Minutes of DfT Executive Committee

Date: Tuesday 8 December 2009
Time: 0900-1000
Venue: Room 5/13, Great Minster House

Attendees: Apologies:
Robert Devereux (Chair)
Mike Mitchell
Bronwyn Hill
Richard Hatfield
Steve Gooding
Clare Moriarty
Christopher Muttukumaru
Helen Morris (Item 2)
xxxx (Item 3)
xxxx (Private Office)
xxxx (Secretariat)

Item 1: Update on developments including including P2P Update

1. ExCo was updated on the week's developments within the DfT Groups and the Legal Services Directorate.

2. ExCo agreed proposals for the switching of reporting lines that would facilitate the creation of a dedicated 'smart ticketing' division in Regional and Local Transport Policy directorate.

   Action: Steve Gooding and Bronwyn Hill to inform staff

3. With regard to P2P performance, the importance was stressed of contacting all involved with the payment and approval of invoices and of involving directors if individuals weren't following the correct procedures.

Item 2: General Election Preparation

EC(09)70

4. Helen Morris introduced the paper, which invited ExCo to:

   i) confirm it was content with the overall scope of the proposed approach;
   ii) propose a lead for Workstream 4 (Wider challenges and the interrelationships between them), 4a) (potential machinery of Government change) and 4b) (improving DfT capability to lead change through an election);
   iii) agree that Directors-General should look to appoint somebody to progress work within their Groups on Workstreams 4e) (managing potential changes to the delivery chain), 4f) (managing decisions on high profile and major projects) and 4g) (managing resource pressures).

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5. Communicating effectively with the right people at the right time was viewed as being key to the success of the general election strategy. Nick Court would be responsible for drawing up a Communications Plan.

6. ExCo was informed that Michael Hurwitz would be offering workshops on briefing Ministers. Christopher Muttukumaru advised that he would be running briefing sessions for lawyers that others would be welcome to attend – he would liaise with Michael Hurwitz over the content of the briefings.

7. It was agreed that much of Workstream 4 entailed responding to the Smarter Government agenda.

8. The importance was emphasised, with regard to Workstream 4(f), of considering potential changes to the cross-government delivery chain.

9. ExCo decided that:
   
i) DGs would identify a lead or leads in their areas for workstreams 4(e, f) and go and let Helen Morris know;

   Action: DGs

   ii) Kieran Rix (SR2010), Paul Collins (policy/finance interaction), Jenni Borg (Operational Efficiency Plan and Business Processes) and John Faulkner (Strategy Unit) were well placed to support elements of Workstream 4;

   Action: Clare Moriarty and Richard Hatfield to notify the individuals concerned

   iii) There were some differences in kind between elements of Workstream 4, but equally areas of interaction and the workstream needed to be looked at in the round. Clare Moriarty would discuss with the individuals identified how the workstream might be organised and supported to ensure coherence and make best use of available resources.

   Action: Clare Moriarty

   iv) ExCo would receive further reports on Workstream 4 activities as appropriate;

   v) Any DG or director contemplating the creation of an additional SCS post should consult Mervyn Thomas first.

   Action: All DGs to cascade to directors.

**Item 3: Carbon Reduction Strategy – further info requested**

10. The paper contained the additional analysis and information on the legal basis for the Carbon Reduction Commitment (CRC) that had been requested by ExCo when discussing an earlier paper on the subject on 29 September.

11. ExCo was being asked to consider the most prudent way to enter the CRC scheme. Three alternatives were suggested:

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i) entering as a single DfT entity;
ii) entering as three entities (Highways Agency, DVLA and the others)
iii) entering as eight individual entities (DfT(c) and the seven Executive Agencies).

12. Entering as eight individual entities would have administrative burdens, especially for the smaller agencies. Entering as a single entity would result in DfT being shown in the bottom half of the league table – motorway lighting by the Highways Agency accounted for the vast bulk of DfT’s CO₂ emissions. Entering as three entities would minimise the administrative burden whilst predicting that at least one, if not two, elements of the DfT family will appear in the top half of the league table.

13. ExCo:

i) agreed with the recommendation that the Highways Agency and Driver & Vehicle Licensing Agency (DVLA) operate as individual participants in the Carbon Reduction Commitment;

ii) agreed that Richard Hatfield and Christopher Muttukumaru would consider how to take forward DfT’s CRC commitment, including ensuring provision for the first allowance purchase under the scheme in April 2011;

   Action: Richard Hatfield/Christopher Muttukumaru

iii) agreed that the attention of the Secretary of State would be drawn to the fact that, even with disaggregation, he would remain accountable to Parliament for the performance of the Department even if operational responsibility were delegated to Agency Chief Executives;

   Action: Christopher Muttukumaru/xxxx

iv) agreed that Bronwyn Hill would consider the implications of the CRC commitments and for local authorities, and whether it would be necessary to bring this to their attention;

   Action: Bronwyn Hill

v) agreed that the paper author should prepare a note to the Secretary of State setting out his recommendations as endorsed by ExCo;

   Action: xxxx

vi) agreed that legal and handling guidance for those responsible for CRC compliance would need to be made available in good time.

   Action: Christopher Muttukumaru

14. Graham Pendlebury and Andrew Murray had been asked by Richard Hatfield to look at how DfT was currently organised as a sustainable department and how this might be improved.

Board Secretariat
8 December 2009

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