

## MINUTE OF EXECUTIVE COMMITTEE MEETING – 06/02/13

Present: Mr Havelock (Chair)      Attending: Dr Phillips      (Item 3)  
Mr Addison Smith      Mr Cramphorn      (Item 3)  
Mr Dodgson      Mr Cross      (Item 4)  
Ms Johnson  
Mr Ridley

Secretary: Mr Lily

### **1 Draft Minute of 22 January meeting**

1.1 The draft minute was approved.

### **2 Health and Safety Update**

2.1 EC discussed ongoing issues with the lift service in the building and noted that building management had been contacted.

### **3 Freedom of Information update**

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

### **4 FX Credit Support**

4.1 EC confirmed that no further work would be undertaken on the development of a standalone FX credit support scheme. Mr Cross agreed to inform interested parties.

### **5 AOB**

5.1 EC noted a draft divisional seating plan for 1 Horse Guards Road that would be considered by the Senior Management Team and staff with a view to reaching an agreement on each division's location.

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

## MINUTE OF EXECUTIVE COMMITTEE MEETING – 26/02/13

Present: Mr Havelock (Chair)      Attending: Mr Dolan      (Item 2)  
Mr Addison Smith  
Mr Dodgson  
Ms Johnson  
Mr Ridley

Secretary: Mr Lily

### 1 **Draft Minute of 6 February meeting**

1.1 The draft minute was approved.

### 2 **Investors in People**

2.1 EC received a presentation from Vincent Dolan, an assessor for Investors in People. The Secretary was not present.

### 3 **AOB**

#### Utilisation of Short Term Product schemes

3.1 EC discussed recent interest in the schemes from the Secretary of State and the BIS Permanent Secretary.

#### G11 Heads of ECAs

3.2 Mr Havelock updated EC on the forthcoming meeting of the G11 Heads of ECAs.

#### Enterprise Committee

3.3 EC noted the intention of BIS officials to put a paper to the Enterprise Committee on improving the marketing of government support and advice to SMEs.

### Accommodation

- 3.4 EC noted that Heads of Division had agreed the divisional location plans for 1 HGR.

### Business Bank

- 3.5 EC noted the intention of the Business Bank project board to consider what role, if any, UK Export Finance could take in the Bank's development and future operations.

**Mr Lily**

**Chief Executive's Office**