

## **MINUTE OF EXECUTIVE COMMITTEE MEETING – 09/10/12**

Present: Mr Crawford (Chair)      Attending: Mr Blacksell (Item 1)  
Mr Addison Smith  
Ms Johnson  
Mr Havelock  
Mr Ridley

Apologies: Mr Havelock

Secretary: Mr Lily

### **1      Draft Minute of 25 September meeting**

1.1    The draft minute was approved.

### **2      Electronic Case Management**

2.1    EC discussed plans to implement an Electronic Case Management System. EC noted the potential advantages of the system and the merits of adopting a phased implementation. EC agreed the proposed approach put forward, subject to the satisfaction of questions raised by Mr Ridley.

### **3      Excess Fares**

3.1    EC considered a proposal for providing staff with an allowance for excess fares following the move to new accommodation. EC endorsed the proposal, which would now go to the TUS for consultation.

### **4      Internal Audit**

4.1    EC discussed the provision of internal audit services.

**Mr Lily**

**Chief Executive's Office**

## MINUTE OF EXECUTIVE COMMITTEE MEETING – 16/10/12

Present: Mr Crawford (Chair)      Attending: Mr Ahmed  
          Mr Addison Smith            Mr Cassell                            (Item 2)  
          Ms Johnson                      Ms Robertson                      (Item 2)  
          Mr Ridley                           Mr Cross                              (Item 4)  
   Mr Rossington                      (Item 4)  
Apologies: Mr Havelock            Ms Lefley                              (Item 6)  
              Mr Dodgson                Mr Underwood                      (Item 6)

Secretary: Mr Lily

### **1      Draft Minute of 9 October meeting**

1.1    The draft minute was approved.

### **2      International Debt: Information for Parliament**

2.1    EC discussed the proposal to publish information on sovereign debts owed to UK Export Finance in the House of Commons Library in response to interest from MPs.

### **3      EMF Recalibration**

3.1    EC reviewed the proposed EMF recalibration, ahead of the planned presentation to MB on this issue.

### **4      Export Refinancing Facility**

4.1    EC was briefed on the proposed Export Refinancing Facility that is intended to facilitate the supply of funding for guaranteed long-term export credit loans.

### **5      UKEF Staff Conduct Policy**

5.1    EC discussed the policy on Staff Conduct.

### **6      Information Requests**

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

**7 International Strategy**

7.1 EC discussed the approach to international initiatives on export credits, in readiness for a presentation to MB.

**Mr Lily**

**Chief Executive's Office**

## **MINUTE OF EXECUTIVE COMMITTEE MEETING – 31/10/12**

Present: Mr Crawford (Chair)      Attending: Mr Ahmed  
          Mr Addison Smith            Mr Cassell                            (Item 2)  
          Mr Havelock  
          Mr Dodgson  
          Mr Ridley

Apologies: Ms Johnson

Secretary: Mr Lily

### **1 Draft Minute of 16 October meeting**

1.1 The draft minute was approved.

### **2 Business Change**

2.1 EC reviewed business change activity, noting projects completed, underway and planned. EC agreed key terms for a glossary should be selected for review by GCO. EC noted that the final batch of laptops were to be rolled out shortly, so that all staff would be equipped in advance of the move to 1 HGR.

### **3 UKEF Branding**

3.1 EC noted the Cabinet Office direction to departments on adopting the new government identity scheme. EC noted that plans were in hand to move to the new identity, subject to final consideration by GCO.

**Mr Lily**

**Chief Executive's Office**

## MINUTE OF EXECUTIVE COMMITTEE MEETING – 20/11/12

Present:	Mr Havelock (Chair)	Attending:	Mr Ahmed	
	Mr Addison Smith		Mr Croall	(Item 4)
	Mr Dodgson		Ms Ford	(Item 4)
	Ms Johnson		Ms Lefley	(Item 7)
	Mr Ridley		Mr Rossington	(Item 3)

Secretary: Dr Phillips

### **1 Draft Minute of 31 October meeting**

1.1 The draft minute was approved.

### **2 Response to the Internal Audit review of Business Division 2**

2.1 This item was deferred until a date at which the Head of Internal Audit could attend.

### **3 Export Refinancing Facility**

3.1 EC was informed that discussions were ongoing with the British Bankers' Association regarding the mechanics of the proposed facility, which was aimed at addressing availability of long-term bank funding for export credit loans.

### **4 Revised Monthly Management Reporting**

4.1 EC discussed the proposed new format for UK Export Finance's monthly reporting on financial performance, credit risk and business, which included a more streamlined presentation of the information and a more focused executive summary. EC noted that the new report had been circulated to senior managers for comment.

4.2 EC was informed that the aim was to circulate the new format to the Management Board for discussion at its December meeting.

## **5 Civil Service People Survey**

- 5.1 EC discussed results from the Civil Service People Survey. The department had had a response rate of 80% and engagement index of 56%, which was 2% lower than the Civil Service average.
- 5.2 The report, which had been published on the staff intranet, highlighted positive results in the *Equality and Diversity*, *My Line Manager* and *My Work* areas but low scores in the *Pay* and *Leadership and Management* sections, consistent with what was being seen across the Civil Service.
- 5.3 EC agreed that, once divisional reports were available, it would consider the results alongside the recent Investors in People report to identify common themes to focus on.

## **6 Information Security Assurance Committee (ISAC) report**

- 6.1 EC was provided with a report back on the recent ISAC meeting, noting that a recent security and penetration test had gone well.

## **7 Freedom of Information update**

- 7.1 EC received an update on current outstanding requests under the Freedom of Information legislation.

**Dr Phillips**

**Chief Executive's Office**

## MINUTE OF EXECUTIVE COMMITTEE MEETING – 04/12/12

Present: Mr Havelock (Chair)      Attending: Mr Radford      (Item 4)  
Mr Addison Smith  
Mr Dodgson  
Ms Johnson  
Mr Ridley

Secretary: Mr Lily

### **1 Draft Minute of 20 November meeting**

1.1 The draft minute was approved.

### **2 Priority Objectives**

2.1 EC received an update on progress towards UKEF's priority objectives for 2012-13. EC agreed that MB should receive an update at each of its meetings.

### **3 Business Bank**

3.1 EC discussed feedback on the BIS objective to design and implement a Business Bank intended to boost lending to small and medium sized business. UKEF officials had been invited to attend project board meetings. An oral report would be provided to MB at the 20 December meeting. UKEF would need to consider options for its relationship with the Bank and put advice to Ministers when the full objectives of the bank were known.

### **4 CRG Scenarios**

4.1 EC reviewed an economic scenario and stress testing exercise, noting that UKEF's financial vulnerability to extreme crises has not increased since the last exercise in March 2012. EC agreed that the results would be discussed at the MB meeting in December.

**Mr Lily**  
**Chief Executive's Office**



## **MINUTE OF EXECUTIVE COMMITTEE MEETING – 11/12/12**

Present: Mr Havelock (Chair)      Attending: Mr Fox      (Item 1)  
Mr Addison Smith  
Mr Dodgson  
Ms Johnson  
Mr Ridley

Secretary: Mr Lily

### **1 Draft Minute of 04 December meeting**

1.1 The draft minute was approved.

### **2 Parliamentary Supply Supplementary Estimate 2012-13**

2.1 EC reviewed the Supplementary Estimate and the timetable for it to be considered by MB and submitted to HM Treasury. EC agreed the rationale used to determine the negative vote headroom within the estimate and the description of the ambit of the vote.

### **3 Parliamentary Supply Main Estimate 2013-14**

3.1 EC noted that work was underway to prepare the main estimate for 2013-14. EC agreed it would consider the estimate in January or February, when the premium income forecast and headcount costs for 2013-14 would be known. The Estimate would be considered by MB before being submitted to HM Treasury.

**Mr Lily**

**Chief Executive's Office**

## **MINUTE OF EXECUTIVE COMMITTEE MEETING – 18/12/12**

Present: Mr Havelock (Chair)      Attending: Mr Ahmed  
          Mr Addison Smith                                      Mr Snowdon                                      (Item 2)  
          Mr Dodgson    Ms Gradwell                                      (Item 2)  
          Mr Ridley    Mr Thakker                                      (Item 2)

Apologies: Ms Johnson

Secretary: Mr Lily

### **1      Draft Minute of 11 December meeting**

1.1    The draft minute was approved.

### **2      Non-Aerospace Case Management**

2.1    EC discussed the administration of non-aerospace cases, including document management practices and the use of checklists. EC noted that AC was to consider the topic at its meeting of 30 January.

### **3      Government Internal Audit Services**

3.1    EC noted plans for sharing internal audit services across government and the creation of a Revenue and Expenditure Grouping, which would include UKEF and HMRC among others. EC noted that UKEF had contributed to a draft statement of intent on how the grouping would operate. EC agreed that the plans would be discussed by AC and MB before they are implemented from 1 April 2013.

### **4      Freedom of Information update**

4.1    EC received an update on current outstanding requests under the Freedom of Information legislation and discussed related parliamentary questions and ministerial correspondence.

**Mr Lily**  
**Chief Executive's Office**