

MINUTE OF EXECUTIVE COMMITTEE MEETING – 10/07/12

Present: Mr Crawford (Chair)
Mr Addison Smith
Mr Dodgson
Mr Havelock
Ms Johnson
Mr Ridley

Attending: Ms Gradwell (Item 2)
Mr Cassell (Item 3)
Mr Underwood (Item 5)

Secretary: Mr Ahmed

1 Draft Minute of 3 July meeting

1.1 The draft minute was approved.

2 Olympics Assurance

2.1 EC discussed plans for working arrangements during the Olympic and Paralympic Games. EC noted the Internal Audit opinion was satisfied on the changes made to the control framework for the duration of the games. A remote working test was to be conducted on Friday 13 July.

3 BCU Update

3.1 EC discussed project and business change activity. EC noted the projects recently completed, project risks and issues and the schedule for planned business improvement work.

4 BSIC Report Back

4.1 EC was given an update on the issues considered by BSIC at its June meeting. BSIC had considered IT support required during the Olympic period.

5 Freedom of Information requests

5.1 EC noted recent performance in responding to requests for information.

6 Committee Action Log

6.1 EC members were invited to provide updates on any outstanding actions.

Mr Ahmed

Chief Executive's Office

MINUTE OF EXECUTIVE COMMITTEE MEETING – 04/09/12

Present: Mr Dodgson (Chair) Attending: Mr Ahmed
 Mr Addison Smith
 Ms Johnson

Apologies: Mr Crawford
 Mr Havelock
 Mr Ridley

Secretary: Mr Lily

1 Draft Minute of 24 July meeting

1.1 The draft minute was approved.

2 Travel and Subsistence Policy

2.1 EC discussed the draft travel and subsistence policy. EC agreed that a revised draft should be produced taking account of points made.

3 Freedom of Information requests

3.1 EC noted recent performance in responding to requests for information.

4 Audit Committee: 2011-12 Whole of Government Accounts Reporting

4.1 EC noted that AC, would be informed that UK Export Finance had made its audited contribution to HM Treasury in respect of the Whole of Government Accounts.

5 AOB

5.1 EC noted plans for all government bodies to move to a common uniform brand identity.

Mr Lily

Chief Executive's Office

MINUTE OF EXECUTIVE COMMITTEE MEETING – 18/09/12

Present: Mr Crawford(Chair) Attending: Mr Cassell Items 4 and 5
Mr Dodgson
Mr Addison Smith
Ms Johnson
Mr Havelock

Apologies: Mr Ridley

Secretary: Dr Phillips

1 Draft Minute of 4 September meeting

1.1 The draft minute was approved.

2 Draft Corporate Governance Statement

2.1 EC reviewed the draft Corporate Governance Statement, which is updated annually, and agreed to provide comments to the Secretariat ahead of its submission to Management Board.

3 Stakeholder engagement

3.1 EC discussed potential strategies for stakeholder engagement prompted by the suggestion of non-executive directors.

4 IT: One year on

4.1 EC was provided with an update on the departments IT infrastructure one year on from moving IT support off site. EC noted that there had been significant improvements in the support and governance of core applications, network stability and availability, remote access, and service desk support to staff.

5 BSR: End of programme report

- 5.1 EC noted the end of programme report, which was to be discussed at Management Board at its meeting on 27 September. The report outlined the key deliverables of the programme costs and benefits, and lessons learned.

6 Any other business

BIBA Reception

- 6.1 EC noted that the recent reception for BIBA members at the FCO, hosted by Lord Green and Eric Galbraith, had been a success, with positive feedback received from those attending.

Export Finance Advisors

- 6.2 EC was provided with an update on the recruitment of UK Export Finance's Export Finance Advisors (EFAs). To date six were in place with a further five due to be in post by mid-October. Officials were working with counterparts in the Welsh Government to identify a candidate for Wales.

Dr Phillips

Chief Executive's Office

MINUTE OF EXECUTIVE COMMITTEE MEETING – 25/09/12

Present: Mr Crawford (Chair) Attending: Mr Cross Item 1
 Mr Addison Smith Mr Harris Item 1
 Ms Johnson Ms Gradwell Items 4 and 5
 Mr Havelock Mr Cohen Item 7

Apologies: Mr Ridley
 Mr Dodgson

Secretary: Mr Lily

1 Draft Minute of 18 September meeting

1.1 The draft minute was approved.

2 Change of Treasury Management System: Impact on Accounts

2.1 EC discussed a change in the valuation of the overall FREF portfolio caused by a switch of treasury management systems. The change, which was modest, had been expected and the reasons behind it understood. It would be reported to Audit Committee (AC).

3 Audit Completion Report

3.1 EC reviewed the management responses to the audit points raised by the external auditors in their audit completion report following the finalising of the 2011-12 Accounts. These responses would be considered by AC at its meeting on 3 October.

4 IT DR test Report

4.1 EC noted the audit report on IT disaster recovery, which followed an IT disaster recovery test conducted in November 2011 and a further test in June 2012. AC would consider the report at its meeting on 3 October.

5 IAAD Plan: Mid-Year Review

5.1 EC reviewed the 2012-13 IAAD Plan ahead of its consideration by AC. EC noted recent audit findings and the proposed changes to the plan.

6 Enterprise Risk Management

6.1 EC discussed the significant risks to the achievement of the department's objectives, noting assessments of operational risk from across the department and the various sources of assurance. AC was due to consider Enterprise Risk at its meeting on 3 October.

7 Operational Risk: Payments and Receipts

7.1 EC noted that Finance Group had conducted an exercise to consider the relative operational risk inherent in processing each of the various categories of payments and receipts processed by the department. The outcome of the exercise would be shared with the staff responsible for managing the risks and considered by AC on 3 October.

8 CDS Disposal

8.1 EC noted that AC was to be provided with the background and rationale for the department's disposal of its remaining Credit Default Swap contracts in March 2012. AC had requested this at its last meeting.

Mr Lily
Chief Executive's Office