

# MINUTE OF EXECUTIVE COMMITTEE MEETING

02 August 2019

Present: Louis Taylor  
Cameron Fox  
Davinder Mann  
Gordon Welsh  
Shane Lynch  
Samir Parkash

Attending: Helen Meekings; [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED] Gareth Waterhouse.

Apologies: Richard Simon-Lewis

Secretary: [REDACTED]

## 1 Review of Minutes, Actions

- 1.1 The minutes for the EC Meetings on 03 July and 10 July were reviewed and approved.
- 1.2 The actions log was reviewed and discussed.

## 2 DIT, HMT and General Update

- 2.1 EC discussed the appointment of the new Secretary of State and the new Minister of State for Trade Policy. EC noted the opportunities for engagement with the new ministers.
- 2.2 EC discussed preparations for the next Spending Review.
- 2.3 The Chief Risk Officer updated EC on a recent Directors' meeting.

## 3 External Reviewers' Findings

- 3.1 External reviewers presented their findings following the External Effectiveness review of UKEF's committees between April and June 2019.
- 3.2 The exercise involved surveying a number of teams and the reviewers noted a number of key strengths such as a respected CEO and Head of Secretariat, good debate and openness to review.

- 3.3 The reviewers outlined a number of recommendations to increase efficiency and to lead to good committee processes.
- 3.4 EC noted the report's insightfulness and discussed how best to incorporate the recommended changes.
- 3.5 EC agreed with the recommendations in the report and the Chair asked that that the report be put on the Board's forward agenda.

#### **4 Quarter 1 Forecast Review**

- 4.1 The Chief Finance and Operating Officer provided the Quarter 1 2019-20 reforecast for the Departmental Expenditure Limit (DEL) operating and capital costs.
- 4.2 EC discussed the allocation of resources.
- 4.3 EC approved the management actions in the paper and additional budget allocation for upcoming events.

#### **5 Senior Civil Service 360 Degree Report**

- 5.1 The Director of Resources presented an overview of the responses from the recent 360 feedback exercise for all Senior Civil Service staff.
- 5.2 EC discussed the conclusions of the report.
- 5.3 EC approved the paper's training and development proposals for staff.

#### **6 Stakeholder Engagement Update**

- 6.1 EC considered an update on the Stakeholder Engagement pilot and noted its successes and challenges.
- 6.2 EC discussed the pilot's broad framework and its potential benefits.
- 6.3 Members noted the importance of adhering to the pilot's objectives and maintaining clarity in respect of these for the next part of the exercise.
- 6.4 EC agreed with the recommended adjustments to the methodology of the pilot and approved its continuation.

#### **7 UK Trade and Export Finance Forum and Gala Dinner Review**

- 7.1 The Head of Marketing and Communications presented a review of UKEF's recent UK Trade and Export Finance Forum and Gala Dinner.

- 7.2 EC noted the positive responses received from delegates who attended the dinner and the conference.
- 7.3 Members discussed the viability and logistics of holding similar events in the future. It was noted, in particular, that early preparations are key to the success of future conferences.
- 7.4 EC approved process for a third annual conference in 2020/21 to the same scale and agreed to remaining open to the possibility of future gala dinners.

## **8 UKEF Strategic Partnerships to Deliver Guarantees**

- 8.1 EC considered this paper about UKEF's engagement with other government departments around partnership opportunities.
- 8.2 Members discussed the relative benefits and drawbacks of different models of collaboration.
- 8.3 EC agreed to arrange further communication with relevant parties to explore possibilities.

## **9 A.O.B/ Communications**

### **Funding Issues**

- 9.1 EC discussed funding issues relevant to the Department and the process that should be followed when liaising with the relevant stakeholders.
- 9.2 Members considered a number of options in determining a suitable framework for the process and the Chief Finance and Operating Officer outlined a recommended proposal.
- 9.3 EC agreed to proceed with the recommended approach.

### **Future and Senior Leaders Scheme Launch (2020 Intake)**

- 9.4 The Director of Resources presented a letter from Civil Service Talent to advise on the process of the 2020 intake of the Future Leaders Scheme and the Senior Leaders Scheme.
- 9.5 EC noted the criteria for potential applicants and the need to work towards a diverse intake.

## **Chief Executive's Office**

# MINUTE OF EXECUTIVE COMMITTEE MEETING

20 August 2019

Present: Cameron Fox  
(Acting Chair)  
Richard Simon-Lewis  
Shane Lynch  
Louis Taylor (dial-in)

Attending: Gareth Waterhouse, [REDACTED]  
[REDACTED]  
Esi Eshun, Helen Meekings, Richard  
Smith-Morgan, [REDACTED]  
[REDACTED]

Apologies: Samir Parkash  
Davinder Mann  
Gordon Welsh

Secretary: [REDACTED]

## **1 Small to Medium Enterprise (SME) Support**

- 1.1 Representatives of the Risk Management Group presented a paper outlining amendments to a proposal in relation to support for SMEs.
- 1.2 EC discussed the business case and modelling undertaken in relation to the potential impact of the proposal.
- 1.3 EC agreed in principle to the paper's recommendations while noting that further developments are required before they could become effective.

## **2 Spending Round 19**

- 2.1 The Head of Strategic Communications and Media Relations presented UKEF's return for the Spending Round 2019.
- 2.2 Members provided their comments on the return drafts and suggested improvements to the numbers and wording.
- 2.3 EC approved the draft subject to amendments.

**Chief Executive's Office**