

MINUTE OF EXECUTIVE COMMITTEE MEETING

11 April 2018

Present:	Louis Taylor (Chair)	Attending:	[REDACTED]
	Cameron Fox		Helen Meekings
	Richard Smith Morgan		[REDACTED]
	Gordon Welsh		[REDACTED]
			[REDACTED]

Apologies: Shane Lynch
Davinder Mann

1 Review of Minutes, Actions

1.1 The minutes and actions of the previous meeting of 21 and 28 March 2018 were reviewed and approved.

2 General Update, DIT and HMT

2.1 The Business Group Director provided feedback to EC following his attendance at a recent DIT Directors Meeting. EC noted proposed changes to structure and job titles in some areas of DIT to align them with the rest of the department.

2.2 EC reviewed recent general and case specific discussions with HM Treasury. The Chief Executive requested that EC members provide him with discussion points in advance of his meeting with HM Treasury.

2.3 The Head of CXO updated EC members on upcoming Ministerial submissions.

3 UKEF Governance Statement

3.1 EC reviewed the draft Governance Statement, noting that inputs from IAAD and Operational Risk were provisional. EC agreed that the most significant current

risks had generally been highlighted in the draft, but asked that it was cross referenced against the Risk Register for completeness.

4 Operational Budget

4.1 EC scrutinised the operational budget for 2017/18. EC members were asked to remind staff of the importance of accurate forecasting and to ensure that the delegated authority and accruals processes were completed quickly.

4.2 EC requested that Business Group report back following discussions with DIT in respect of funding for the Overseas Export Finance Managers.

4.3 EC approved the proposed budget.

5 A.O.B

5.1 EC discussed the draft Government Export Strategy.

5.2 The Chief Finance and Operating Officer will meet with IAAD following the Business and Operational Planning Audit (BOP) and will provide updates to EC in due course.

Chief Executive's Office

3 Spring 2018 Review of Strategic Risk

- 3.1 EC reviewed and agreed the changes to the format of the Strategic Risk Register, prior to its presentation to the Risk Committee.
- 3.2 EC also reviewed the strategic risks described in the document and suggested some changes to the descriptions and ratings of the risks. The amended register would then be presented to the Risk Committee.

4 IAAD Key Case Controls Audit

- 4.1 EC reviewed the completed Key Case Controls audit and noted the Audit Opinion.
- 4.2 EC discussed some of the issues highlighted by the report and the actions to be implemented.
- 4.3 EC noted that the audit process had run smoothly and the suggested actions could be implemented quickly.

5 Marketing and Communications Evaluation

- 5.1 EC agreed with the proposals outlined in the Marketing and Communications Evaluation paper. The Board will now consider the Marketing and Communications Strategy evaluation model and reporting requirements.
- 5.2 EC invited Marketing and Comms to share its 2018-19 implementation plans with members of EC

6 Information Security Review

- 6.1 EC discussed the information security review. The review will now be passed to Risk Committee on 23 May via the Security Committee.

7 Financial Crime Compliance Project Update

- 7.1 EC noted that the draft sample report was due to be presented by PWC and would be considered at the upcoming Audit Committee.

8 **A.O.B**

8.1 EC discussed the Private Office Shadowing Scheme. EC members were encouraged to promote the scheme and identify suitable candidates.

Chief Executive's Office