

MINUTE OF EXECUTIVE COMMITTEE MEETING – 01/04/15

Present:	David Godfrey (Chair) Cameron Fox Lucy Wylde	Attending:	Richard Morgan-Smith Gordon Welsh Tahir Ahmed Graham Cassel Matt White Pat Cauthery Andy Blacksell Paul Walsh David Millett Kristian Hibberd Lucy Meekums	Items 1-5 Item 2 Item 2 Item 3 Item 3 Item 4 Item 4 Item 4 Item 4 Item 4 Item 4 Item 6
Secretary:	David Underwood			

1 **Draft minute of 17 March and matters arising**

- 1.1 The draft minute will be reviewed by EC members at the next meeting.

2 **Monthly Business Performance Review**

- 2.1 EC was given an update from BG directors on business forecast figures for Aerospace, Civil and Defence, and Trade Finance and Insurance Solutions (TFIS). EC noted that aero forecasts were as expected after the Q1 review of forecasts. Civil business is slightly lower than the reforecast figure. TFIS business has experienced an upwards trend towards the year-end.

Action: Program Management Office to review the Business Forecast charts for future EC meetings to show more detail on forecasting.

- 2.2 EC also discussed the customer helpline and requested PMO identify an appropriate EC project sponsor for the project.

Action: PMO to identify an EC sponsor and report to EC.

3 **Change Board Update**

- 3.1 EC received an update on the outcomes of the most recent Change Board meeting. In particular, EC reviewed papers relating to the digital Customer Service Portal and the TFIS requirements gathering for digital solutions. Further information was requested: in particular their interaction with bank delegation, the TFIS customer journey and digital customer service portal. EC deferred further discussions on this subject until David Havelock is next able to attend EC.

Action: EC also requested a monthly Deep Dive on certain major Change Board Projects, including an overarching view of the interrelationships between the projects and associated costs.

4 New Powers Update

- 4.1 CXO gave an update of the progress of the new powers, which come into force from 26 May. EC was pleased to see the amount of work that has been done to get the department into a position to possibly announce new products after the General Election and the closure of the public consultation on bribery and corruption.
- 4.2 EC approved the new powers programme expenditure in the business plan and will revisit the New Powers at the 14 April meeting.

5 AOB

- 5.1 There was none.

**David Underwood
Chief Executive's Office**

MINUTE OF EXECUTIVE COMMITTEE MEETING – 14/04/15

Present:	David Godfrey (Chair)	Attending:	Matt Vale	Item 2
	David Havelock		Carol Gradwell	Item 3
	Lucy Wylde		Mark Hopkins	Item 3
	Paul Croucher		Patrick Crowley	Item 3
			Graham Cassell	Item 4
			Emmanuel Facques	Item 4
Apologies:	Steve Dodgson		Lawrence Nichols	Item 4
	Cameron Fox		Ken Ackroyd	Item 5
			Rachael Waters	Item 5
Secretary:	Kate Bittlestone		Pat Cauthery	Item 6
			Charles Redfearn	Item 6

1 Draft minutes of 17 March and 1 April, and matters arising

- 1.1 The draft minutes were approved by EC subject to minor amendments.

2 Business Continuity Plan (BCP) update

- 2.1 EC received an update on amendments to the BCP following a tabletop incident management exercise in December 2014. EC noted the issues that the exercise had identified and the steps taken to resolve them.
- 2.2 EC asked to see sample incident scenarios in order to consider the business activities that should be prioritised in response to different types of events. EC also requested a demonstration of the Group Call emergency communications service.

Action: Security, FM and Procurement Manager to circulate a selection of incident scenarios to EC and SMT.

Action: EC to receive a demonstration of the Group Call system.

3 TFIS

- 3.1 EC held an in camera discussion regarding TFIS.

4 TFIS Post Issue Management audit report

- 4.1 EC discussed the outcome of the TFIS Post Issue Management audit. EC noted the issues the audit identified and the actions underway to reconcile data on overdue premium.
- 4.2 EC requested additional detail from IAAD regarding overdue premiums and the banks concerned, and suggested that the TFIS Operations Manager meet with IAAD and the CEO on a weekly basis to review progress on addressing the issues raised by the audit.

Action: IAAD to circulate a more granular analysis of overdue premiums to EC.

Action: CEO to meet with TFIS Operations Manager and IAAD weekly to review progress.

5 Project updates

- 5.1 EC discussed papers concerning three projects from Change Board: the TFIS Digital Solutions Project, the Digital Customer Services Project and the Bank Delegation Project. EC noted the interdependencies between the three projects and the steps that will be taken to ensure that their objectives and outputs are aligned, including a review point for all three projects scheduled to take place in the summer.
- 5.2 EC noted the projected costs for each project, and factors that could affect delivery, such as internal resources and appointing Project Managers with relevant experience (i.e. with the process management tool Agile). EC also discussed possible future workstreams (such as the extension of the Digital Solutions Project to include TFIS Post Issue Management).
- 5.3 EC requested greater detail on how the projects and others in the TFIS programme fit together, and to receive regular updates on progress against key milestones in each project. Minor changes to the wording of the Bank Delegation project brief regarding the requirement for Secretary of State approval were agreed.
- 5.4 EC approved the commencement of the Customer Digital Portal project and the estimated costs for the Digital Solutions project. It noted that the Bank Delegation brief would go to Change Board later in April.

Action: EC to receive regular updates on progress of each project.

Action: PMO to produce maps to show interrelationships between projects.

6 Export Finance Adviser (EFA) contracts

- 6.1 EC discussed the proposal to place all EFAs on permanent contracts. EC noted the contribution already made by the EFAs and the risks and benefits of the proposals. EC requested greater value for money analysis of the contribution and of the benefits and disadvantages of transferring the EFAs to permanent contracts.

Action: Head of Advisory Services and HR Business Partner to circulate revised business case to EC via written procedure.

Action: HR Business Partner to check the proposed contractual changes are acceptable during Purdah.

7 New powers programme update

- 7.1 EC discussed the papers regarding the Supply Chain Finance product and Enhanced Export Working Capital Scheme, and considered several scenarios in which UKEF support under these products might be requested. EC noted that the timing of the launch of the products would be affected by the outcome of the anti-bribery and corruption consultation.
- 7.2 EC approved the costs outlined in the Business Case but considered that additional time was required to digest the other papers. EC requested that the covering paper be summarised and circulated to EC for comment and the item be brought back to the next EC meeting.

Action: Head of Bill Team to circulate revised covering paper to EC for comment and return to EC on 28 April.

8 AOB

- 8.1 EC was reminded to provide comments on the GCO guidance document that was circulated by written procedure on 2 April.

- 8.2 EC noted the IT issues experienced in GCO in relation to electronic filing.

Kate Bittlestone

Chief Executive's Office

MINUTE OF EXECUTIVE COMMITTEE MEETING – 28/04/15 AND 29/04/15

Present: David Godfrey (Chair)
David Havelock
Cameron Fox
Lucy Wylde
Steve Dodgson (Weds)

Attending: Paul Croucher (Weds and item 10)
Gordon Welsh – Agenda Item 1
David Ludlow – Item 1
Margaret Eyres – Item 1
Ken Ackroyd – Item 1
Pat Cauthery – Item 3
Andy Blacksell- Item 3
David Millett - Item 3
Paul Walsh - Item 3
Lucy Meekums- Items 5,6 & 10
Rachael Waters – Item 10
Steve Head – Item 8
Patrick Crowley –Item 8
Carol Gradwell – Item 9
Mark Hopkins – item 9

Secretary: David Underwood

Agenda items were taken over two days. Items 1-3, 5 and 6 on 28 April and items 7-10 on 29 April 2015.

Draft minute of 14 April and matters arising

The draft minutes of 14 April were approved by EC, subject to minor amendments.

1 Lord Livingston Q&A

1.1 Lord Livingston attended for the first item and spoke to EC and some members of the senior management team. Lord Livingston spoke about the Government's strategy to boost exports and said he was pleased with the large increase in the number of companies that had been assisted by UKEF in the last year compared to five years ago. He wanted to see the number increasing in future. He also spoke of wanting to improve cross-Whitehall coordination for export support and congratulated all of UKEF on the work done so far and hoped it would continue.

2 New Powers Update

2.1 EC discussed the papers regarding the proposed Supply Chain Finance Facility (SCFF) product and Enhanced Export Working Capital Scheme (EWC).

2.2 EC agreed that State Aids considerations would be discussed at a later meeting.

- 2.3 EC also agreed that the proposed products should be used for “value added” projects rather than supporting trading companies and that no specific Public Consultation should be carried out in respect of Foreign Content for the new products.
- 2.4 Further consideration is needed for a minimum eligibility criteria for the EWC. It was agreed that discussions should take place with the BBB to avoid conflict with EFG and it was suggested for example that our scheme could be available in cases where the SME does not qualify for EFG. The launch needs to be carefully scripted and managed given the potential for an initial flood of enquiries and EC as concerned to monitor any evidence of adverse selection by banks. It was noted that discussions will take place with the BBA.
- 2.5 EC discussed the SCFF and agreed to case by case assessments and having regard for the percentage of cover and level of the UK as opposed to overseas supply chain.
- 2.6 EC agreed to drop the certificate of origin test in order to harmonise the two new products.
- 2.7 CXO will update the papers to be considered at Management Board (MB) in the light of EC discussions.

3 Pay Review

- 3.1 Paper discussed in camera on 29 April.

4 Tax Assurance for Off-Payroll Staff

- 4.1 The paper will be discussed at the EC meeting on 12 May.

5 Talent Management

- 5.1 EC considered options for the nomination procedure for the Civil Service Future Leaders Scheme and Senior Leaders Scheme.
- 5.2 It was agreed that a blend of two of the proposed options was appropriate. All employees at Grade 7 to SCS1 would be made aware of the process and given the opportunity to apply, but would not all be assessed automatically. Due to the very

small number of places for successful applicants, expectations would need to be managed.

Action: HRD to make eligible staff aware of the process.

6 Validation Procedure

- 6.1 EC reviewed the end of year validation process that is required under the new cross Civil Service performance management process. EC agreed that the process could be implemented and HR will communicate the requirements to line managers.

Action: HRD to change proposal to include sampling early in the process.

7 Annual Legal Review

- 7.1 EC discussed the draft annual legal review slides, prior to their presentation to MB.

8 Year end Review and 2015-16 Business and Premium Forecast

- 8.1 EC discussed the year-end review and the business and premium forecast. It was generally pleased with the level of information prepared for consideration at MB. A small number of extra pieces of information were requested to be added into the MB presentation.

9 Review of Board Effectiveness

EC noted a result of the report on MB's effectiveness resulting from an audit by Internal Audit and Assurance Division.

Human Resources Review

- 9.1 EC reviewed the draft annual review and asked for a number of small modifications to be made to the slide deck before presentation to MB.

10 AOB

10.1 Mr Fox gave EC initial notice of a budgetary issue and will be writing to EC members with further details.

David Underwood

Chief Executive's Office