MINUTES OF DfT EXECUTIVE COMMITTEE

Date:    Tuesday 27 Sept 2011
Time:  0900-1030
Venue: Room 5/13, Great Minster House

ExCo Members
Lin Homer (Chair)
Richard Hatfield
Steve Gooding
Clare Moriarty
Lucy Chadwick
Christopher Muttukumaru

Attendees for Papers

Item 1
Jeremy Blyth (Departmental Security Officer)
**** (Business Continuity, Physical and Personnel Security Manager)

Item 2 and 3
****( Senior Policy Adviser – Performance Management)
**** (Acting Head of Risk)

Item 4
**** (Policy adviser - TfL Finance and Scrutiny)
**** (Policy adviser - Greenhouse gas emissions from shipping)

**** denotes names of non-SCS staff, which have been redacted in accordance with DfT’s publication policy.

Attendees for Papers

Item 1: Business Continuity EC(11)93

1. Christopher Muttukumaru introduced the paper and informed ExCo that this would be going back to the next DfT Board meeting, having now incorporated the external facing requirements more prominently (one of the feedback points from the Board).

2. Steve Gooding asked that a distinction be made between the external and internal briefing needs. Lin Homer asked that the paper include some wider context for this work for the Board discussion.

Action: ****

Item 2: Review of Non-Weather Transport Disruption Risk EC(11)94

3. Lucy Chadwick introduced the paper and informed ExCo that this work was focussed on identifying the extent of our preparedness for non-weather related transport disruptions. ****set out the role of the modal leads.
4. ExCo requested that, in taking this work forward, the risk team focus on those areas where transport plays a significant role in dealing with any response. It added that there was a need to move onto a discussion around ‘risk appetite’.

5. **** informed ExCo that they planned to have a conversation with Cabinet Office to discuss what should be covered

6. The risk team agreed to put together a short guidance note to the modal leads and was asked to be clear on what is expected from these leads in terms of outcomes. ExCo would need to monitor the outcome before the end of the year.

**Action: ****

**Item 3: Causes of Failure: Top-Down Risk Assessment EC(11)95**

7. Clare Moriarty introduced the paper. ExCo felt that it was helpful to look at top-down risk against our bottom-up approach to check the inter-connectivity of the risks and asked for each of the risks to be explored and ensure that their associated mitigation actions the were acceptable, as set against our overall risk appetite.

8. ExCo agreed that, whilst early Board clearance was not needed, it would be helpful to allow the Board some time to debate the process that was being used to manage risk.

**Item 4: Fast Stream Mentoring Scheme EC(11)96**

9. Lucy Chadwick introduced the paper and informed ExCo that the purpose was to provide fast streamers with a sense of long-term continuity of career progression. It was observed that people would be cycled out of the process at some point in order effectively to manage a growing body of fast streamers over time. Lucy Chadwick confirmed that, once the mentors had been identified, a session would be held to discuss and agree the terms of reference for their work.

10. ExCo agreed that DfT should move forward with this proposal.

**Action: Lucy Chadwick**

**Item 5: Weekly Update Oral Item**

11. The issue was raised of managing the underspend.

Board Secretariat
20 Sept 2011