

# MINUTE OF EXECUTIVE COMMITTEE MEETING

03 September 2019

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

Attending: Helen Meekings; [REDACTED] Patrick  
Ellis; [REDACTED]  
[REDACTED]

Apologies: Richard Simon-Lewis  
Cameron Fox

Secretary: [REDACTED]

## 1 Review of Minutes, Actions

- 1.1 The minutes for the EC Meetings on 02 August and 20 August were reviewed and approved.
- 1.2 The actions log was reviewed and discussed.

## 2 DIT, HMT and General Update

- 2.1 EC discussed the impending announcement of the 2019 Spending Round results and how an increase to the department's budget could be allocated.
- 2.2 The Chair updated the committee on the recent DIT All-Staff event and the 2019 GREAT Champion Award team prize being awarded to the DIT/UKEF Angola projects team. Members discussed future nominations.
- 2.3 EC discussed the People Survey due to take place later in the Autumn.

## 3 Business Plan Update

- 3.1 EC considered a paper outlining UKEF's Business Plan and the process of how it will be launched.
- 3.2 Committee members discussed the objectives and suggested improvements.

- 3.3 EC noted the timescale of the Plan and suggested how it could best align with other operational and divisional planning.
- 3.4 EC approved the paper.

#### **4 Target Operating Model (TOM) Update**

- 4.1 Following comments by members on previous drafts of the TOM, EC considered a refreshed draft.
- 4.2 Members agreed that this draft was more fit for purpose than the previous one and noted its clarity and conciseness.
- 4.3 EC discussed how the draft could be improved and the importance of it being presented in a consistent way to stakeholders.
- 4.4 Members outlined priorities for the forthcoming TOM workshops and away days, particularly on linking the operating model to specific processes and extending contributors.
- 4.5 EC approved the draft subject to minor adjustments.

#### **5 Export Insurance Policy Options**

- 5.1 A team from the Underwriting, Policy and Products team presented a paper which outlined several options towards developing UKEF's Export Insurance Policy.
- 5.2 Members considered implications surrounding efficiency and quality in relation to the proposals. The Chief Risk Officer suggested a review of the current process with a view to increasing efficiency as an alternative approach.
- 5.3 EC noted the importance of having a properly designed framework for any procedural changes.
- 5.4 EC approved putting in place a structure for testing of some of the options outlined in the paper.

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

##### **Credit Risk paper**

- 6.1 EC discussed a paper circulated by the Underwriting, Policy and Products team concerning credit risk.
- 6.2 EC agreed with the paper's recommended approach.

##### **Bank Delegation Reviews**

6.3 EC discussed the methods and approach to undertaking reviews of UKEF's bank delegation model.

6.4 Members agreed that a catalogue of relevant issues should be undertaken.

**Chief Executive's Office**

# MINUTE OF EXECUTIVE COMMITTEE MEETING

18 September 2019

Present: Louis Taylor (Chair)                      Attending: Helen Meekings; [REDACTED] (item 3)  
Richard Simon-Lewis  
Gordon Welsh  
Shane Lynch  
Samir Parkash

Apologies: Davinder Mann  
Cameron Fox

Secretary: [REDACTED]

## 1 Review of Minutes, Actions

- 1.1 The minutes for the EC Meetings on 3 September were reviewed and approved.
- 1.2 The actions log was reviewed and discussed. The meeting agreed that more current staff should be put forward for honours.

## 2 DIT, HMT and General Update

- 2.1 The Chair updated the meeting on his meeting with the Secretary of State. It was noted that the SoS was supportive of UKEF and was particularly interested in UKEF's work with SMEs.
- 2.2 EC discussed the 2019 Spending Round settlement and noted the settlement at DIT.
- 2.3 The Chair updated the committee on a recent decision in respect of Sirius Minerals.
- 2.4 The meeting discussed recent meetings with HM Treasury, noting that they were impressed by UKEF's Enterprise Risk and Credit Committee outputs.
- 2.5 Attendees noted that the staff survey was on the horizon, last year's completion rate was discussed, along with EC members' roles in encouraging staff to complete the survey.

### **3 Strategy unit paper**

- 3.1 The Head of Chief Executive's Office (CXO) and the Head of Strategic Communications presented a paper which asked EC to consider the creation of a strategy unit in CXO.
- 3.2 EC discussed the paper and approved the creation of a team in CXO to lead on strategy development for UKEF.
- 3.3 The meeting also discussed the reporting structure for the existing Strategic Communications team in CXO. It was agreed that the corporate communications team would be moved to the Marketing and Communications team of OCCMC, with a dotted reporting line between Head of Marketing and Communications to Head of CXO; and CXO would have sign-off on all media and corporate material.

### **4 AOB/ Communications**

#### **Papers by written procedure**

- 4.1 Members discussed the papers that had been approved by written procedure since the last EC meeting. The commentary on supply chain discounting was discussed and EC agreed that a future EC should cover IT Strategy.

### **Chief Executive's Office**

# MINUTE OF EXECUTIVE COMMITTEE MEETING

30 September 2019

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

Secretary: ██████████

## 1 Review of Minutes, Actions

- 1.1 The minutes for the EC Meeting on 18 September were reviewed and approved.
- 1.2 The actions log was reviewed and discussed.

## 2 DIT, HMT and General Update

- 2.1 The Committee discussed recent engagement with HMT and DFID.
- 2.2 The Chair updated the meeting on his recent visit to Oman, Dubai, Saudi Arabia and Bahrain.
- 2.3 The Head of the Business Group updated the meeting on his recent visit to Indonesia and Taiwan.
- 2.4 The Director of Resources briefed the meeting on the results of a recent dialogue with HMT.

## 3 AOB/ Communications

### All-Staff Conference Awards

- 3.1 The Head of Marketing and Communications and the Head of Strategic Communications and Media Relations discussed the awards in relation to the upcoming All-Staff Conference.

3.2 EC members voted to select winners from the nominees for each category, to be announced at the conference.

3.3 EC also received an update on the conference agenda.

### **Chief Executive's Office**