

## MINUTE OF EXECUTIVE COMMITTEE MEETING – 12 JULY 2016

Present: Louis Taylor                      Attending: Lawrence Nichols (Item 3)  
          Cameron Fox                        Peter Dillon (Item 3)  
          Lucy Wylde                            Andy Blacksell (Item 4)  
          Shane Lynch                         Gareth Waterhouse (Item 4)  
          David Havelock                      Victoria D'Sylva (Item 4)

Secretary: David Underwood

Apologies: Gordon Welsh

### 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 and requested that BG look at the information provided to improve accuracy and relevancy.

2.2 EC noted that support for Airbus remained in abeyance.

### 3 **Review of EFit 2016**

3.1 EC reviewed the status of the EFIT project and noted that the project remained on-track.

3.2 The UKEF Board will be updated on the EFIT project at its next meeting (21/07).

### 4 **OECD Anti-Bribery Recommendation**

4.1 EC considered UKEF's approach to upcoming discussions on the OECD *Council Recommendation on Bribery and Officially Supported Export Credits*.

4.2 EC agreed the recommendations made in the paper.

4.3 EC agreed that the Export Guarantees Advisory Council should consider this matter.

### 5 **Pay Remit**

5.1 EC discussed and agreed a proposal to be submitted to Ministers for approval.

## **6 FOI Update 2016/17 Q1**

- 6.1 EC noted the FOI and Parliamentary update for Q1 2016/17 (April- June).
- 6.2 All FOI requests and PQs had been answered within their deadlines.

## **7 Senior Management Team**

- 7.1 EC looked at the current role and structure of the senior management team (SMT) with a view to improving its functions.
- 7.2 HR Division will produce a paper for consideration by EC, making recommendations on

## **8 A.O.B**

- 8.1 EC noted that the UKEF 2015/16 Annual Report and Accounts had been laid before Parliament.
- 8.2 EC was advised that recruitment for a number of senior positions was complete and staff would be in post in due course.

**David Underwood**  
**Chief Executive's Office**

## MINUTE OF EXECUTIVE COMMITTEE MEETING – 26 JULY 2016

Present:            Louis Taylor            Attending:        Pat Cauthery (Item 3)  
                         Cameron Fox            Vladimir Bendikow (Item 5)  
                         Lucy Wylde            Len Brown (Item 5)  
                         Shane Lynch            Shahad Choudhury (Item 5)  
                         David Havelock        Mat White (Item 6)  
                                                    Chris Harper (Item 6)  
                                                    Lawrence Nichols (Item 6)  
                                                    Lucy Meekums (Item 6)

Secretary:        David Underwood

Apologies:        Gordon Welsh

### 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 and requested that the report is refined to include more information, including zero weighted cases.

### 3 **Support for the UK Shipping Sector**

3.1    EC considered an informal proposal from BEIS for UKEF to provide operational support for a new version of the Home Shipbuilding Scheme to assist UK shipyards in competing for foreign orders through the 1972 Industry Act.

- 3.2 EC agreed that UKEF has an appropriate skillset in risk assessment, and the necessary expertise in asset based finance cases to support the scheme. EC agreed that in principle UKEF could provide support to BEIS.
- 3.3 The scheme will now be further explored with BEIS. UKEF Business Group will consider operational details including, calculation of risk related premium, systems and controls details, Service Level Agreements, and record keeping.

#### **4 Core Business Model**

- 4.1 EC considered the proposed the high level diagram for the Core Business Model and the link between the model and UKEF's processes and applications.
- 4.2 EC agreed the recommendations made in the presentation and supported the drive for clarity and simplification of ownership.
- 4.3 EC requested that the Model be shared with the COO before he takes up his post, and that impact on divisions is identified.

#### **5 Digitisation**

- 5.1 EC discussed the UKEF digital plan and its alignment to UKEF's strategic expectations and its coordination with the UKTI digitisation process.
- 5.2 EC agreed with the approach to deliver the portal and workflow projects, and the UKEF digital blueprint, outlined in the paper.
- 5.3 EC supported the governance arrangements proposed and noted that change board would be consulted by the digital programme *by exception*.

#### **6 Leadership**

- 6.1 EC noted the activity undertaken as part of the leadership development programme.
- 6.2 EC noted the disappointing attendance at some of the leadership sessions and considered ways to remedy this.
- 6.3 EC supported the approach of the HR Team and requested that the opportunities continue to be created.
- 6.4 EC agreed that Strengths Finder would be rolled out to all staff at the beginning of September.

6.5 The EC leadership day will take place on 7 September.

## **7 Senior Management Team**

7.1 EC looked at the current role and structure of the senior management team (SMT) with and agreed to implement changes based on option C in the paper. Every fourth EC meeting from September would become a Senior Leadership Team meeting. Chair and secretariat will reside in CXO.

7.2 HR will communicate the changes to those affected.

**David Underwood**  
**Chief Executive's Office**