.
- 3.3 It was requested that the paper authors meet further with EC members to provide further details setting out arguments and options. **Action: Kristian Hibberd and Tony Haberfield to meeting with appropriate EC members and provide information.**

4 Business Group Forecasts

- 4.1 The Head of the Business Group updated members on current business and EC noted the strong pipeline of business.

5 Pay Remit Proposals

- 5.1 The Human Resources Director presented the proposals to EC members.
- 5.2 EC agreed the annual pay award and the performance rewards.

6 AOB/Communications

- 6.1 No further business was discussed.

Ben Robey

Chief Executive's Office

MINUTE OF EXECUTIVE COMMITTEE MEETING – 18 JULY 2017

Present:	Louis Taylor	Attending:	Mark Hopkins (Item 3)
	Shane Lynch		Gwen Williams (Item 4)
	Bhaskar Dasgupta		Andy Blacksell (Item 5)
	David Havelock		Kristian Hibberd (Item 6)
	Davinder Mann		Nathan Birac (Item 6)
	Gordon Welsh		
	Cameron Fox		

Apologies: None

Secretary: David Underwood

1 Review of Minutes. Actions

- 1.1 The minutes and actions of the previous meeting of 5 July were reviewed and approved.

2 DIT Engagement Update

- 2.1 The Chief Executive Officer (CEO) updated EC on recent engagement activities with DIT, and other EC members provided updates for their divisions.
- 2.2 The Head of the Business Group reported contacts with DIT in respect of High Value Campaigns. The CEO had attended an informative values workshop.
- 2.3 EC noted the positive engagement that was being seen with ambassadors in overseas Posts and discussed early preparations for the 2017 Staff Survey process.
- 2.4 EC noted that going forward UKEF would attend the “GREAT” Program Board. Louis Taylor would attend on behalf of UKEF.

2.5 EC also discussed the publication of the 2016/17 Annual Report and Accounts and the Performance Highlights. EC recognised the amount of work involved in producing them and agreed the documents were very good, and also that they reflected well on the department.

3 General Data Protection Regulation (GDPR)

- 3.1 Mark Hopkins presented a paper on the introduction of the General Data Protection Regulation (GDPR), which will enter into force in May 2018.
- 3.2 EC discussed the requirements that the regulation would introduce and the potential implications for UKEF as a public body.
- 3.3 EC reviewed the actions already undertaken and noted the significant impact the GDPR could have. EC approved the current preparations and the proposed action plan and requested to be kept regularly updated. **Action: Mark Hopkins to liaise with DIT on the preparation actions they have made.**

4 Internal Audit Report: Cyber security

- 4.1 Gwen Williams presented the first formal cyber security audit and noted that audits were regularly scheduled with the next to be done in Q3.
- 4.2 EC reviewed the outstanding action points and requested that IAAD vigorously enforce the deadlines, and identify suitable replacements for action point holders where they had left or were expected to leave post.

5 Direct Lending Policy

- 5.1 EC considered the conclusions outlined in the policy review of the Direct Lending Facility (DLF), and agreed that the proposals made should be presented to the Board and developed into a UKEF policy for future cases.
- 5.2 EC considered completed deals, future pipeline and concentration of deals, and made a number of technical suggestions to be considered.
- 5.3 **Action: The paper will now be presented to the UKEF Board.**

6 Regional Campaigns Update

- 6.1 EC examined the business case to procure a marketing agency with specialised expertise in financial services to plan and deliver regional campaigns in 12 UK regions with an approximate budget of £300,000.
- 6.2 EC discussed the criteria for identifying appropriate companies and the resourcing requirements associated with the projects. EC approved the proposal and requested that a post implementation review be conducted in due course.

7 Business Group Forecasts

- 7.1 EC reviewed updated members on the current pipeline of business. The Head of the Business Group provided status reports on significant or notable cases. EC requested that more consideration be given to situations where significant amounts of work is carried out on projects which don't proceed very far.

8 AOB/Communications

- 8.1 No further business was discussed.

David Underwood

Chief Executive's Office