

MINUTE OF EXECUTIVE COMMITTEE MEETING – 03/03/15

Present:	David Godfrey (Chair) Steve Dodgson David Havelock	Attending:	Paul Croucher John Simpson Matthew Hughes Patrick Crowley Ken Akroyd Graham Cassell Matthew White Carol Gradwell Neil Harris Lucy Meekums	Item 2 Item 2 Item 2 Item 2 Item 2, 4, 6 Item 4, 6 Item 7, 8 Item 7, 8 Item 10
Apologies:	Cameron Fox Lucy Wylde			
Secretary:	David Spencer			

1 Draft minute of 24 February and matters arising

1.1 The draft minutes were approved subject to minor changes.

2 Salesforce Demo

2.1 EC was presented with a demonstration of the capabilities of Salesforce, the departments contact database. EC decided that work on Salesforce should continue, with consideration given to UKTI and BIS solutions, and a detailed paper should be provided on Salesforce rollout options for review through the Change Board, with preference expressed for a department-wide rollout.

Action: Change Board to review

3 Temporary Salesforce Analyst recruitment

3.1 EC agreed the recommendation to recruit for an interim Salesforce Analyst. EC requested that recruitment of a permanent analyst should be considered as part of the detailed review of Salesforce and wider MI considerations.

4 Forward Plan Review

4.1 EC considered the Forward Plan Review and noted the numbers of exporters supported and general business levels. It should be ensured that reporting on Lines of Credit reflected that multiple exporters were benefitting, and ways of conveying the positive effect of support of supply chains in larger transactions should be considered.

Action: Business Group, MCD and CXO to consider how to reflect how our support can be more fully explained.

4.2 EC reviewed updates from each business area, including current risks and issues.

5 Change Board Update

5.1 David Havelock provided EC with an update from the Change Board, discussing laptops, the digital customer journey and management information.

6 Cardiff closure project

6.1 EC discussed the options available for the possible closure of the Cardiff archive. EC agreed that further discussions are required, including FCD and GCO.

7 Amount at Risk (AAR) Internal Audit Report

7.1 EC noted the findings of the AAR Report. The full report will follow in due course.

Action: Secretariat to schedule at a future meeting

8 IAAD Plan for 2015-16

8.1 EC received an update on the IAAD plan for the coming year and agreed with the proposed audit programme, which would be provided to Audit Committee (AC) at its next meeting. EC asked that all audits labelled green should be copied onto a separate sheet before going to AC so that AC can acknowledge any audits that may be dropped or deferred.

Action: IAAD to provide to AC

9 AOB

9.1 EC discussed governance.

David Spencer

Chief Executive's Office

MINUTE OF EXECUTIVE COMMITTEE MEETING – 10/03/15

Present:	David Godfrey (Chair)	Attending:	Paul Croucher	
	Steve Dodgson		Matt Vale	Item 2
	Cameron Fox		Lawrence Nichols	Item 3
	David Havelock		Lucy Meekums	Item 5
	Lucy Wylde		Kristian Hibberd	Item 6
			Kate Kendal	Item 6

Secretary: Kate Bittlestone

1 Draft minute of 3 March and matters arising

1.1 The draft minute was approved subject to minor changes.

2 Security Committee report

2.1 EC considered the Security Committee update paper to go to Audit Committee (AC) on 18 March. EC requested additional detail on the role of the Information Asset Owners (IAOs) be included before being presented to AC.

2.2 EC discussed the relationship between the Security Committee and the Operational Risk team, and the ongoing work to produce an Information Asset Register to ensure IAOs are aware of all the assets they are responsible for. EC noted that the National Archives had commended UKEF on its work on producing the Information Asset Register.

Action: Matt Vale to include additional detail on IAOs before paper circulated to AC.

3 IT resilience update

3.1 EC received an update on the disaster recovery exercise that took place over the weekend. EC noted the aspects of the test had been successful, and the action plan to address the aspects that had not been successful. EC noted that the full IT resilience paper would go to AC on 18 March.

4 Main Estimate 2015 update

4.1 EC discussed the outcome of the budget planning exercise and noted that the Finance Director would have further discussions regarding the Treasury's proposed 2015-16 budget for UKEF. EC discussed the further work that would be required to identify potential opportunities for achieving additional savings in 2015-16.

Action: Cameron Fox to meet with Treasury Spending Team to discuss budget and inform EC of the outcome.

4.2 EC discussed the Main Estimate and noted that there had been no significant change in the methodology used to calculate it this year, although the proposed changes to UKEF's Act had been incorporated in the Ambit. EC noted that the main estimate would likely not be published until sometime after the General Election.

4.3 EC received a brief update on the progress of the preparation of the Accounts.

5 Town Hall EC panel discussion

5.1 EC held an information discussion regarding the upcoming Town Hall and EC panel discussion.

6 AOB

6.1 None.

Kate Bittlestone

Chief Executive's Office

MINUTE OF EXECUTIVE COMMITTEE MEETING – 17/03/15

Present:	David Godfrey (Chair)	Attending:	Paul Croucher	
	Steve Dodgson		Ian Dykstra	Item 2
	Cameron Fox		Laurence Lily	Item 3, 4
	David Havelock		Trudy Warrender	Item 3, 4
	Lucy Wylde		Kristian Hibberd	Item 4
			Mariangela Siciliano	Item 4
Secretary:	David Spencer		Neil Harris	Item 5
			John Cundy	Item 5
			Frank Gough	Item 5
			Vasso Agapitou	

1 Draft minute of 10 March and matters arising

1.1 The draft minute was approved subject to minor changes.

2 Space Planning update

2.1 EC was given an update from Project Management Office (PMO) on space planning and the future projection of staff numbers and capacity. EC requested that PMO work with Human Resources Division (HRD) to refine the numbers presented in the paper and provide a further update to EC.

Action: PMO to work with HRD to refine the numbers presented and provide an update to EC

2.2 EC also discussed flexible working policies and requested HRD present papers detailing flexible working policies.

Action: HRD to present papers to EC

3 Annual Report messaging and strategic review

3.1 EC reviewed the wording and agreed to provide detailed comments on the Annual Report wording to MCD, including messaging on new powers and progress against other export credit agencies.

Action: EC to circulate comments and receive update on revised wording.

4 Marketing and Communications Strategy

4.1 EC discussed and approved the Marketing and Communications Strategy for 2015-16, which included stakeholder management, digital and internal communications.

In particular, EC discussed digitisation of UKEF and joint working with UKTI and BBB.

5 ECMS Audit Report

5.1 EC noted the findings of the ECMS Audit report.

6 AOB

6.1 EC discussed the Electronic Case Management System rollout and approved recommendation of Change Board, and noted that further developments will be considered through the records management project.

Action: EC to be updated on progress on several outstanding issues

6.2 EC discussed the 2015-16 Premium Budget forecast and agreed that it should be discussed at the Management Board and with officials in HM Treasury.

Action: PRD to present, post year-end, Premium Budget forecast to Management Board and schedule a meeting with HM Treasury

David Spencer

Chief Executive's Office