

MINUTE OF EXECUTIVE COMMITTEE MEETING – 20 OCTOBER 2015

Present: Louis Taylor
Cameron Fox
David Havelock
Steve Dodgson

Attending: Shane Lynch
David Underwood (Item 3)
Lucy Meekums (Item 4)

Apologies: Lucy Wylde
Secretary: Steven Huntington

1 **Minutes of previous meetings, actions**

- 1.1 EC approved the minutes of previous meetings, and requested several changes to the actions log.

2 **Bank delegation (D Havelock)**

- 2.1 EC was briefed on progress made on this issue following several studies by KPMG. Over a dozen banks were involved, including several major ones. UKEF customers would benefit from a streamlined application process following successful implementation of the project; in addition, efficiency savings would feed into the SR process. Legal studies were underway.
- 2.2 EC noted that several key questions (including on the ownership of risk, the design of templates, and numerous legal and regulatory requirements) required resolution, and requested that Ministers be kept closely informed throughout the process.

3 **FOI report (David Underwood)**

- 3.1 EC was briefed on FOI and PQ statistics over Q2 and Q3 2015.
- 3.2 Volumes of FOI requests in 2014 and 2015 (to date) were broadly similar. Internal KPIs were being met.
- 3.3 EC noted this, and asked that the details of requesters of information under the FOI Act be expanded upon in future reports.

4 **Capabilities (Lucy Meekums)**

- 4.1 EC was briefed on a plan to create a capabilities group to facilitate the submission of a UKEF capabilities plan to the centre by 11 December 2015.

- 4.2 Skills categories were not entirely compatible, making an analysis of current skills within UKEF challenging, though EC believed that such an analysis would be valuable nevertheless. Shane Lynch and Lucy Meekums would use the skills grid to develop a system of skills monitoring.
- 4.3 EC approved the approach proposed by the paper, and requested that the new capabilities group report back to secure EC sign-off prior to submitting the plan.

5 Staff communication

- 5.1 EC discussed subjects to be raised at the Chief Executive's first "town hall" meeting.

6 Any other business

- 6.1 EC was updated on discussions regarding staff pay structures.
- 6.2 EC was also updated on the latest premium figures and anticipated business volumes.

Steven Huntington

Chief Executive's Office