

## **MINUTE OF EXECUTIVE COMMITTEE MEETING – 21 JUNE 2016**

Present: Louis Taylor  
Cameron Fox  
Lucy Wylde  
Gordon Welsh  
Shane Lynch

Apologies: David Havelock

Secretary: Steven Huntington

### **1 Minutes of previous meetings, actions**

1.1 EC approved the minutes of the previous meeting.

### **2 Business Forecast Update**

2.1 EC reviewed the latest business forecast spreadsheets.

### **3 Diversity and Wellbeing plans**

3.1 EC members reiterated their support of the principles behind both plans.

3.2 EC approved draft diversity and wellbeing plans, subject to minor amendments.

3.3 EC noted that there was some appetite among EC staff to set up sectoral groups, and that HM Treasury had agreed to share and pool group facilities.

### **4 Performance Appraisal – EC validation**

4.1 EC reviewed – and agreed – the performance appraisal rankings of all staff, and assigned a ranking to one member of staff whose rating was disputed.

4.2 EC agreed to consider the issue of pay awards again, on the EC meeting on 12 July.

### **5 A.O.B**

- 5.1 The Chief Executive reported on his most recent meeting with the Minister of State for Trade and Investment.
- 5.2 EC also noted that the Minister for Trade would attend UKEF's all-staff "town hall" on 29 June.

**Steven Huntington**  
**Chief Executive's Office**

## MINUTE OF EXECUTIVE COMMITTEE MEETING – 28 JUNE 2016

Present: Louis Taylor                      Attending: Lawrence Nichols (Item 2)  
          Cameron Fox                        Peter Dillon (Item 2)  
          Lucy Wylde                            John Cundy (Item 2)  
          Gordon Welsh  
          Shane Lynch  
          David Havelock

Secretary: Steven Huntington

### 1 Minutes of previous meetings, actions

1.1 EC approved the minutes of the previous meeting.

### 2 Review of EFit 2016

2.1 EC reviewed the current status of the EFit project, including the project team's recommendation not to extend the contract with UKEF's current IT supplier by one month.

2.2 Internal audit reported their satisfaction that the project team had taken all possible steps to prepare contingency measures.

2.3 EC members concurred with the recommendation not to extend the current contract, subject to one caveat regarding telecoms functionality.

### 3 A.O.B

3.1 There was no other business.

**Steven Huntington**  
**Chief Executive's Office**