

MINUTE OF EXECUTIVE COMMITTEE MEETING –19/08/14

Present:	David Havelock (Chair)	Attending:	Olga Crosse	
	Steve Dodgson		Tim Harris	Item 2
	Cameron Fox		Juliana Sancto	Item 2
	Stephen Lawrenson		Andrew Barton	Item 5
			Richard Wade	Item 5
Apologies:	David Godfrey		Lucy Meekums	Item 6
	Lucy Wylde			
Secretary:	Laurence Lily			

1 Draft minute of 15 July and 22 July meetings and matters arising

- 1.1 The draft minutes were approved. EC noted the actions from previous meetings, which had all been completed.
- 1.2 EC requested that the Secretary send the approved minute of 22 July to Paul Croucher highlighting EC's request to see projections of efficiencies expected from the TFIS customer journey programme.

Action: Secretary

- 1.3 EC noted the status of written procedure papers received since its last meeting.

2 Marketing and Communications roles

- 2.1 EC discussed options for filling two roles currently performed by interim staff in the Marketing and Communications team. EC noted the disappointing results of the recruitment campaign and concerns around grades/pay and agreed that as a next step HR would use their proposed online recruitment tools to gauge the interest in the roles. If interest proved low, and it proved difficult to attract suitable applicants, the remuneration for the roles would be reconsidered in line with pay allowances for specialist staff. EC noted that its recommendation was subject to the final views of the Chief Executive.

Action: Olga Cross to discuss the EC recommendation with the Chief Executive

3 Change Board

- 3.1 EC received an update on decisions and actions taken by the Change Board at its meeting on 28 July.

4 STARS

- 4.1 EC met in camera and agreed the July STARS awards with some amendments to levels of award. It was agreed that a comparative record should be maintained to ensure consistency and transparency of award levels for work involved and to look at the Divisional spread.

5 Direct Lending

- 5.1 EC considered the resource requirements of the Direct Lending Facility and agreed to the creation and resourcing of a new DLF Division within BG that will lead on DLF cases (not involving project finance) but with some case flexibility as appropriate across BD2. It agreed the division should be headed by an SCS official (subject to a Cabinet Office led 'Job Evaluation for Senior Post assessment') and that additional resource should be budgeted for FOD/FCD and GCO from April 2015 onwards to ensure they have sufficient capacity to deal with DLF cases. EC noted that UKEF had the option of going straight to Stage 4 (external recruitment) for the new posts, if required.
- 5.2 EC agreed: i) subject to the views of the CEO on handling, Cameron Fox and Andrew Barton should consult with HM Treasury and obtain in principle agreement to the resource/budget implications for DLF ahead of the formal Estimate process, and ii) BG should promptly work with HR and FMU in the provision of full job descriptions of the roles as soon as possible given the increasing pipeline.

Action: Andrew Barton

- 5.3 EC noted that its recommendations were subject to the final views of the Chief Executive.

6 Annual Skills Review and Capability Plan

6.1 EC received a presentation outlining UKEF's commitments under the Civil Service Capabilities Plan 2014. EC agreed that SMT should be charged with:

- identifying SMT champions for each of the four key skill areas identified;
- cascading to managers the importance of assessing progress against individual learning and development objectives in forthcoming mid-year reviews (alongside direct HRD communications on this); and
- (subject to other Capabilities Plan priorities) identifying representatives of government professions within UKEF.

Action: Stephen Lawrenson to brief SMT chair

6.2 EC suggested that HRD consider using brown bag lunches to raise the profile of those government professions represented within UKEF.

Laurence Lily

Chief Executive's Office