

## OFFICIAL

### MINUTE OF EXECUTIVE COMMITTEE MEETING – 04/02/14

Present: David Godfrey                      Attending: Juliana Sancto                      (Items 1-2)  
             Olga Crosse    Iain Phillips                                      (Item 3)  
             Paul Croucher     Katherine Bittlestone                      (Item 3)  
             Steve Dodgson  
             David Havelock  
             Stephen Lawrenson

Apologies: Steve Dodgson  
               Cameron Fox  
               Lucy Wylde

Secretary: Laurence Lily

#### **1        Draft minute of 21 January meeting**

1.1     The draft minute was approved.

#### **2        UKEF Annual Report**

2.1     EC reviewed the planned contents, timetable and responsibilities for the production of the Annual Report 2013-14, and noted that CXO would commission contents from staff shortly. EC discussed how best to communicate UKEF's 2013-14 results to stakeholders and asked CXO to consider further.

#### **3        Requests for information**

3.1     EC received an update on current outstanding requests for information, noting that none had exceeded the statutory deadline for responses.

#### **4        Performance Management**

4.1     EC discussed planned changes to the performance management process. EC asked that a separate meeting be arranged to consider the plans in more detail.

**5 Change Board report back**

- 5.1 EC received a report of the first meeting of the Change Board, which had replaced BSIC. EC noted that the Board had reviewed the portfolio of current or planned projects, clarifying which ones constituted formal projects. EC noted that the Board had considered project governance and examined project risks and issues.

**Laurence Lily**  
**Chief Executive's Office**

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### MINUTE OF EXECUTIVE COMMITTEE MEETING – 11/02/14

Present: David Godfrey                      Attending: Graham Cassell                      (Items 1-2)  
Paul Croucher                                      Olga Crosse                                      (Item 3)  
Steve Dodgson                                      Juliana Sancto                                      (Item 3)  
Cameron Fox  
David Havelock  
Stephen Lawrenson  
Lucy Wylde

Secretary: Laurence Lily

#### **1     Draft minute of 4 February meeting**

1.1     The draft minute was approved.

#### **2     Space Occupancy**

2.1     EC noted the progress of work to enable the department to operate with a minimum of eight desks per ten full-time employees. EC reviewed the latest desk occupancy analysis and projections, and agreed that flexible desk occupancy arrangements should start from the 18 March. EC asked that Staff be kept informed of plans.

#### **3     Recognition Scheme**

3.1     EC discussed the introduction of a new recognition scheme to complement the new staff performance system starting on 1 April. EC welcomed the scheme. It agreed the oversight that will be operated to ensure it is applied consistently and effectively.

#### **4     TFIS Resourcing**

4.1     EC reviewed resource requirements for TFIS, noting that a clear structure of the division had been established. EC agreed that vacant underwriting roles should be filled as promptly as possible. EC noted that TFIS was contributing business and cost projections for business planning purposes.

**5 Export Finance Advisers**

- 5.1 EC discussed the role of the EFAs. EC agreed that the Head of TFIS would consult with the General Counsel, the Credit Risk Group Director and the Business Group Director on the form and the scope of the advisory offering and report to EC at its next meeting.

**6 Main Estimate**

- 6.1 EC discussed the Main Estimate and noted the timetable and the remaining considerations.

**Laurence Lily  
Chief Executive's Office**

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### MINUTE OF EXECUTIVE COMMITTEE MEETING – 18/02/14

Present: David Godfrey                      Attending: Olga Crosse  
          Paul Croucher                         Tim Harris                      (Items 1-2)  
          Steve Dodgson                         Juliana Sancto  
          Cameron Fox                             Nick Tyler                      (Items 1-2)  
          David Havelock  
          Stephen Lawrenson  
          Lucy Wyld

Secretary: Laurence Lily

#### **1 Draft minute of 11 February meeting and matters arising**

- 1.1 The draft minute was approved.
- 1.2 EC noted that it would receive a report on UKEF's advisory offering at a future meeting.

#### **2 Marketing and Communications**

- 2.1 EC discussed UKEF's marketing and communications objectives and the capabilities required to meet those objectives. EC noted the importance of developing sector strategies based on the best available data. It noted the importance of testing the process for gaining marketing and communications spend approval from the Cabinet Office at an early opportunity.
- 2.2 EC noted that MB was due to discuss UKEF's marketing and communications strategy on 20 February.

#### **3 Business Planning**

- 3.1 EC discussed the business planning process, ahead of its consideration by MB on 20 February. EC considered how best to analyse and present UKEF's potential contribution to supporting exports in the context of the Government's ambitions to increase the UK's export volumes.

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3.2 It discussed the form that the final planning documents would take and how these would be shared with interested parties. EC also considered how best to assess and communicate progress against the plan's objectives.

### **4** **AOB**

4.1 EC agreed to the formation of a team, reporting to the Head of the Chief Executive's Office, to oversee proposals to change the Export and Investment Guarantees Act in the next session of Parliament.

**Laurence Lily**  
**Chief Executive's Office**