

MINUTE OF EXECUTIVE COMMITTEE MEETING – 19 JANUARY 2016

Present: Louis Taylor
Steve Dodgson
David Havelock
Lucy Wylde
Cameron Fox

Attending: Shane Lynch
Laurence Nichols

Secretary: David Underwood

1 **Minutes of previous meetings, actions**

1.1 EC approved the minutes of the previous meeting (on 15 December), with no amendments.

2 **Business Performance Update**

2.1 EC discussed the new Business Performance Update report. EC examined a number of cases and discussed the likelihood of them reaching financial close in the current financial year.

2.2 EC noted that 2015/16 civil business levels were expected to be lower than forecast but EC noted that some projects were taking longer to bring to a conclusion than expected and there were a number of large projects that might still be concluded around year-end.

2.3 EC members requested changes to the format of the report, and asked that the report is produced for each EC meeting to drive discussions on business activity.

3 **Supply Chain Management**

3.1 EC discussed the development of a Supply Chain Product and proposed next steps for the project. EC requested that more consideration be given to some aspects of the proposal.

3.2 EC decided that more evidence was required on the gap in the market that such a product would fill so as to allow work to be prioritised on the proposal alongside other initiatives.

4 EFit 2016 update (L Nichols)

4.1 EC was briefed on the status of the EFit 2016 project, and noted that work streams were broadly on schedule. EC noted that no parts of the project were rated red. EC requested that close and continual monitoring of progress should continue. The next EFit progress report would be made to EC on 9 February.

5 Communications

5.1 EC reviewed a proposed “Message House” communication model for core messages, which will be presented to staff at the January Town Hall. Staff objectives will be aligned to the structure in future.

David Underwood

Chief Executive’s Office

MINUTE OF EXECUTIVE COMMITTEE MEETING – 26 JANUARY 2016

Present: Louis Taylor
Steve Dodgson
David Havelock
Lucy Wylde
Cameron Fox

Attending: Neil Harris
Rachael Waters

Apologies: Shane Lynch
Secretary: David Underwood

1 **Minutes of previous meetings, actions**

- 1.1 EC approved the minutes of the previous meeting (on 19 January), subject to some amendments.

2 **Business Performance Update**

- 2.1 EC discussed the draft Quarterly Business Review prior to its circulation to the UKEF Board. EC noted that the pipeline of business was strong, with a relatively high volume of cases and some large cases that could be reaching financial close around either side of the end of the financial year.
- 2.2 EC discussed administration costs and the cost savings required by the spending Review. EC also discussed the Business Group restructuring.
- 2.3 EC examined the updated Business Performance Update report for the week commencing 25 January.

3 **Compliance Function**

- 3.1 EC discussed the establishment of an independent compliance function to provide assurance to the CEO that the Department is in compliance with legal and regulatory requirements. The function would be responsible for checking compliance with relevant procedures using statistical sampling and adopting a risk-based approach.

3.2 EC noted the paper, which would be submitted to the February Audit and Risk Committee (ARC).

4 Contingent Labour (R Waters, N Harris)

4.1 EC considered the Internal Audit Report on Contingent Labour. EC noted the red opinion and the remedial actions identified by Internal Audit and Assurance Division (IAAD). EC noted that some of the procedures were already in place and requested that application of the procedures be regularly reviewed to ensure they are being fully applied.

5 Gifts and Hospitality (R Water, N Harris)

5.1 EC reviewed the Q3 data, which is the first gathered under the new policy. EC discussed the responsibilities of Group Directors to carefully consider approval of gifts and hospitality offered or received in line with the policy, and to ensure that all staff were fully aware of the requirements of the policy.

5.2 EC noted that the Gifts and Hospitality report would be submitted to Audit and Risk Committee.

6 Audit Opinions (N Harris)

6.1 EC agreed a change (subject to the advice of ARC) to the wording to be used by IAAD for opinions in engagement and annual reports. The Government Internal Audit Agency recommends that audit teams across Government use a standard wording for their opinions to ensure consistency in audit reporting.

6.2 The paper would then be submitted to Audit and Risk Committee.

7 Annual Report And Accounts (ARA) Timetable

7.1 EC agreed that the timetable for production of the ARA was appropriate and noted that the paper would be submitted to the February ARC.

8 Supplementary Estimate

8.1 EC considered the supplementary estimate and agreed it could be submitted to HMT in accordance with the publicised timetable.

9 Communications

9.1 EC noted that the Message House had been publicised and had received generally positive feedback. Divisional Objectives would now follow using the House as a framework.

9.2 EC discussed the UKTI reorganisation. EC members will consider how to outreach to other government departments as export related responsibilities are moved across.

9.3 EC also discussed the Export Implementation Taskforce.

10 Audit Of Key Financial Controls (written procedure)

10.1 Mr Harris verbally clarified some of the issues around TFIS data raised by EC.

David Underwood

Chief Executive's Office