

## **MINUTE OF EXECUTIVE COMMITTEE MEETING – 3/2/09**

Present: Mr Crawford (Chair)  
Ms Johnson  
Mr Addison Smith

Apologies: Mr Ridley  
Mr Havelock  
Mr Dodgson

Secretary: Dr Phillips

### **1 Draft Minutes of 27 January meeting and matters arising**

1.1 The draft minutes were approved.

#### EAC Response

1.2 EC was informed that the Government response to the EAC report on 'ECGD and Sustainability' had been sent to the Environmental Audit Committee (EAC).

#### EGAC Recruitment

1.3 EC noted that several applications in relation to positions on the Export Guarantees Advisory Council (EGAC) had been received and were being reviewed.

#### BERR Working Capital Scheme

1.4 EC noted progress.

### **2 Management Board report back**

2.1 EC members were updated by the Chair on topics discussed at Management Board (MB) on 28 January.

### **3 Strategic Plan Delivery Report and Strategic Risk Update, Q3 2008-09**

3.1 It was decided that, in the absence of some EC members, discussion would be deferred to the EC meeting on 10 February.

**4     AOB**

Staff meetings

- 4.1    EC noted that the CEO had completed a series of meetings with staff to brief them on current developments. EC requested that the next round of meetings should be scheduled for July 2009.

**Dr Phillips**

**CXO**

## **MINUTE OF EXECUTIVE COMMITTEE MEETING – 10/2/09**

Present: Mr Crawford (Chair)  
Mr Addison Smith  
Mr Havelock  
Mr Dodgson

Apologies: Mr Ridley  
Ms Johnson

Secretary: Dr Phillips

### **1 Draft Minutes of 3 February meeting and matters arising**

1.1 The draft minutes were approved with minor corrections.

#### BERR Working Capital Scheme

1.2 Progress was noted.

#### Risk Standards

1.3 EC noted the proposal to present advice to the Management Board (MB) in respect of ECGD's risk standards for airlines.

#### EGAC Recruitment

1.4 EC was informed that several of the candidates for membership to the Export Guarantees Advisory Council (EGAC) had recently been interviewed. Further interviews are planned.

#### Data Glossary

1.5 EC noted that work on the Data Glossary was nearing completion.

### **2 Strategic Plan Delivery and Strategic Risk Update, Q3 2008-09**

2.1 EC noted this topic.

**Dr Phillips**

**CXO**

## **MINUTE OF EXECUTIVE COMMITTEE MEETING – 17/2/09**

Present: Mr Crawford (Chair)  
Mr Addison Smith  
Mr Havelock  
Mr Ridley  
Ms Johnson

Apologies: Mr Dodgson

Secretary: Dr Phillips

### **1 Draft Minutes of 10 February meeting and matters arising**

1.1 The draft minutes were approved.

#### EGAC Recruitment

1.2 EC noted progress on EGAC recruitment and commented that nominations for a new Chair would begin in April.

#### Freedom of Information (FOI) Performance

1.3 EC commended the FOI team for its recent performance, turning around 100 per cent of enquiries within the 20-day target in the past month.

#### BERR Working Capital Scheme (WCS)

1.4 EC noted progress.

**Dr Phillips**

**CXO**

## MINUTE OF EXECUTIVE COMMITTEE MEETING – 24/2/09

Present:	Mr Crawford (Chair)	Attending:	Mr Young	Items 3 and 4
	Mr Addison Smith		Dr Woodward	Items 3 and 4
	Ms Johnson		Mr Cassell	Items 2
	Mr Dodgson		Ms Cromey	Items 2
	Mr Havelock			

Apologies: Mr Ridley

Secretary: Dr Phillips

### **1 Draft Minutes of 17 February meeting and matters arising**

1.1 The draft minutes were approved.

#### G20 Global Leader's Summit

1.2 EC was informed that the G20 leaders would be discussing global trade financing issues at the April meeting in London.

#### Export Guarantees Advisory Council (EGAC) Recruitment

1.3 EC noted that interviews were taking place regarding recruitment of EGAC members.

### **2 Business System Reconfiguration (BSR) Programme Update**

2.1 EC discussed the BSR programme presentation to be given to Management Board (MB) on 25 February.

2.2 In particular, EC requested that the presentation should provide (i) the context and history of BSR, (ii) what the BSR programme and each project in it addresses, and (iii) a clear indication of the deliverables and potential savings be provided.

### **3 Statement of Internal Control (SIC)**

3.1 EC was informed that the SIC was being presented earlier this year in order to give EC members more time to consider the risks and internal controls.

- 3.2 EC discussed the risks and internal controls proposed for inclusion in the SIC in the following key areas: Resources, Existing Systems and Controls, Delivery of Change and External Issues.
- 3.3 EC endorsed preparation of a draft SIC for discussion at AC highlighting the key risks and internal control issues that had been considered for inclusion in the SIC.

#### **4 Draft Internal Audit Plan**

- 4.1 EC was advised of the proposed 2008-09 Internal Audit Plan and endorsed its submission to Audit Committee for discussion on 11 March.

**Dr Phillips**

**CXO**