

## MINUTE OF EXECUTIVE COMMITTEE MEETING – 4 AUGUST 2015

Present: David Godfrey  
Steve Dodgson  
David Havelock  
Cameron Fox  
Lucy Wylde

Attending: Neil Harris (Item 5)  
Satnam Singh (Observer)  
Shane Lynch  
Paul Croucher (apologies)

Secretary: Steven Huntington

### **1 Draft minute of 28 July 2015 and open actions**

- 1.1 The minute of 21 July 2015 was approved by EC; the draft minute of 28 July was provisionally approved by EC, pending suggested changes. The actions log was updated.

### **2 SR 2015 Update (Cameron Fox)**

- 2.1 EC was briefed on work being undertaken around UKEF's submission to HMT regarding the 2015 Spending Review (SR).
- 2.2 EC members noted that HMT's deadline for an initial submission was 4 September, and that this posed several administrative issues including the need for UKEF's Board to be consulted.
- 2.3 EC agreed that the appointment of a new UKEF CEO in autumn was an opportune time to involve staff in developing a strategic vision for UKEF and to consider whether the operating plan should be extended to 2017 to coincide with the spending review.

### **3 Pay progression (Shane Lynch)**

- 3.1 3.1 EC members were briefed about proposed options to meet government requirements on the elimination of progression pay. Shane Lynch outlined a number of options that had been developed based on HM Treasury guidance and research in to how other Departments had approached the issue.
- 3.2 EC endorsed their preferred option.

3.3 EC asked that SL draft a paper for UKEF Board outlining the preferred option and asking Board to endorse that option. Following that endorsement a business case will be submitted to the Chief Secretary to the Treasury for approval.

#### **4 Verbal update on digital (Steve Dodgson)**

4.1 Steve Dodgson outlined recent actions taken on digital issues to EC members.

4.2 A digital expert with experience of working in central government had been commissioned to assist the development of a digital vision and strategy over the next three years. This expert would meet with EC members individually and staff during August and present findings in a Board presentation on digital issues on 10 September.

4.3 Ministers and all UKEF staff would be updated separately.

#### **5 Audit reports (Neil Harris)**

5.1 EC was briefed by Neil Harris on two audit reports dealing with the gifts and hospitality register and the operation of the direct lending facility.

5.2 On the former, a number of operational improvements had been recommended while the audit was in progress and had already been implemented. Lucy Meekums would lead on implementing additional recommended actions before reporting back to the October Board.

5.3 Regarding the latter report, EC members emphasised the need to determine the efficacy of comparable approaches before acting further.

**Steven Huntington**

**Chief Executive's Office**

## MINUTE OF EXECUTIVE COMMITTEE MEETING – 11 AUGUST 2015

Present: David Godfrey  
Steve Dodgson  
David Havelock  
Cameron Fox  
Lucy Wylde

Attending: Lucy Meekums (Item 2)  
Kristian Hibberd (Items 3, 4, 5)  
Patrick Cahill (item 6)  
David Underwood (Observer)  
Shane Lynch  
Paul Croucher (apologies)

Secretary: Steven Huntington

### **1 Draft minute of 4 August 2015 and open actions**

- 1.1 The minute of 28 July 2015 was approved by EC, pending one amendment; the draft minute of 4 August was provisionally approved by EC, pending changes. The actions log was updated.

### **2 Staff engagement (Lucy Meekums)**

- 2.1 EC received a quarterly update on staff engagement work.
- 2.2 EC members considered several different ways and means to engage staff, and noted the importance of periodically evaluating the efficacy of current methods.
- 2.3 EC agreed that HR would consider ways in which to further involve SMT members in the engagement process.

### **3 Digital Communications and Social Media (Kristian Hibberd)**

- 3.1 Kristian Hibberd briefed EC members on a draft social media strategy, which would be an integral part of UKEF's wider communications strategy. The strategy envisioned using social media as a means to advertise vacancies, release news, and link to webpages – an approach based on 'reach', rather than quantity of output. This was an approach used by other ECA's.
- 3.2 The existing IT budget would adequately fund this activity.
- 3.3 EC agreed to this proposed approach, and asked that Kristian work closely with CXO to develop it.

### **4 Awareness Tracker (Kristian Hibberd)**

- 4.1 EC members were updated on the results of the latest wave of a survey (run by OMB Research Ltd) designed to track awareness of UKEF among UK businesses.
- 4.2 EC members raised several questions regarding survey methodology and sampling. Members also noted that UKEF awareness among several key groups had decreased since the initial survey, and discussed some ways to combat this. EC asked that Kristian and OMB further examine possible reasons behind some of the results.
- 4.3 EC agreed to share the results of the survey with Oliver Wyman, given that the latter were working on a similar project for UKEF.
- 4.4 The next wave of the survey would run in April 2016.

## **5 Verbal update on education cases (Kristian Hibberd)**

- 5.1 Kristian reported that he had discussed the possibility of developing several education case studies with Paul Croucher but it had proved impossible to identify a suitable example case study and so no further action was required.

## **6 Q1 Quarterly Business Performance Review (QPBR) (Patrick Cahill)**

- 6.1 EC was briefed by Patrick Cahill on the revised Q1 QPBR.
- 6.2 Following an extended review and discussion, EC members requested several changes to the format of the presentation, and asked that several figures be checked for clarity before circulation to the UKEF Board.

**Steven Huntington**

**Chief Executive's Office**