

MINUTE OF EXECUTIVE COMMITTEE MEETING

20 MARCH 2019

| | | | |
|------------|----------------------|------------|-----------------|
| Present: | Louis Taylor (Chair) | Attending: | [REDACTED] |
| | Shane Lynch | | [REDACTED] |
| | Gordon Welsh | | Pat Cauthery |
| | Davinder Mann | | Arwen Robertson |
| | Samir Parkash | | [REDACTED] |
| | Cameron Fox | | [REDACTED] |
| | | | [REDACTED] |
| Secretary: | [REDACTED] | | |
| | [REDACTED] | | |

1 Review of Minutes, Actions

- 1.1 The minutes for the EC Meeting on 27 February were reviewed and approved.
- 1.2 The actions log was reviewed, and several items closed.

2 Safesend Replacement Presentation

- 2.1 A representative from a company which provides IT services to UKEF briefed the Committee on a data loss prevention system.
- 2.2 The Committee discussed the merits of the new system.
- 2.3 The Committee agreed that the system would be implemented, pending the production of an implementation plan and staff training.

3 Defence Annual Review

- 3.1 Representatives from the Aerospace and Defence team presented a paper in relation to the terms for support of defence exports.
- 3.2 The Committee noted the importance of applying the terms on a case-by-case basis and of introducing a framework to aid consistency in the application of terms.
- 3.3 The Committee cleared the plan to be presented to the UKEF Board.

4 Straight Through Processing Business Case

- 4.1 Representatives from the Operations team presented a paper proposing the business case for the first phase of a project involving automated processing of business.
- 4.2 The Committee discussed the potential benefits that could emerge from the project, including the increased resources and reductions to the risk of errors.
- 4.3 The Committee approved the first phase of the project.

5 Operating Cost Budget 2019/20

- 5.1 The Head of Financial Planning presented a paper proposing a reduction of the operating case budget to address a shortfall.
- 5.2 The Committee discussed the merits of the paper.
- 5.3 The Committee decided that the budget should remain but with contingency plans in place should the need arise.

6 IAAD audit Report 2018/10 – Product Lifecycle Management

[Cancelled and moved to next EC meeting due to change in timetable]

7 ARA Design

- 7.1 The Head of Strategic Communications and Media Relations presented the design proofs for the 2018-19 Annual Report & Accounts (ARA) document.
- 7.2 The Committee noted the samples and provided feedback on the best ways of projecting the image and values of the department.
- 7.3 The Committee endorsed the design.

8 General Update, DIT and HMT

- 8.1 The Chair provided an update from the recent DIT Executive Committee Meeting. The Committee discussed ongoing workstreams within DIT, including EU Exit preparedness.
- 8.2 The Committee discussed the Chair's recent appearance alongside the Minister of State for Trade and Export Promotion before the Environmental Audit

Committee. The Chair wished to thank the UKEF staff who worked on the briefing pack for him and the Minister.

- 8.3 The Director of Business Group provided an update on the progress of the steering group on International Trade Advisers.

9 A.O.B

- 9.1 The Committee noted the need to discuss dashboards, which had previously been discussed by the Board.
- 9.2 The Chief Risk Officer (CRO) requested the Head of Legal and Compliance that an update be provided on the Financial Crime Compliance (FCC) Project. The Chair concurred with the request.
- 9.3 The CRO asked EC members if they had any comments following the February 27 paper on Operational and Enterprise Risk that was approved by the Committee.
- 9.4 The Director of Legal and Compliance updated the Committee on the successful recruitment of the new Head of Legal Services.

Chief Executive's Office