Minutes of DfT Executive Committee

Date: Tuesday 1 December 2009
Time: 0900-0950
Venue: Room 5/13, Great Minster House

Attendees: Apologies:
Robert Devereux (Chair) Bronwyn Hill
Mike Mitchell
Richard Hatfield
Steve Gooding
Clare Moriarty
Christopher Muttukumaru
Mervyn Thomas (Items 2 and 3)
Giles Buckenham (Item 2)
Alex Fiddes (VOSA – shadowing Robert Devereux)
xxxx (Private Office)
xxxx (Secretariat)

Item 1: Update from Directors General and the Legal Services Director, including P2P Update

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

2. With regard to the P2P compliance monitoring chart that had been circulated by Stephen Reeves, it was agreed that all Groups should seek full compliance by the end of February 2010. This would enable the redeployment both of the finance staff currently seconded to the Resource Management Planning Teams and the extra staff working at the Shared Service centre to resolve anomalies.

Item 2: Civil Service Terms and Conditions EC(09)66

3. It was agreed that that a note would be cascaded to directors setting out how to deal with potential queries over future pension entitlements.

Action: Mervyn Thomas

Item 3: Health Screening as part of Your Reward EC(09)67

4. Mervyn Thomas introduced the paper which explained the overall 2009 pay settlement for non-SCS staff had included non-consolidated cash allocation or “flex-pot” of 0.5% of basic pay for each pay band 1-7 employee.

5. Further consideration had concluded that there would be benefits to the Department, both reputational and in terms of reducing sick absence, to be

The names of non-SCS staff have been redacted in accordance with DfT’s publication policy.
gained by investing the relevant funds in health screening instead. Health screening had already been introduced in DVLA and had been well received by employees.

6. ExCo was presented with a “menu” of potential health screening options, each with different implications in terms of cost and loss of productive time.

7. ExCo agreed that:
   - the 0.5% “flex-pot” element of the non-SCS pay rise would be made available in the form of health screening to all employees;
   - a “basic” 30-minute health-check would be offered to all employees free of charge on-site in official time;
   - employees would be entitled instead to choose a higher level 90-minute health-check at DfT’s expense but in their own time, to be held at a Nuffield hospital;
   - should there be sufficient funds remaining, “Well Point” machines, to provide ongoing health checks, would be provided on-site;
   - communication to employees, to be made in the form of a briefing to directors followed by a subsequent message in the weekly cascade, would highlight the reputational benefit to DfT of this option as opposed to paying a 0.5% “flex-pot” in addition to the 2.2% headline pay settlement to non-SCS staff;

   **Action: Mervyn Thomas**

   - Mervyn Thomas would liaise with Clare Moriarty with regard to any potential issue arising from the proposed exclusive use of a single private sector supplier. This had already been cleared with HM Treasury and the Department of Health.

   **Action: Mervyn Thomas/Clare Moriarty**

**Any Other Business**

8. There was brief discussion over the two papers, which had been submitted for information only, updating ExCo on the transposition of EU Directives and EU funding.

9. With regard to the paper on transposition of EU Directives (EC(O9)68), this paper noted that the Lisbon Treaty made provision for fines to be imposed much earlier in the infractions process. Thus, in cases where there had been a failure to notify that transposition had taken place by the set deadline, the infractions process was going to be streamlined in such a way as to enable the European Court of Justice not only to rule on the substantive failure but also to impose fines at the same time. Given that DfT had some directives that were heavily overdue for transposition, the Department needed to manage the risk. Richard Hatfield and Christopher Muttukumaru agreed to discuss what further steps ought to be taken and to come back to ExCo with such further advice as is necessary.

   **Action: Richard Hatfield/Christopher Muttukumaru**
10. ExCo also noted that DfT had transposed the directives due to be delivered during the current period and that the issue was the backlog of older directives. It felt that the transposition tracker at Annex A of the paper needed to show the delivery dates previously agreed by ExCo and Richard Hatfield agreed to offer a new set of dates against which ExCo would monitor delivery.

Action: Richard Hatfield

11. With regard to the paper on EU funding (EC(09)69), ExCo noted the imminent transfer of state aid responsibility from DG Transport and Energy to DG Competition. Christopher Muttukumaru undertook to agree with Kate Jennings how to advise Robert Devereux with regard to the domestic handling of state aid cases. Christopher’s initial view was that DfT should seek to continue the current arrangement, which had been agreed with the former Department for Trade and Industry, with the Department for Business, Innovation and Skills. This arrangement was that, whilst DTI/BIS’s state aid unit would have a central supervisory role on state aid cases, DTLR/DfT would continue to run its own state aid cases direct with DG Tren/DG Competition.

Action: Christopher Muttukumaru

12. ExCo noted also that Satellite Navigation Units, including the Global Navigation Satellites System Supervision Agency (Galileo), would be moving to DG Enterprise and Industry.

Board Secretariat
3 December 2009