

## **MINUTE OF EXECUTIVE COMMITTEE MEETING – 6/1/09**

Present: Mr Crawford (Chair)      Attending: Mr Roe  
          Mr Ridley  
          Ms Johnson

Apologies: Mr Addison Smith  
              Mr Havelock  
              Mr Dodgson

Secretary: Dr Phillips

### **1 Draft Minutes of 16 December meeting and matters arising**

1.1 The draft minutes were approved.

### **2 CEO's Update**

#### Export Guarantees Advisory Council (EGAC)

2.1 Recruitment for EGAC had been formally launched. EC noted that Professor Kydd was due to stand down as temporary Chair on 30 June 2009 and, therefore, along with new members, a new Chair would be required.

#### BERR Working Capital Scheme

2.2 It was noted that the Working Capital Scheme, on which ECGD had been providing some advice to BERR, was due to be announced by BERR in the week commencing 12 January.

#### Airbus Co-Operation

2.3 The Chair advised that ECGD had reached agreement with its French and German ECA counterparts on cooperation for handling future Airbus business.

### **3 Management Board December meeting**

3.1 The Chair gave a brief report on the discussion at the meeting.

**4 ECGD Publication Scheme**

4.1 EC noted work that had been undertaken over the Christmas period in relation to the ECGD Publication Scheme.

**5 Committee Procedures**

5.1 It was noted that the working arrangements for ECGD committees, including EC, should be revised and re-issued by CXO.

**6 Review of EC Effectiveness**

6.1 EC decided that a review of its effectiveness should be carried out in May 2009.

**7 IAA Outstanding Actions**

7.1 This was noted. EC members required further time to consider the action points.

**8 Business Systems Reconfiguration Programme**

8.1 This was reviewed by EC and the recommendation approved.

**9 Data Cleanse Update**

9.1 This was noted by EC.

**10 AOB**

10.1 EC was informed that the results of the Normington Review had been published and the SCS would be notified accordingly.

**Dr Phillips**

**CXO**

## **MINUTE OF EXECUTIVE COMMITTEE MEETING – 13/1/09**

Present: Mr Dodgson (Chair)      Attending: Mr Roe  
Mr Ridley  
Ms Johnson  
Mr Addison Smith  
Mr Havelock

Apologies: Mr Crawford

Secretary: Dr Phillips

### **1 Draft Minutes of 6 January meeting and matters arising**

1.1 The draft minutes were approved with minor corrections.

### **2 ECGD Publication Scheme**

2.1 EC noted that CXO was preparing guidance for SMT.

### **3 Year-End Timetable and Planning**

3.1 EC approved submission to ECGD's Audit Committee (AC) .

### **4 BSIC Report back**

4.1 An update would be provided for EC members following the meeting.

### **5 AOB**

5.1 EC asked CXO to populate the Forward Diary with SMT dates for 2009. In addition to the monthly SMT meetings, EC asked that quarterly 'away day' meetings should also be arranged.

**Dr Phillips**

**CXO**



**4 Approach to the Statement of Internal Control 2009**

- 4.1 EC endorsed the recommendation on improvements to the process for producing the SIC ahead of the next financial year.

**5 MB Terms of Reference**

- 5.1 EC agreed that the proposed Terms of Reference should be submitted to MB.

**6 AOB**

- 6.1 EC was provided with an update on the recent BSIC meeting.

**Dr Phillips  
CXO**

## **MINUTE OF EXECUTIVE COMMITTEE MEETING – 27/1/09**

Present:	Mr Crawford (Chair)	Attending:	Mr Roe	
	Mr Dodgson		Mr Sharp	Item 2
	Mr Ridley		Mr John	Item 3
	Ms Johnson			
	Mr Addison Smith			
	Mr Havelock			
Secretary:	Dr Phillips			

### **1 Draft Minutes of 20 January meeting and matters arising**

1.1 The draft minutes were approved.

### **2 Q3 Performance**

2.1 The Q3 figures were presented to EC. EC noted that ECGD had experienced large FX gains during the quarter, because of Sterling weakening against the US Dollar. EC was content for the presentation to be given to Management Board (MB).

### **3 CIPFA Financial Management Model**

3.1 EC reviewed plans to undertake an evaluation of ECGD's financial management using the Chartered Institute of Public Finance and Accountancy (CIPFA) Financial Management model.

### **4 Review of EC Terms of Reference**

4.1 EC discussed the Terms of Reference.

### **5 MB Strategic Agenda**

5.1 EC reviewed the provisional MB Strategic Agenda for the forthcoming financial year.

## **6**     **AOB**

### Information Management Assurance Committee (IMAC) report

- 6.1    EC was provided with an update on the IMAC meeting held the previous day. IMAC was reviewing ECGD's performance against Cabinet Office requirements for Information Security in Government.
- 6.2    EC noted that Information Asset Ownership training had been carried out with ECGD Asset Owners and a follow-up was to take place for those unable to attend the initial session.
- 6.3    EC asked that IMAC should discuss whether it should consider business continuity plans as part of its remit.
- 6.4    EC was informed that the annual review of processes and procedures for maintaining ECGD's gsi status was underway.

### Investors in People (IiP)

- 6.5    EC was provided with an update on the timing of ECGD's next review of its IiP status.

**Dr Phillips**

**CXO**