Minutes of DfT Executive Committee

Date: Tuesday 9 February 2010
Time: 0900-1030
Venue: Room 5/13, Great Minster House

Attendees: 

Robert Devereux (Chair)
Mike Mitchell
Bronwyn Hill
Richard Hatfield
Steve Gooding
Clare Moriarty
Christopher Muttukumaru
Peter Gregory (Item 2)
Valerie Vaughan-Dick (Item 3)
Kieran Rix (Item 4)
xxxx (Item 4)
xxxx (Private Office)
xxxx (Secretariat)

Item 1: Update on developments including P2P Update

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

2. During the P2P update it emerged that there were still three issues to be resolved. These were:

   i. People managing temporary staff needed to be made aware that they were ‘contract managers’ for the purpose of P2P and that signing off time-sheets for temporary staff was to be treated as a ‘goods received’ event to be confirmed to the specialist requisitioners.

   ii. There was still a small number of specialist requisitioners who were not complying with procedures – possibly as a result of irregular use of the system. These needed to be removed from the system.

   iii. Some suppliers were persistently quoting incorrect purchase order numbers when submitting invoices. There was clearly a need to engage with these suppliers and to warn them of the consequences of not quoting correct purchase order numbers.

   Action: Clare Moriarty to initiate

The names of non-SCS staff have been redacted in accordance with DfT’s publication policy.
Item 2: DfT Fast Stream Programme

Introduction

3. Peter Gregory introduced the paper, which argued that fast stream moves needed to be managed in a manner that took more account of DfT business needs.

4. The paper proposed that DGs take a more proactive role in managing fast-streamers in a manner that would result in the majority of fast-streamer moves taking place in either April or September.

5. It was proposed that a Fast Stream Committee, chaired by a Director General and staffed by DGs or their representatives, be set up. The Committee would govern fast stream moves and inform fast stream policies.

Discussion

6. Points raised in discussion included:

- the need to continue taking into account the development needs of fast streamers. It was confirmed that a dedicated individual within HR would continue to engage with the interests of fast streamers;
- evidence that, whilst fast streamers might not be initially happy to be deployed to DfT, 95% of fast streamers working within DfT were happy to be doing so;
- acknowledgement that there would still be some fast stream posts, for example in private office, that would need filling at times of the year other than in April and September;
- the chair of the Fast Stream Committee should ideally be somebody who was not looking to deploy fast streamers themselves.

Conclusions

7. ExCo decided that:

i) A Fast Stream Committee, to be chaired by Robert Devereux, would be established to make decisions on appointments to fast stream posts;  
Action: Peter Gregory

ii) DfT would move to a system where the majority of fast stream moves would occur twice a year rather than throughout the year;  
Action: Peter Gregory

iii) Robert Devereux, as Fast Stream Champion, would explain to fast-streamers the changes to the system.  
Action: Peter Gregory to draft a note for Robert Devereux to send

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Item 3: ‘Smarter Government’ – Relocation Options

8. Valerie Vaughan-Dick introduced the paper, which had been produced in response to a Cabinet Domestic Policy Council paper. It provided options for potential relocations of staff outside Central London.

9. ExCo decided that the DfT response to the paper should emphasise:

- the relatively recent moves of transactional staff from London to Hastings;
- the work underway to rationalise DfT’s Central London estates – which had recently resulted in it vacating Ashdown House and 25 Victoria St;
- the fact that the lease on 123, Buckingham Palace Road was due to expire in 2012.

Action: Valerie Vaughan-Dick

10. Mike Mitchell undertook to ask Graham Dalton to ensure all Highways Agency staff were aware of the expiry in 2012 of HA’s lease on 123, Buckingham Palace Road.

Action: Mike Mitchell

Item 4: 2010-11 Business Plan – Admin Position

11. ExCo discussed a paper that examined the origin of the overall admin pressure and agreed some options for reducing individual pressures and balancing the admin budget.

Any Other Business

12. None.

Board Secretariat
11 February 2010