

MINUTE OF EXECUTIVE COMMITTEE MEETING – 07/05/13

Present: Mr Havelock
Mr Addison Smith
Mr Dodgson
Ms Johnson

Attending: Mr Ahmad
Mr Fox (Item 2)
Ms Gradwell (Items 3-5)

Apologies: Mr Ridley

Secretary: Mr Lily

1 Draft Minute of 30 April meeting

1.1 The draft minute was approved, with minor amendments.

2 Annual Report and Accounts 2012-13

2.1 EC discussed the production of the Annual Report and Accounts, ahead of AC on 15 May. EC members were asked to provide drafting comments in time for the draft to be sent to AC on the 9 May.

3 HIA's Annual Report and Opinion 2012-13

3.1 EC discussed the Head of Internal Audit's Annual Report, which was due to be considered by Audit Committee on 15 May. EC noted the satisfactory opinion the report presented of UKEF's risk management, control and governance processes. EC also considered a summary of assurances provided by Directors, Deputy Directors and Heads of Division to the Chief Executive in relation to risks and management controls in their respective areas of responsibility.

4 Governance Statement

4.1 EC reviewed the draft Governance Statement ahead of its consideration by AC on the 15 May.

5 Internal Audit Plan

- 5.1 EC discussed internal audit work planned for 2013-14. EC noted HM Treasury plans to introduce consistent KPI's for government internal audit services.

6 AOB

- 6.1 EC discussed business-forecasting work and agreed that this work would be deferred until the move to 1 HGR.

Mr Lily

Chief Executive's Office

MINUTE OF EXECUTIVE COMMITTEE MEETING – 21/05/13

Present: Mr Havelock
Mr Addison Smith
Mr Dodgson
Ms Johnson

Attending: Mr Ahmed
Ms Churkina (Item 2)
Mr Whitfield (Item 2)

Apologies: Mr Ridley

Secretary: Mr Lily

1 Draft Minute of 7 May meeting

1.1 The draft minute was approved.

2 Credit Insurance Support for Commodity Exports

2.1 EC discussed the parameters for UKEF support for commodity exports traded on short payment terms, in the context of a recent enquiry.

3 Information Security Assurance Committee

3.1 EC received a report from the Information Security Assurance Committee, a sub-committee of EC. Items highlighted included:

- a recent report on record management practices;
- the result of security penetration testing;
- a review of security software;
- a cryptographic audit;
- the overall risk assessment for information security.

4 AOB

EC discussed the arrangements for publicising UKEF's Annual Report and Accounts.

Mr Lily
Chief Executive's Office

MINUTE OF EXECUTIVE COMMITTEE MEETING – 30/05/13

Present: Mr Havelock Attending: Mr Ahmed
 Mr Addison Smith
 Ms Johnson
 Mr Ridley

Apologies: Mr Dodgson

Secretary: Mr Lily

1 Draft Minute of 21 May meeting

1.1 The draft minute was approved.

2 Freedom of Information update

2.1 EC received an update on current outstanding requests for information.

3 Annual Report and Accounts 2012-13

3.1 EC reviewed the draft Annual Report and Accounts, and suggested some amendments. EC discussed the review of post-balance sheet events, which would be provided to Audit Committee at its meeting on 6 June.

4 AOB

4.1 EC approved the decision to use ukef.gsi.gov.uk for the department's formal email addresses. EC noted that the old email address would function as before.

Mr Lily

Chief Executive's Office