

MINUTE OF EXECUTIVE COMMITTEE MEETING – 13/01/15

Present:	David Godfrey (Chair)	Attending:	Olga Crosse	
	Steve Dodgson		Paul Croucher	
	Cameron Fox		Ian Dykstra	Item 2
	David Havelock		Paul Radford	Item 3
	Stephen Lawrenson		Lawrence Nichols	Item 3-4
	Lucy Wylde (item 8)		Iain Phillips	Item 6-7
Secretary:	Laurence Lily		Pat Cauthery	Item 6-8
			Graham Cassell	Item 8
			Philip Galliver	
			Nadia Jones	
			Trudy Warrender	
			Mathew White	

1 Draft minute of 16 December and matters arising

- 1.1 The draft minutes were approved. EC noted that all actions since the previous meeting had been closed.

2 Space Planning Update

- 2.1 EC noted this update and endorsed the removal of the defined edges of divisional areas. EC requested that a detailed reconciliation be undertaken between total FTE numbers and the total number of staff requiring 1HGR desks, both for 2014-15 and, when workforce plans are agreed, for 2015-16.

Action: Ian Dykstra

3 Country Information System Database

- 3.1 Following the consideration of a business case, EC endorsed the recommendation of the Change Board to transfer the CID database onto MS Sharepoint software.

4 Replacement of staff phones

Following the consideration of a business case, EC endorsed the recommendation of the Change Board to replace existing staff phones with a different make and model.

5 Change Board Update

- 5.1 EC noted a report-back from the last meeting of the Change Board, including recent communications with the Government Digital Service and the potential operational impact of the planned IT change freeze in 2015.

6 Governance

- 6.1 EC discussed its corporate governance. It discussed the role of Management Board and the Accounting Officer and the relationship between the two in the context of official government guidance and the constitutional position. It asked the Board Secretary to write to the Chairman seeking his views.

Action: Iain Phillips

7 MB standing agenda

- 7.1 EC noted the planned course of MB business in 2015. EC recognised that this might be impacted by consideration of MB's terms of reference.

8 Business Planning

- 8.1 EC discussed a review of the 2014-17 Business Plan and the development of the 2015-16 operational plan, noting this would be considered by MB on the 28 January.
- 8.2 EC considered the state of the markets UKEF operated in, the offerings of its ECA competitors, how UKEF understood and engaged with its customers, the range and volume of support it offered and how that support is developing, its relations with stakeholders, its marketing and communications profile and its organisational capability.
- 8.3 EC discussed current economic uncertainties and invited the Credit Risk Group to present an oil-price scenario analysis to MB alongside the review on the 28 January, with the fuller scenario analysis work to follow at a subsequent MB meeting.

Action: David Havelock

8.4 EC examined activities within the Operational Plan for 2015-16. It requested more information on divisional resource demands over time and noted some of the significant challenges within the plan, including navigating the IT change freeze required ahead of the re-let of the IT services contract.

9 Operational Risk Framework

9.1 EC discussed the most significant strategic and operational risks to the achievement of the department's objectives. It requested that these risks be shared with MB as part of the Business Plan review work.

9.2 EC also noted an update on the implementation of a revised operational risk framework, ahead of an update to AC. EC agreed:

9.2.1 to the implementation of a department-wide incident management process;

9.2.2 that the Operational Risk Manager should attend SMT meetings, which should have a quarterly standing agenda item covering Operational Risk; and

9.2.3 that Operational Risk metrics should be incorporated within the performance management objectives of all SMT members.

10 STARs Awards

10.1 EC met in camera to agree this month's STARs awards.

Laurence Lily
Chief Executive's Office

MINUTE OF EXECUTIVE COMMITTEE MEETING – 20/01/15

Present:	David Godfrey (Chair)	Attending:	Olga Crosse	
	Steve Dodgson		Paul Croucher	
	Cameron Fox		Mathew Vale	Item 2
	David Havelock		Andy Blacksell	Item 3
	Stephen Lawrenson			Item 3-4
	Lucy Wylde (item			Item 6-7
				Item 6-8
Secretary:	Laurence Lily			Item 8

1 Draft minute of 13 January and matters arising

- 1.1 The draft minutes were approved with minor changes. EC noted that all actions since the previous meeting had been closed or were in hand.

2 Physical Security Update

- 2.1 EC discussed procedures in place to prevent and respond to threats to physical security, noting that these were the responsibility of the HMT security team. EC noted that its responsibility was to make sure staff were fully informed and requested an information note be distributed for staff via the intranet.

Action: Matt Vale

- 2.2 EC requested a reminder of Business Continuity plans and procedures.

Action: Matt Vale

3 Legislative change and New Powers Project

- 3.1 Andy Blacksell provided EC with an update on progress of the SBEE Bill through Parliament. EC discussed the amendments to UKEF's clauses proposed in the grand committee stage in the Lords and noted that these amendments were likely to arise again in the 3rd reading and discussed the possibility of the government offering non-legislative alternatives and the potential consequences of these.
- 3.2 EC discussed the position taken by the Opposition and asked for clarification of protocols for engaging with shadow ministers.

Action: Pat Cauthery

- 3.3 EC discussed the New Powers Programme, which would be designing and implementing a package of changes to policies and products that enable UKEF to make the best use of changes to its statutory powers. EC agreed that external stakeholders should be consulted as the package took shape and noted, for example, that CXO had asked the IPO for the views of its members on how the application of UKEF guarantees could be of benefit to them.
- 3.4 EC asked to be kept up to date with developments.

Action: Secretary to schedule on forward diary

4 **Q3 Reforecast**

- 4.1 EC noted that papers had been distributed late and encouraged those reporting the reforecast in Q4 to work to agreed deadlines.
- 4.2 EC discussed the reforecast in detail, noting the timing of forthcoming discussions with HMT on the 2015-16 UKEF budget and the consequent spending review process, which would agree spending parameters for the following five years. EC tasked the Secretary with following up on a large number of actions raised in discussion relating to: material being prepared for MB; preparation for discussion with HMT; and further EC consideration of the flexibility, resilience and structure of divisional staff resourcing.

Action: Secretary

5 **Whistle blowing policy**

- 5.1 EC reviewed UKEF's whistle blowing policy and the updates being made to take account of recent PAC recommendations. EC agreed that the policy would be provided to AC for its consideration.

6 **Year-end timetable**

- 6.1 EC noted the timetable for the completion of the Annual Report and Accounts for 2014-15.

7 AC effectiveness

7.1 EC noted a positive report on AC's effectiveness resulting from a self-assessment and a review by Internal Audit and Assurance Division.

Laurence Lily

Chief Executive's Office