

MINUTE OF EXECUTIVE COMMITTEE MEETING – 06 SEPTEMBER 2017

Present: Louis Taylor Attending:
Shane Lynch
David Havelock
Davinder Mann
Gordon Welsh
Cameron Fox

Apologies: Bhaskar Dasgupta

Secretary: Ben Robey

1 Review of Minutes. Actions

- 1.1 After minor amendment, the minutes and actions of the previous meeting of 23 August were reviewed and approved.

2 Gifts and Hospitality Policy

- 2.1 EC members discussed UKEF's current Gifts and Hospitality Policy.
- 2.2 It was agreed that the current policy is fit for purpose; however a review needs to be undertaken in relation to record keeping for the Gifts and Hospitality Register. **Action - Adam Harris.**

3 Use of Non-Executive Directors

- 3.1 EC members noted the document outlining views and thoughts regarding the best use of NEDs within the Department.

- 3.2 EC agreed that NEDs should hold sessions with staff setting out their vision for UKEF and share expertise to ensure that UKEF fulfils its aim to become a more customer-centric organisation.
- 3.3 It was further agreed that NEDs should mentor staff who are to be identified at a future discussion about UKEF workforce.

4 AOB/Communications

- 4.1 No further business was discussed.

Ben Robey

Chief Executive's Office

MINUTE OF EXECUTIVE COMMITTEE MEETING

13 SEPTEMBER 2017

Present:	Louis Taylor	Attending:	Andy Blacksell (item 3)
	Bhaskar Dasgupta		Carly Grainger (item 3)
	Shane Lynch		Adam Harris (item 3)
	Davinder Mann		Jem Eskenazi (item 4)
	Cameron Fox		Gwen Williams

Apologies: David Havelock
Gordon Welsh

Secretary: David Underwood

1 Review of Minutes. Actions

- 1.1 The minutes and actions of the previous meeting of 6 September were reviewed and approved.

2 DIT Engagement Update

- 2.1 Louis Taylor updated the committee members on discussions at the recent UKEF Board and the DIT Board. He also provided updates following recent discussions with the Secretary of State in respect of changes to the ministerial team.
- 2.2 EC discussed the importance of close collaboration with the DIT sector teams and overseas representatives.
- 2.3 EC noted that more work could be done to improve colleagues' understanding of the relationship between UKEF and DIT, and undertook to carry out some work at a divisional level to increase awareness.

3 Concessional Export Credit Facility (CECF) Update

- 3.1 Carly Grainger updated the committee on recent developments in respect of the CECF. DfID are considering UKEF's minimum requirements and are expected to advise what assistance they can provide in administering the scheme. UKEF is also working with other government departments with regard to the schemes' suitability for the Prosperity Fund.

4 IT Update

- 4.1 EC members discussed the proposed IT strategy to improve IT governance and delivery processes to support the delivery of UKEF's 2017-20 business plan.
- 4.2 EC reviewed the proposed structural changes and supported principles which could be locally implemented in the IT division.
- 4.3 EC requested that the Chief Technology Officer collate individual feedback from EC members and return to EC with developed proposals for governance structure (**action: Jem Eskenazi**).

5 AOB/Communications

- 5.1 No further business was discussed.

David Underwood

Chief Executive's Office

MINUTE OF EXECUTIVE COMMITTEE MEETING

20 SEPTEMBER 2017

<p>Present: David Havelock (Chair)</p> <p>Gordon Welsh</p> <p>Bhaskar Dasgupta</p> <p>Shane Lynch</p> <p>Davinder Mann</p>	<p>Attending: Andy Blacksell (item 3)</p> <p>Vasso Agapitou (item 3)</p> <p>Gwen Williams</p>
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Apologies: Louis Taylor
Cameron Fox

Secretary: David Underwood

1 Review of Minutes, Actions

- 1.1 The minutes and actions of the previous meeting of 13 September were reviewed and approved.
- 1.2 The Direct Lending Paper will be recirculated to EC prior to its discussion at the Board (**Action: Gordon Welsh**)

2 DIT Engagement Update

- 2.1 EC noted the significant resources which had been committed by UKEF into organising the upcoming Bechtel Share Fair.

3 State aid evaluation: BSS and EWCS

- 3.1 EC supported the proposals made in the paper and commended the work done over an extensive period. Issues highlighted in the paper will be continuously reviewed.
- 3.2 EC agreed the recommendations in the paper, subject to comments communicated to the Underwriting Policy and Products team.

4 Smarter Working

- 4.1 The Chief Operating Officer gave EC members an update on the current state of play in respect of smarter working and accommodation.
- 4.2 EC noted the constraints that UKEF was operating under and requested that the paper be reconsidered at the next EC when the CEO and Finance Director were present.
- 4.3 EC agreed that work could begin on updating HR policies, and recommended that UKEF CEO consider making representations to the Permanent Secretary and Minister Offices regarding UKEF requirements.

5 Plan for the Operational Plan

- 5.1 The Chief Operating Officer ran through the proposed timetable for preparing the next UKEF Operating Plan. EC made recommendations for improving cross divisional planning and increasing the level of involvement of the Chief Executive's Office (CXO).
- 5.2 Action: **Bhaskar Dasgupta and Gwen Williams** to speak to Adam Harris (CXO) and outline the requirements of CXO.

6 Bank Delegation Business As Usual Model

- 6.1 EC has previously discussed this issue and agreed the proposals in the paper, prior to communication to the Senior Leadership Team, and more widely amongst UKEF staff.

7 AOB/Communications

- 7.1 No further business was discussed.

David Underwood

Chief Executive's Office