MINUTES OF DfT EXECUTIVE COMMITTEE

Date: Tuesday 20 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**

**Other Attendees**
Mervyn Thomas
**** - Private Secretary
**** - Board Secretary

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

**Item 1: Talent Management Strategy** EC(11)88

1. ExCo noted the paper and agreed with the recommendation to use the 9 box grid, to support the identification of talent for all SCS. ExCo also agreed that they would reconvene a meeting of the directors’ meeting group should be reconvened and that DGs would discuss the approach individual directors together with a paper briefing to all directors.

2. It was agreed that there was a need to consult unions on equality impact aspects of this work.

   **Action: Mervyn Thomas**

**Item 2: Diversity** EC(11)89

3. ExCo received feedback from the diversity analysis of the Performance Management markings. Lin Homer noted that the list of networks and their champions was incomplete and agreed to return to this issue in October. Mervyn Thomas informed ExCo that the HR team was awaiting the results of the capability review before proposing a method to reinvigorate all the networks.

4. ExCo agreed to the e-learning package for all staff on unconscious bias, but asked the HR team to consider the communications strategy for the manner in which the e-learning was presented to staff.

   **Action: Mervyn Thomas**
Item 3: Better Performance Workshop – next steps EC(11)90

5. ExCo discussed the general response from staff to the workshops. and agreed that the postcards that were used in the sessions would be incorporated into mid-year reviews and that opportunities needed to be afforded to people to re-write postcards where necessary.

6. ExCo discussed the results from the staff survey and agreed to consider further the manner in which the scores are aggregated.

   Action: Mervyn Thomas

Item 4: Redundancy Swaps EC(11)92

7. ExCo agreed with the proposed recommendation in relation to the manner in which the department responded to the redundancy swap offer. Lin Homer asked the HR team to monitor the process closely in order to see the calibre of people who were coming forward from it.

Item 5: Priority Movers’ List EC(11)92

8. ExCo agreed that the proposed approach but wanted to ensure that the system had proper managerial oversight, especially at the outset of the process as the initial decision would guide all subsequent steps.

Item 5: Weekly Update Oral Item

9. Steve Gooding reported back that DfT was performing very well with respect to the Government's deregulation agenda. ExCo agreed that the NEDS should have some involvement in the Public Sector deregulation workstream.

Board Secretariat
20 Sept 2011