

MINUTE OF EXECUTIVE COMMITTEE MEETING – 15/01/13

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

Secretary: Mr Lily

1 Draft Minute of 18 December meeting

1.1 The draft minute was approved.

2 Staff Conduct Policy

2.1 EC noted that the draft Staff Conduct Policy now reflected comments made by EC at its meeting on 16 October 2012. EC noted that the draft was now ready for a final consultation with staff and the TUS before publication.

3 ISAC Report

EC discussed the recent meeting of the Information Security Assurance Committee, noting the committee had sought to clarify records management policy in a number of areas; had considered IT asset management practices; and had reviewed IT system security and penetration testing. EC also noted proposals under discussion in government to simplify the protective marking categories.

4 Review of MB Terms of Reference

4.1 EC noted that the MB terms of reference were to be reviewed at MB's meeting on 24 January. EC suggested one minor amendment for MB's consideration.

Mr Lily

Chief Executive's Office

MINUTE OF EXECUTIVE COMMITTEE MEETING – 22/01/13

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

Secretary: Mr Lily

1 Draft Minute of 15 January meeting

1.1 The draft minute was approved.

2 Annual Report

2.1 EC reviewed preparations for the production of the 2012-13 Annual Report.

3 Non-Aerospace Case Management

3.1 EC noted that AC would be considering the administration of non-aerospace cases at its 30 January meeting. EC noted that AC would be provided with background information and context by the Business Group to inform its discussion.

4 IT Asset Report

4.1 EC noted recent work on the management of UKEF's IT assets, ahead of AC's consideration of this topic at its 30 January meeting.

5 DR Test: Recovery Time Objectives

5.1 EC noted the minimum times in which UKEF would seek to recover IT functions in the event of a disaster scenario and the recovery times currently anticipated based on UKEF's most recent disaster-recovery test. EC noted that AC had asked for this information for its 30 January meeting.

Mr Lily
Chief Executive's Office