

MINUTE OF EXECUTIVE COMMITTEE MEETING – 9 FEBRUARY 2016

Present: Louis Taylor Attending: Lucy Meekums & Kate Kendall (Item 3)
 Steve Dodgson Peter Dillion (Item 4)
 Lucy Wylde Gareth Waterhouse, Pat Cauthery,
 Shane Lynch Arabella Rothwell (Item 6)

Apologies: Cameron Fox
 David Havelock

Secretary: David Underwood

1 **Minutes of previous meetings, actions**

- 1.1 EC approved the minutes of the previous meeting (on 26 January), subject to some minor amendments.

2 **Business Performance Update**

- 2.1 EC examined the updated Business Performance Update report for the week commencing 8 February.

3 **Succession Planning and Talent Management (L Meekums/ K Kendall)**

- 3.1 EC noted the information contained within the paper and discussed the assessments. HRD will amend the assessments as necessary.
- 3.2 Succession plans for high risk and critical posts were under preparation and career conversations will be carried out with all jobholders in the coming weeks.

4 **EFIT Update (P Dillon)**

- 4.1 EC was briefed on the status of the EFIT2016 project. EC requested that the EFIT updates be circulated by written procedure to EC every two weeks, with representatives of Infrastructure Division attending the meetings only when specifically requested or when issues needed to be brought to the attention of EC.

5 FOI Quarterly Update (D Underwood)

- 5.1 EC was briefed on FOI and PQ statistics for Q4 2015. Volumes of FOI requests in the quarter were broadly similar to those seen in previous quarters. Internal KPIs and those set by Minister's offices for PQ and Correspondence cases were being met.
- 5.2 EC noted the report, and asked that the remaining outstanding FOI requests be urgently cleared.

6 Staff Engagement Update (L Wylde)

- 6.1 EC received an update on the actions being carried out in respect of increasing Staff Engagement. The update came one year on from the appointment of engagement champions to address the 2014 staff survey.
- 6.2 A number of initiatives had been introduced which had proved popular. HR will produce an overview paper setting out what is being done across the department.

7 International Comparison Paper (G Waterhouse)

- 7.1 EC reviewed the annual International ECA Comparison paper prior to its presentation to the UKEF Board.
- 7.2 EC requested that the paper be slightly revised in some areas, and asked that a piece of work examining how UKEF documentation compares with peers be carried out in future.

8 Communications

- 8.1 The next Town Hall will cover an update on Business Transformation, staff engagement and talent management.

David Underwood

Chief Executive's Office

MINUTE OF EXECUTIVE COMMITTEE MEETING – 23 FEBRUARY 2016

Present: Louis Taylor Attending: Lucy Meekums & Tracy Glover (Items 6 and
Steve Dodgson 7)
Lucy Wylde Neil Harris (Items 4 and 5)
Shane Lynch
Cameron Fox
David Havelock

Secretary: Steven Huntington

1 **Minutes of previous meetings, actions**

- 1.1 EC approved the minutes of the previous meeting (on 9 February) without amendment.

2 **Exporting is GREAT campaign**

- 2.1 EC was briefed on the relaunched Exporting is GREAT campaign by Ed Pickett and Conrad Bird.
- 2.2 UKEF's practice of embedding staff within UKTI was welcomed; EC was informed that UKEF assistance in driving up the number of opportunities on the GREAT website would be helpful, as would UKEF assistance developing the relationship with several banks.

3 **Business Performance Update**

- 3.1 EC examined the updated Business Performance Update report for the week commencing 22 February.

4 **ECMS Post Implementation Review (N Harris)**

- 4.1 EC noted the findings of the review.
- 4.2 Following a discussion of the paper, EC asked the audit team to redraft parts of the paper prior to discussion at the Audit Committee.

5 Corporate Data and Reporting (N Harris)

- 5.1 EC noted the findings of the paper.
- 5.2 Following a discussion of the paper, EC asked the audit team to redraft parts of the paper prior to discussion at Audit Committee.

6 Flexible working (L Meekums)

- 6.1 EC was briefed a number of suggested changes to UKEF's flexible working policy.
- 6.2 Following a discussion, EC agreed to all of the paper's recommendations, and asked that a final version of the paper be sent to EC before wider circulation.

7 Engagement (L Meekums)

- 7.1 EC was briefed on a new staff engagement strategy.
- 7.2 Following a discussion, EC asked that the paper be rewritten in parts, to reflect the consensus arrived at during the discussion.

8 EFit 2016 Update

- 8.1 EC noted the most recent update on the EFit 2016 project.

9 Communications

- 9.1 The next Town Hall will cover an update on the structure of business development, digital, and departmental objectives.

Steven Huntington

Chief Executive's Office