MINUTES OF DfT EXECUTIVE COMMITTEE

Date: Monday 6 September 2011  
Time: 0900-1030  
Venue: Room 5/13, Great Minster House

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

Attendees for Papers
***** (CLG Honours Secretariat)(Item 2)  
***** (Head of Internal Communications)(Item 3)

Other Attendees
**** (Private Secretary)  
**** (Board Secretary)

Apologies
Christopher Muttukumaru  

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

Item 1: Weekly Update

Oral Item

1. Lin Homer and each of the Director Generals updated the meeting on areas of interest.

2. Lin Homer asked for Lucy Chadwick to provide a future ExCo meeting with an update on the Fast-stream Mentoring scheme that she was currently considering.

Action: Lucy Chadwick

Item 2: Potential Nominees for 2010 Queens Birthday honours

3. The paper did not identify those staff that already had been awarded Honours and **** agreed to provide a revised list to all ExCo members that included this. It was also agreed that a more comprehensive stakeholder list was required.

4. It was agreed that, further to the names that were mentioned as possibilities for citations, further work would be done on developing a precise list offline and then reported back to Lin Homer.

Action: ****, Judith Marshall-Camm

Item 3: SCS Conference

EC(11)81

5. The meeting agreed on what messages they felt it would be useful to hear from the Secretary of State and how they could best structure a session to consider the DfT priorities.
Item 4: Discussion about forthcoming DfT Board

6. The meeting discussed the points that would need to be raised and discussed at the next Board meeting.

Board Secretariat
6 Sept 2011