

MINUTE OF EXECUTIVE COMMITTEE MEETING – 4/12/13

Present: Mr Godfrey
Mr Addison Smith
Mr Dodgson
Ms Johnson
Mr Havelock
Mr Lawrenson

Attending: Mr Vale (Item 2)
Mr Croall (Item 3)
Mr Fox (Item 4)

Apologies: Mr Croucher
Mr Redfearn

Secretary: Mr Lily

1 Draft minute of 25 November meeting

1.1 The draft minute was approved.

2 Space Planning

2.1 EC discussed preparations for the change to flexible working made necessary by growing staff numbers. EC agreed that this policy change would take place in January 2014, and that it would incorporate the adoption of a policy to provide a minimum of eight desks per ten FTEs. EC noted that under current staff projections, a one-to-one ratio would be maintained until March 2013, after which FTE numbers would begin to exceed desk numbers.

2.2 EC noted that further communication would be prepared to keep staff informed. EC agreed that a programme of space planning work would continue in order to manage the change, to engage with staff and to consider longer terms plans.

3 Statutory Limits

3.1 EC agreed that UKEF should seek to use the 2014 Finance Bill to merge the separate sterling and currency limits under 6(1) of the Export and Investment Guarantee Act 1991.

4 Supplementary Estimate

- 4.1 EC agreed the Supplementary Estimate ahead of its submission to HM Treasury.

5 Any Other Business

Business Change

- 5.1 EC discussed strategic and operational planning activities.

**Mr Lily
Chief Executive's Office**

MINUTE OF EXECUTIVE COMMITTEE MEETING – 10/12/13

Present: Mr Godfrey
Mr Addison Smith
Ms Crosse
Mr Croucher
Ms Johnson
Mr Havelock
Mr Lawrenson
Mr Redfearn
Ms Sancto

Attending: Mr Gough (Item 2)
Mr Short (Item 2)

Apologies: Mr Dodgson

Secretary: Mr Lily

1 Draft minute of 4 December meeting

1.1 Due to time constraints, the minute would be approved by written procedure.

2 Electronic Case Management System

2.1 EC received a demonstration of the ECMS system, which was ready to start user acceptance testing. EC noted that there was competition for the staff resources required to test and implement the system, and that priorities would need to be decided as part of the business planning process.

Mr Lily
Chief Executive's Office

MINUTE OF EXECUTIVE COMMITTEE MEETING – 17/12/13

Present: Mr Godfrey
Ms Crosse
Mr Croucher
Ms Johnson
Mr Dodgson
Mr Havelock
Mr Lawrenson
Mr Redfearn
Ms Sancto

Attending: Ms Kendall (Item 2)
Ms D'Sylva (Item 2)
Mr Waterhouse (Item 2)
Ms Gradwell (Items 3-4)
Mr Harris (Items 3-4)

Apologies: Mr Addison Smith

Secretary: Mr Lily

1 Draft minute of 10 December meeting

1.1 The draft minute was approved.

2 Change Group update

2.1 EC received a presentation from the UKEF Change Group, which had been established to examine how UKEF could encourage greater levels of staff engagement. The Change Group outlined its vision and recommended actions. EC agreed to consider the recommendations and to write to the change group. EC was in favour of quickly implementing the recommendation on senior staff holding informal communication and briefing sessions for staff.

2.2 EC agreed the Change Group work should continue, but as a complementary and expanded network working to the newly formed Change Board.

3 Brokers' commission

3.1 EC noted work to review the administration of brokerage in connection with the Export Insurance Policy.

3.2 EC requested that Internal Audit review the status of all business manuals and procedures and make recommendations.

4 Case Exposure Records

- 4.1 EC noted progress on work to address a recommendation on case exposure records from the 2012-13 external Financial Statements audit. EC requested an update on this work early in January.

5 Change Board

- 5.1 EC agreed the Terms of Reference for the Change Board that would replace the Business Systems and Infrastructure Committee as a sub-committee of EC. EC requested sight of project-initiation document templates.

6 Information Security Assurance Committee (ISAC)

- 6.1 EC noted the outcome of the last ISAC meeting, noting planned changes in roles and responsibilities.

7 AOB

- 7.1 EC discussed the potential amendment of UKEF's statutory powers. EC requested the Chief Executive's Office prepare an update and advice for Ministers.

**Mr Lily
Chief Executive's Office**