

MINUTE OF EXECUTIVE COMMITTEE MEETING

7 February 2018

Present:	Louis Taylor (Chair)	Attending:	[REDACTED]
	Bhaskar Dasgupta		[REDACTED]
	Cameron Fox		[REDACTED]
	David Havelock		
	Shane Lynch		
	Davinder Mann		
	Gordon Welsh		

1 Review of Minutes, Actions

1.1 The minutes and actions of the previous meeting of 17 January 2018 were reviewed and approved.

2 General Update

2.1 EC Members received a brief update on progress on significant cases being considered by UKEF.

3 Government Procurement Card Policy

3.1 EC discussed the proposed policy. EC agreed the proposals on procurement and Business Continuity, but requested further options for incidental expenses incurred (mainly) through overseas travel.

3.2 EC members will remind their staff that hotel and travel bookings should be made through the clarity travel and not using the GPCs or through T&S claims.

4 Q3 DEL Reforecast 2017-18 and draft budget 2018-19

- 4.1 EC considered and approved the Departmental Expenditure Limit (DEL) reforecast for the remainder of the 2017-18 financial year. EC noted the lessons learned and agreed the management actions set out in the paper. The draft DEL budget for 2018-19 was also discussed noting that further work on the Operational Plan (Incls Change Plan) was required before the budget can be finalised.
- 4.2 Gordon agreed to send a note to EC on arrangements with regards recharging for deal related travel costs incurred by UKEF staff.

5 A.O.B

- 5.1 There was none.

Chief Executive's Office

MINUTE OF EXECUTIVE COMMITTEE MEETING

14 February 2018

Present: Louis Taylor (Chair)
Bhaskar Dasgupta
Cameron Fox
David Havelock
Gordon Welsh

Attending:

[REDACTED]
[REDACTED]
[REDACTED]

Apologies: Shane Lynch
Davinder Mann

Secretary:

[REDACTED]

1 Review of Minutes, Actions

- 1.1 The minutes and actions of the previous meeting of 7 February 2018 were reviewed and approved.

2 General Update and DIT

- 2.1 The CEO updated EC members on the recent DIT ExCo Meeting. EC discussed the outcomes of the meeting and noted the actions in respect of agreeing the funding procedure for the overseas DIT staff.

3 Business Performance Update

- 3.1 EC Members received an update on the business pipeline and discussed progress on significant cases being considered by UKEF.

4 Short Term Business Update

- 4.1 EC considered the Short Term Business annual update, prior to its presentation to the UKEF Board. Further comments would be provided to the authors directly if necessary.

5 A.O.B

- 5.1 There was none.

Chief Executive's Office

MINUTE OF EXECUTIVE COMMITTEE MEETING

21 February 2018

Present:	Louis Taylor (Chair)	Attending:	Jem Eskenazi
	Bhaskar Dasgupta		Pat Cauthery
	Cameron Fox		[REDACTED]
	David Havelock		[REDACTED]
	Shane Lynch		[REDACTED]
	Gordon Welsh		[REDACTED]
			[REDACTED]

Apologies: Davinder Mann

1 Review of Minutes, Actions

1.1 The minutes and actions of the previous meeting of 14 February 2018 were reviewed and approved.

2 General Update and DIT

2.1 EC discussed the upcoming changes to the performance management system for 2018-19 which had been designed by the DIT HR team and would be adopted by UKEF.

2.2 EC was updated on discussions with DIT in respect of the funding for overseas export finance advisers.

3 IT Strategy

3.1 The Chief Technology Officer outlined the proposed plan leading up to 2020, including changes that had already been implemented and further changes that would need to follow.

- 3.2 EC examined the significant change in the IT landscape which had been experienced by UKEF, driven by changes to the UKEF product range, the requirement for more digital solutions and the increase in the number and diversity of customers.
- 3.3 EC were unable to endorse the recommendations at this stage and requested a revised submission linking the proposals to the Business Plan. EC members would feed comments directly to the IT Director.

4 UKEF support for Defence Exports and OECD Arrangement Terms

- 4.1 EC considered the defence paper in advance of its presentation to the UKEF Board on 5 March.
- 4.2 EC supported the recommendations made within the paper, and further requested that the paper recommends that UKEF presses for a multiparty discussion forum to be developed to consider a holistic view for defence cases, led by the Ministry of Defence.

5 ECA Comparisons Paper

- 5.1 EC considered the result of the ECA comparison work carried out by the international relations team, in advance of its annual presentation to the UKEF Board on 5 March.
- 5.2 EC requested that prior to the Board, further examination be carried out on balance sheet treatment of non-OECD Arrangement activity by overseas ECAs.

6 IAAD Report 2017-18 Business and Operational Plan

- 6.1 EC noted the amber limited opinion provided by the Head of Internal Audit in respect of the 2017-18 Operational Plan planning process.
- 6.2 EC requested that all outstanding actions need to be closed imminently and requested that they not be added to the end of year outstanding actions log given the 2018-19 planning process was already well under way.

7 2018-19 Operational Plan and Change Plan

- 7.1 EC reviewed the slide deck provided by the Chief Operating Officer.
- 7.2 EC was unable to endorse all the recommendations in the paper and the COO, CEO and CFO would meet separately to discuss next steps.

8 Monthly Risk Update

- 8.1 EC reviewed the monthly risk update, and noted the current situations. The Strategic and Operational Risk team reported an increase in the number of reported incidents, likely to be caused by the significant awareness raising activity that had been undertaken.
- 8.2 EC also noted actions required to be taken in respect of the letters of assurance process.

9 A.O.B

- 9.1 There was none.

Chief Executive's Office