

MINUTE OF EXECUTIVE COMMITTEE MEETING – 07 JUNE 2017

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|------------|------------------|------------|-----------------|
| Present: | Louis Taylor | Attending: | Tony Haberfield |
| | Shane Lynch | | Paul Radford |
| | Bhaskar Dasgupta | | Pat Cauthery |
| | Cameron Fox | | Vasso Agapitou |
| | David Havelock | | Laurence Lily |
| | Gordon Welsh | | Charles Hickson |
| | | | Andy Blacksell |
| Apologies: | Davinder Mann | | Carly Grainger |
| | | | Gwen Williams |
| Secretary: | Ben Robey | | |

1 **Review of Minutes. Actions**

1.1 The minutes and actions of the previous meeting of 24 May were approved after minor amendment.

2 **Digital Programme Update**

2.1 Tony Haberfield presented a verbal update on the digital programme ahead of the June Board.

2.2 EC discussed the progress of the digital programme. It was requested that summaries of the 8 workstreams be created and circulated to EC members.

Action – Bhaskar Dasgupta.

2.3 It was confirmed that the applicable Cabinet Office spend controls for Digital and Technology have been applied for work completed to date.

3 **The Case for Account 6**

3.1 Pat Cauthery presented the paper to EC. EC discussed the paper and noted the recommendations and options put forward by the paper.

- 3.2 It was agreed that before the paper is presented to the UKEF Board, it is to be socialised with HM Treasury and UK Government and Investments.

4 UKEF Support for Defence Exports & OECD Arrangements

- 4.1 Pat Cauthery presented the paper to EC.
- 4.2 EC discussed the paper and agreed that before the paper is presented to the UKEF Board, a submission would go to the Minister to gain a Ministerial steer.

5 Annual Security Update to Risk Committee

- 5.1 The Chief Operating Officer presented the paper to EC.
- 5.2 EC discussed the paper and agreed that the paper would be presented to the June Risk Committee, subject to comments from the Head of Internal Audit.

6 Concessional Export Finance Facility

- 6.1 Carly Grainger presented the paper to EC.
- 6.2 EC discussed the paper. It was agreed that the paper would return to EC following the General Election given the ministerial direction associated with the paper.

7 Salesforce 2017 – 2020 Plans

- 7.1 The Chief Operating Officer presented the paper on the Salesforce plans to EC.
- 7.2 EC noted the proposed timeline and discussions were held over the volume of work scheduled for July.
- 7.3 It was agreed that EC required further information in relation to the Salesforce project. The Chief Operating Officer was asked to compile a paper that sets out the difficulties associated with Salesforce to ensure EC's full understanding.
- 7.4 EC agreed that the Chief Operating Officer would be the Sponsor and suitable candidates were agreed for the Senior Reporting Officer.

8 IAAD Annual Opinion

- 8.1 The Head of Internal Audit presented her Annual Report and Opinion to EC ahead of the paper's presentation to the Audit Committee.
- 8.2 EC cleared the paper subject to a minor change.

9 BG Forecasts

- 9.1 The Head of Business Group presented the Aero and Civil forecasts.
- 9.2 EC noted the pipeline business and discussed a number of cases.

10 AOB/Communications

- 10.1 No further business was raised.

Ben Robey

Chief Executive's Office

MINUTE OF EXECUTIVE COMMITTEE MEETING – 21 JUNE 2017

Present: Louis Taylor Attending: Phil Galliver (item 4)
 Shane Lynch Gwen Williams
 Bhaskar Dasgupta
 David Havelock
 Davinder Mann

Apologies: Gordon Welsh
 Cameron Fox

Secretary: David Underwood

1 **Review of Minutes, Actions**

1.1 The minutes and actions of the previous meeting of 7 June were approved after minor amendment.

2 **DIT Engagement Update and CEO update**

2.1 Louis Taylor updated the Executive Committee (EC) on recent activity at DIT. The election process had been completed and the same ministers had been reappointed. A lead negotiator had also recently been appointed by the government.

2.2 Louis Taylor updated EC on the recent UKEF Board, Audit and Risk Committee meetings and the actions DIT were taking in respect of the DIT People Plan.
Action Bhaskar Dasgupta and Louis Taylor to discuss next steps for the People Plan.

2.3 Davinder Mann reported on discussions that UKEF Legal Division were having with DIT counterparts as they establish a full legal function. UKEF will continue to support DIT where needed.

3 UKEF Security Transformation

- 3.1 Bhaskar Dasgupta presented the UKEF Security Transformation Update. The presentation provided an overview of the current and future state of the UKEF security profile in the light of increased cyber security threats, increased departmental public profile and other changes at UKEF.
- 3.2 EC agreed to move the department towards a Level 4 – Quantitatively Managed model from the existing level. EC requested more information on resource implications and the business and organisational culture impact. **(Action: Bhaskar Dasgupta to return to EC with appropriate options for EC to consider)**

4 Operational Risk Register

- 4.1 EC examined the proposed Risk Register sign-off schedule and the updated Operational Risk management Policy document. EC approved the rolling schedule for sign off and suggested amendments on the policy.
- 4.2 EC discussed improving near miss reporting, improving awareness amongst staff especially after a significant recruitment drive.
- 4.3 EC requested that Phil Galliver undertake some work to reinforce the risk management policy including staff sessions, guidance and objectives for various levels of staff, and advised that EC members would support this initiative.

5 Business Group Forecast

- 5.1 The BG forecast discussions were postponed to the next EC meeting.

6 Pay Validation

- 6.1 EC carried out a validation exercise on the final performance management ratings, before they are released to staff.

- 6.2 EC reviewed the distribution of performance management ratings across grade and protected characteristics.
- 6.3 EC also carried, in camera, cases where staff were assessed at the Group Validation stage as being borderline.

7 AOB/Communications

- 7.1 No further business was raised.

David Underwood
Chief Executive's Office