

## **MINUTE OF EXECUTIVE COMMITTEE MEETING – 03/09/13**

Present: Mr Dodgson  
Mr Havelock  
Ms Johnson  
Mr Redfearn

Attending: Mr Ahmed (Item 2)  
Mr Carroll (Item 2)  
Mr Cauthery  
Mr Malby (Item 2)

Apologies: Mr Addison Smith

Secretary: Dr Phillips

### **1 Draft minute of 20 August meeting**

1.1 The draft minute was approved.

### **2 UKEF support for major defence export contracts**

2.1 EC discussed requests for its possible support for a number of large defence export contracts. EC agreed that it should be kept informed of developments.

### **3 Governance Statement**

EC discussed the draft Governance Statement covering the period David Havelock was the interim Chief Executive.

**Dr Phillips**

**Chief Executive's Office**

## MINUTE OF EXECUTIVE COMMITTEE MEETING – 10/09/13

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

Attending: Mr Cauthery  
Mr Cassell (Item 2 and 3)  
Mr Tyler (Item 2 and 3)  
Mr Potter (Item 5)  
Mr Simpson (Item 5)  
Mr Phillips (Item 6)

Secretary: Mr Lily

### **1 Draft minute of 3 September meeting**

1.1 The draft minute was approved, with amendments.

### **2 Operational Planning**

2.1 EC reviewed the range of work completed, underway or planned. EC requested further consideration be given to how progress should be monitored and reported.

2.2 EC discussed the recruitment of international export finance advisers.

### **3 Project Management**

3.1 EC discussed IT project management resources.

### **4 Civil Service Reform**

4.1 EC considered proposals put forward by the Cabinet Office as part of the Civil Service Reform Plan.

### **5 Social Media**

5.1 EC discussed the potential for using social media to communicate externally. EC requested further consideration be given to the potential benefits, costs and risks taking account of UKEF's wider communications strategy.

**6 Freedom of Information update**

6.1 EC received an update on requests for information.

**7 AOB**

7.1 EC noted that the government was considering the introduction of legislation that would benefit SMEs.

7.2 EC noted the recent meeting of EGAC.

7.3 EC noted plans under consideration by HM Treasury for departments to publish mid-year performance reports.

**Mr Lily**

**Chief Executive's Office**

## MINUTE OF EXECUTIVE COMMITTEE MEETING – 24/09/13

Present:	Mr Godfrey	Attending:	Mr Cauthery
	Mr Addison Smith		Ms Kendall (Item 2)
	Mr Dodgson		Ms Martin (Item 2)
	Mr Havelock		Mr Gough (Item 3)
	Ms Johnson		Mr Cassell (Items 5 and 6)
	Mr Redfearn		Ms Gradwell (Item 6)

Secretary: Mr Lily

### **1 Draft minute of 10 September meeting**

1.1 The draft minute was approved.

### **2 Change Group**

2.1 EC received an update on the work of the Change Group, which was made up of staff from across the department and formed to consider the outcome of the last staff survey and Investors In People report and make recommendations to EC.

2.2 EC were grateful for the work of the group to date and agreed that its progress should be communicated to staff, with a message from David Godfrey. EC noted that the group planned to return to EC with recommendations following the results of the 2013 staff survey.

### **3 Triennial Review of EGAC**

3.1 EC noted that UKEF was shortly to carry out a review of EGAC as part of the government's triennial review programme for NDPBs.

### **4 Operating costs**

4.1 EC noted the timing of a reforecast of UKEF operating costs.

### **5 Business analysis resources**

5.1 EC discussed the business analysis resource required in relation to the implementation of the Direct Lending scheme. EC agreed additional resource was required and noted that a proposal would be put to BSIC.

**6 Audit Committee**

6.1 EC discussed items due for consideration at AC on 2 October, including accounting policies, internal audit work and financial performance.

**Mr Lily**

**Chief Executive's Office**