MINUTE OF EXECUTIVE COMMITTEE MEETING

04 July 2018

Present: Louis Taylor (Chair)   Attending: ███████████

Cameron Fox

Shane Lynch

Davinder Mann

Samir Parkash

Apologies: Gordon Welsh

1   Review of Minutes, Actions

1.1 The minutes and actions of the previous meeting of 20 June 2018 were reviewed and approved.

2   General Update, DIT and HMT

2.1 The EC discussed the 'One DIT' all staff event which took place prior to the meeting and noted that DIT's Annual Report and Accounts is due to be laid before Parliament.

2.2 The CEO discussed his upcoming meeting with senior colleagues from HMT alongside the Chair of UKEF Board.

2.3 The EC noted the upcoming Spending Review Cycle (SR19) and discussed planning. It was agreed that a future EC session would be needed to discuss this fully.

2.4 EC agreed to look into organising an all staff event to celebrate the laying of our ARAs.

2.5 EC agreed to create some working groups drawing from a wide range of staff grade to work on cross-cutting departmental issues.

3   Annual Pay Remit & Performance Awards

3.1 The Resources Director outlined the Pay Remit and Bonuses. EC reviewed and approved the paper's recommendations regarding pay and performance awards.

4   Change Governance Framework

4.1 EC reviewed the proposed Terms of Reference (ToR) for the new Change Investment Committee (CIC) which will replace Change Board and the parallel institution of a Transformation Programme Board (noting its ToR). This paper had previously been considered and had been reissued to reflect EC recommended changes.

4.2 The EC noted the additional detail provided and agreed the necessity of a single route to change with a clearly defined governance structure.

4.3 The Chair affirmed the need to develop a culture of collective responsibility in the department, with projects considered as a whole rather than in terms of personal responsibility.

5   SRO and EC Sponsor Letters

5.1 EC reviewed the Senior Responsibility Owner (SRO) and EC Sponsor letters.

5.2 EC discussed the need for an explicit mechanism in the letter for considering project variations, with a route for SROs to escalate changes and voice concerns, as well as possible training for future SROs. The letters would emphasise the support that will be provided by EC members to SROs on projects.

6   A.O.B

6.1 The Resources Director advised that more rigour was required from SLT members when assessing STARS nominees.

Chief Executive's Office

MINUTE OF EXECUTIVE COMMITTEE MEETING

11 July 2018

Present:	Louis Taylor (Chair)	Attending:	Helen Meekings
	Cameron Fox		███████████████
	Shane Lynch		██████████
	Davinder Mann		Richard Simon Lewis
	Samir Parkash		█████████████
	Gordon Welsh		

1 Review of Minutes, Actions

1.1 The minutes and actions of 20 June 2018 were reviewed and subject to an amendment approved.

2 General Update, DIT and HMT

2.1 The CEO provided an update from the recent DIT/BEIS joint ExCo. The EC discussed opportunities for cross departmental coordination for UKEF, DIT and BEIS. Samir Parkash provided an update from the DIT EC.

2.2 EC discussed the CEO's recent meeting with HMT on the topic of externalisation, and ongoing transactions requiring HMT consent.

2.3 Gordon Welsh updated the EC following a productive meeting with DFID. Regular meetings between the CEO and DFID were discussed.

3 SR19 Planning

3.1 The head of CXO presented a paper which outlined the approach for the upcoming 2019 Spending Review (SR19).

3.2 The EC discussed the timeline, key stakeholders and roles and responsibilities set out in the paper, as well as requirements for the upcoming planning workshop. EC heard that cross department enquiries about SR19 should be directed to CXO.

3.3 Subject to revisions to the timeline, the EC endorsed the paper.

4   <u>Insight and Analytics Workstream</u>

4.1 The EC discussed the latest outcomes of the Insight and Analytics Workstream and the operational risks of current data processing.

4.2 The EC endorsed the paper and agreed with the recommendations, advising that work could be done to centralise analytics management beyond the paper's recommendations.

5   <u>Security Improvement Program Update</u>

5.1 EC was provided with an update on the Security Improvement Program and identified a key areas and recommendations.

6   <u>Client Journey Dashboard</u>

6.1 Origination, Client Coverage, Marketing & Communications presented two new dashboards, which would track client journey and contribution of exporter fairs. The EC endorsed the proposed dashboards.

6.2 The EC discussed the recent LinkedIn marketing campaign.

7   <u>A.O.B</u>

7.1 Gordon Welsh provided an update from Short Term Business on the Revised Bank Delegation Implementation and discussed next steps.

Chief Executive's Office