

# MINUTE OF EXECUTIVE COMMITTEE MEETING

**3 October 2018**

Present:	Cameron Fox	Attending:	[REDACTED]
	(Acting Chair)		Helen Meekings
	Davinder Mann		[REDACTED]
	Samir Parkash		[REDACTED]
	Shane Lynch		[REDACTED]
	Gordon Welsh		[REDACTED]
			[REDACTED]

Apologies    Louis Taylor

## **1 Review of Minutes, Actions**

- 1.1 The minutes of the EC Meetings on 7 September and 12 September were reviewed and approved.
- 1.2 The open action log was reviewed and several items were closed.

## **2 General Update, DIT and HMT**

- 2.1 The Head of Business Group updated the committee on his recent visit to Peru as part of a delegation for Infrastructure Exports UK.
- 2.2 The Head of the Chief Executive Office reminded the committee of the impending deadline for submission of nominees for the Queen's Birthday Honours.

## **3 SR19 Update**

- 3.1 The EC discussed a paper which laid out the conclusions from the SR19 discussion in the recent Board Strategy Day.

- 3.2 The Executive Committee noted the scope and ambition of the bid, as agreed by the board and discussed the outputs to measure the success of a potential bid.
- 3.3 The Committee approved the paper to go before the board, pending minor changes.

#### **4 Audit Report- MMR Production**

- 4.1 The Executive Committee reviewed an Audit report on the Production of the Monthly Management Report.
- 4.2 The Committee noted the report and approved it to go before Audit Committee.

#### **5 ORD Update**

- 5.1 The Operational Risk Division updated the Committee on recent proposed additions to the strategic risk register.
- 5.2 The Committee reviewed these additions and provided their views on whether they presented a genuine strategic risk.

#### **6 FCC Strategic Case Update**

- 6.1 The Executive Committee reviewed an update on the ongoing Financial Crimes Compliance Project.
- 6.2 The Committee noted the paper and approved it for the next Board Meeting.

#### **7 Legal Risk Update**

- 7.1 The Head of Legal Division presented an update on Legal Risk management.
- 7.2 The Committee discussed the presentation and provided feedback.
- 7.3 The Committee approved the presentation to be seen by the Board, pending changes.

## **8 MarComms Update- Exporter Fairs**

- 8.1 The Executive Committee discussed the benefits and potential return on investment from Exporter Fairs.
- 8.2 The Committee made recommended additions to the report and cleared it for the Board, pending these changes.
- 8.3 The Committee discussed the due diligence requirements when putting together attendance list for Exporter Fairs.

## **9 A.O.B**

- 9.1 The Chief Financial and Operating Officer advised that HMRC would be performing a VAT audit soon.
- 9.2 The Head of Resources noted that the Head of Business Group had achieved 20 years of service at UKEF. The Committee thanked the Head of Business Group for his hard work.

## **Chief Executive's Office**

# MINUTE OF EXECUTIVE COMMITTEE MEETING

9 October 2018

Present:	Louis Taylor	Attending:	[REDACTED]
	Cameron Fox		[REDACTED]
	Davinder Mann		Richard Simon Lewis
	Shane Lynch		[REDACTED]
	Gordon Welsh		

Apologies Samir Parkash

## 1 Review of Minutes, Actions

- 1.1 The minutes and actions of the EC Meeting on 3 October were reviewed and approved.
- 1.2 The Committee agreed that all audit reports would be made available to Audit Committee, regardless of rating.

## 2 General Update, DIT and HMT

- 2.1 The Head of Business Group updated the committee on recent discussion with the Sector teams and the ITA teams in DIT. The committee discussed future opportunities for collaboration with these teams.
- 2.2 The Head of Legal Services provided an update on discussions about the OECD Arrangement.
- 2.3 The Chair provided an update on the ongoing discussions with HMT on the Autumn Budget.
- 2.4 The Head of Business Group discussed the role of DFID in UKEF's ongoing projects in Africa.

### **3 Audit Reports**

#### **3.1 Marketing**

3.1.1 The EC considered an Audit report on the Marketing Strategy.

3.1.2 The Committee discussed the report, noting that many of the recommended actions were already underway.

3.1.3 The Committee approved the report to go before Audit Committee.

#### **3.2 Workforce Planning**

3.2.1 The EC reviewed an Audit Report on Workforce Planning. The Committee discussed the report and its rating.

3.2.2 The Committee approved the report to go before Audit Committee, pending changes.

#### **3.3 Gifts and Hospitality**

3.3.1 The EC scrutinised an Audit Report on Gifts and Hospitality.

3.3.2 The Committee discussed the recommended actions on the report.

#### **3.4 Commercial Services**

3.4.1 The EC discussed an Audit Report on Commercial services, noting that some elements of the report were still under discussion.

3.4.2 The Committee discussed the report and requested changes before it would be made available to Audit Committee.

### **4 Bank Delegation Assurance**

4.1 The EC heard a paper on Bank Delegation Assurance and the manual inclusion process.

4.2 The Committee discussed the paper and cleared to go before Audit Committee, pending changes to the recommended actions.

### **5 A.O.B**

5.1 The Committee discussed business travel for non-EU nationals.

- 5.2 The Committee discussed the Systems Ownership paper on the agenda for the next meeting.
- 5.3 The Head of Resources provided an update on the progress of the Civil Service People Survey.

**Chief Executive's Office**

# MINUTE OF EXECUTIVE COMMITTEE MEETING

24 October 2018

Present:	Cameron Fox	Attending:	[REDACTED]
	Shane Lynch		[REDACTED]
	Gordon Welsh		Jem Eskenazi
	Samir Parkash		[REDACTED]
			[REDACTED]
Apologies	Louis Taylor		[REDACTED]
	Davinder Mann		

## 1 Review of Minutes, Actions

- 1.1 The minutes and actions of the EC Meeting on 09 October were reviewed and approved, subject to minor changes.

## 2 General Update, DIT and HMT

- 2.1 The EC discussed a recent meeting regarding cooperation between the ITA and EFM teams.

## 3 Leadership Planning Update

- 3.1 Representatives from Human Resources introduced a paper on the 'Brilliant Civil Service' and confirmed the Executive Committee members who would act as representatives for the program.
- 3.2 The Committee agreed the proposed terms of references and requested additional information to move the program forward.

#### **4 Operational Planning 2019-20**

- 4.1 The Chief Finance and Operating Officer (CFOO) presented a paper detailing the timetable for the Operational Plan 2019-20.
- 4.2 The Executive Committee noted the paper and discussed the objectives for the current Operational Plan and agreed these were broadly right however a more detailed review at the upcoming Heads of Division away day in December would ensure better engagement.
- 4.3 The Executive Committee endorsed the timeline.

#### **5 Operational Plan 2018-19 – Q2 Update**

- 5.1 The CFOO presented the quarterly update on progress against the Operational Plan 2018-19.
- 5.2 The Executive Committee reviewed the individual objectives, particularly those with a red rating.
- 5.3 The Committee cleared the paper to go before the board via Written Procedure, pending some minor amendments.

#### **6 Connectivity Tool Business Case**

- 6.1 The EC reviewed a paper on the business case for the purchase of a connectivity tool.
- 6.2 The Committee discussed the paper and the prospective benefits of implementing the tool.
- 6.3 The Committee approved the paper and recommended that the procurement process should begin. It was agreed that Transformation Programme Board would monitor the implementation of the system.



## **7 Business Ownership**

- 7.1 The EC considered a paper outlining changes to the roles and responsibilities of policy, product, process, system and data ownership within the department.
- 7.2 The Committee endorsed the paper and discussed the distinctions between the different areas of ownership.

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

- 8.1 The CFOO noted the upcoming Operational Planning training. The Head of Resources stressed the importance of these workshops and asked the Committee to encourage their Heads of Division to attend.

## **Chief Executive's Office**