MINUTES OF DfT EXECUTIVE COMMITTEE

Date: Monday 16 Aug 2011
Time: 0900 - 1030
Venue: Room 5/13, Great Minster House

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

Attendees for Papers
Richard Bruce, ******* (Item 2)
Ian Coates (Item 3)

Other Attendees
******* - Private Secretary
******* - Board Secretariat

Apologies
Christopher Muttukumaru
Clare Moriarty

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

Item 1: Weekly Update

Oral Item
1. ExCo members updated each other on developments since the previous meeting.

Item 2: Options for risk reporting to DfT Board

EC(11)76
2. ExCo agreed that option three presented risks in the best manner and asked that the pictorial view also depict emerging risks (high impacts, variable likelihood) which the relevant DG could choose to highlight for discussion as necessary. More work was needed on agreeing pithy but meaningful risk descriptions, moderating and quality assuring risk scores and considering scope for including risk appetite as a factor in presenting the risks. ExCo was content for there to continue to be some overlap between delivery and risk reporting.

Action: Richard Bruce

Item 3: Internal audit update

EC(11)77
3. ExCo confirmed their expectation that all staff should comply with DfT policies and procedures. ExCo requested that DGs be consulted on sample coverage for future cross-department audits. ExCo also agreed that conclusions from cross-department audits needed to be properly cascaded to staff.

Action: Ian Coates, GC, DGs
4. Mervyn Thomas would be asked to send out a reminder of the current rules on when and how to carry out checks on T&S claims and then also consider potential updates to the existing guidance to managers in light of changes in travelling practices (e.g. greater use of oyster cards).

   Action: Mervyn Thomas

5. In future, the regular internal audit update to Group Audit Committee would be sent to all the DGs.

   Action: Ian Coates

Board Secretariat
16 Aug 2011