Minutes of DfT Executive Committee

Date: Tuesday 3 November 2009
Time: 0900-1000
Venue: Room 5/13, Great Minster House

Attendees:

Robert Devereux (Chair)
Mike Mitchell
Bronwyn Hill
Richard Hatfield
Steve Gooding
Clare Moriarty
Christopher Muttukumaru
Morag Childs (Item 2)
xxxx (Private Office)
xxxx (Secretariat)

Apologies:

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

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

Item 2: Project and Programme Management (PPM) at DfT

2. Morag Childs introduced the paper, which examined:

   the role of the PPM Centre of Excellence;
   whether the PPM CoE should interact more with its counterparts in DfT’s Executive Agencies;
   the end-to-end process throughout the department for the management of projects and programmes;
   concern expressed by the Capability Review team over the relative lack of PPM assurance for internal projects when compared with that for external projects.

3. ExCo agreed that the DGs would go through their business plans to:

   identify which activities were projects or programmes; and
   ascertain sources of assurance for projects and programmes so identified.

The names of non-SCS staff have been redacted in accordance with DfT’s publication policy.
4. It was hoped that this exercise would enable the PPM CoE to undertake a gap analysis of PPM assurance throughout DfT(c) that would then form a basis of subsequent recommendations to ExCo.

**Item 3: The Preparation of Secondary Legislation by DfT**

EC(09)62

5. This paper, which had been submitted ‘below the line’ for information only, recommended that staff involved in the preparation of secondary legislation be required to undertake the training provided by Legal Services Directorate on making statutory instruments.

6. The issue was raised as to the most appropriate stage for the training to take place within the preparation of legislation. Christopher Muttukumaru undertook to write to DGs on this point.

**Action:** Christopher Muttukumaru

(already completed)

**Any Other Business**

7. Christopher Muttukumaru reported that he had learned recently that legal services had been incorporated into the remit of the Operational Efficiency Programme. Heads of Government Legal Service (GLS) teams had been asked to produce ideas for benchmarks that departments could apply to test the effectiveness of their legal services. Christopher had already put forward a number of proposed benchmarks for consideration by the head of the GLS.

Board Secretariat
3 November 2009