

MINUTE OF EXECUTIVE COMMITTEE MEETING

04 June 2019

Present: Shane Lynch
(Acting Chair)
Cameron Fox
Gordon Welsh
Samir Parkash
Davinder Mann

Attending: [REDACTED] Arwen Robertson;
Patrick Ellis, [REDACTED] [REDACTED];
[REDACTED] [REDACTED] [REDACTED]
[REDACTED] Helen Meekings, Chris
Woodward, [REDACTED] [REDACTED] Gareth
Waterhouse, Andy Blacksell,
[REDACTED]

Apologies: Louis Taylor
Richard Simon-Lewis

Secretary: [REDACTED]

1 Review of Minutes, Actions

- 1.1 The minutes for the EC Meeting on 29 May were reviewed and approved.
- 1.2 The actions log was reviewed and discussed.
- 1.3 The Committee discussed the action for the Business Forecasting Consultation and agreed that the Business Forecasting papers should be send to UKGI and a follow up meeting arranged with them.

2 DIT, HMT and General Update

- 2.1 No updates were provided.

3 IAAD Report: Amounts at Risk (AAR)

- 3.1 The Head of Internal Audit presented the annual audit report on Case Exposure records and amounts at risk.
- 3.2 The Committee discussed the report and noted its conclusions.
- 3.3 Members noted issues in relation to the timing of the report and suggested ways of resolving these.

4 eStore PIR

- 4.1 The Head of Internal Audit delivered the eStore PIR Management Letter.
- 4.2 The paper suggests that, while eStore is fit for purpose, there are larger questions concerning future strategies for document management.
- 4.3 The Committee discussed the advantages of developing an information management framework.

5 Awareness Survey

- 5.1 The Head of Marketing and Communications and the Head of Marketing Strategy, Insight and Evaluation presented the results of a recent survey to evaluate awareness of UKEF and the Exporters' Edge campaign.
- 5.2 The Committee noted that the results are positive and members discussed the degree to which awareness of UKEF's products create new business opportunities.
- 5.3 The Committee discussed the methods of targeting potential opportunities.
- 5.4 The Committee approved the findings of the survey.

6 Marketing and Origination Update

- 6.1 The Head of Marketing and Communications provided an overview of Marketing and Communications activities.
- 6.2 The update included key metrics, recent activity, a forward look and advertising channel choices.
- 6.3 The Committee noted the update and provided feedback concerning the focus on the paper when it goes before the Board.
- 6.4 The Committee approved the update.

7 Environmental Paper

- 7.1 The External Affairs Manager led the presentation of a paper by the UKEF Working Group on Climate Change, reporting on recent climate change developments and outlining proposals for further development.
- 7.2 The Committee discussed how a potential UKEF strategy might meet the wider Government strategy.
- 7.3 Committee members noted that this issue will require a lot more discussion and debate and accepted the recommendations outlined in the paper.

8 A.O.B/ Communications

UKEF's Response to Foreign Content Policy Consultation

- 8.1 The Committee heard from a team from Underwriting, Policy and Products who provided a brief introduction to a paper which was previously circulated to the Committee by written procedure.
- 8.2 The paper seeks the Committee's approval for the proposed response and an accompanying letter.
- 8.3 The Committee noted the positive results of the consultation and the Head of Business commended the paper's author for its clarity and detailed approach.
- 8.4 The Committee tentatively approved the paper, subject to individual feedback by members.

Chief Executive's Office

MINUTE OF EXECUTIVE COMMITTEE MEETING

28 June 2019

Present: Louis Taylor
Davinder Mann
Shane Lynch
Gordon Welsh (dial-in)

Attending: [REDACTED]
[REDACTED]

Apologies: Cameron Fox
Richard Simon-Lewis
Samir Parkash

Secretary: [REDACTED]

1 Review of Minutes, Actions

- 1.1 The minutes for the EC Meeting on 04 June were reviewed and approved.
- 1.2 The actions log was reviewed and discussed.

2 DIT, HMT and General Update

- 2.1 The Chair updated the Committee on the recent DIT meetings.
- 2.2 EC discussed current DIT initiatives and how these might progress going forward.
- 2.3 EC also discussed UKEF's engagement with HMT and the state of progress on a number of issues.
- 2.4 The Chair updated EC on a recent meeting with the Cabinet Office.

3 Hosting the Berne Union

- 3.1 The Head of Claims and Recoveries presented a paper seeking EC's approval to host the 2020 Berne Union Claims and Recoveries Specialist Meeting in London in April 2020.
- 3.2 EC discussed the projected resources which the meeting would require and noted the appropriateness of hosting the meeting at the end of UKEF's centenary.

3.3 EC members approved the request.

4 Annual Pay Remit Proposals

- 4.1 The Director of Resources outlined pay remit proposals for 2019/20 and the end of year awards.
- 4.2 EC considered the benefits of the proposals and commented on the data underlining them.
- 4.3 The Committee approved the paper subject to the Director of Resources addressing issues raised in relation to the proposals.

5 Pay Business Case

- 5.1 EC reviewed a draft of the business case for a new pay system.
- 5.2 EC members noted the benefits of the new system.
- 5.3 The Committee discussed the various stages of the approval process and looked forward to its progress in the coming months.

6 A.O.B/ Communications

Civil Service Leadership Group Strategic Framework

- 6.1 EC noted the Strategic Framework recently discussed at a recent Civil Service Leadership Group meeting.
- 6.2 Committee members noted its unifying themes for collaboration across Government departments.
- 6.3 EC discussed how the framework could be best incorporated and aligned with UKEF's own strategy and objectives.

Deployment of Resources

- 6.4 EC members discussed optimal ways of deploying resources to aid UKEF's support of Short-Term Businesses (STBs).

Chief Executive's Office