MINUTES OF DfT EXECUTIVE COMMITTEE

Date: Tuesday 9 August 2011
Time: 0900-1035
Venue: Room 5/13, Great Minster House

ExCo Members

Lin Homer (Chair)
Steve Gooding
Lucy Chadwick
Christopher Muttukumaru (via Speakerphone)

Other Attendees

**** (Private Secretary to Permanent Secretary)
**** (Board Secretary)
**** (Board Secretariat)

Attendees for Papers

Cathryn Scott (via Speakerphone)(Item 2)
**** (Head of Better Regulation)(Item 2)
Judith Marshall-Camm (Items 3 and 4)
**** (Senior HR Business Partner)(Item 3)
**** (Head of Learning and Development)(Item 3)
**** (Head of Diversity)(Item 4)

Apologies

Richard Hatfield
Clare Moriarty

Item 1: Weekly Update

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

Item 2: EU Infraction – 6-monthly Update

2. Christopher Muttukumaru and Cathryn Scott set out the current situation regarding the UK’s transposition of transport-related EU Directives, the proposed actions to deal with Directives where infraction proceedings were in progress and proposed mitigating action to reduce the likelihood of future delays in transposition.

3. ExCo asked for action underway to transpose each of the Directives which are subject to infraction proceedings to be set out in a clearer format. Christopher Muttukumaru agreed to this and to return to ExCo on 13 September, prior to his meeting the following week with the European Commission’s Directorate-General for Mobility and Transport, where he would be setting out DfT’s plans for transposing its outstanding Directives.

   Action: Christopher Muttukumaru/Cathryn Scott

4. ExCo asked to see an up to date table of outstanding Directives monthly for the next three months and quarterly thereafter. Each report would set out the actions to be taken over the following three months. The GCO

The names of non-SCS staff have been redacted in accordance with DfT’s publication policy.
transposition tracking team would continue to monitor “pipeline” cases of late transposition.

5. GCO was in the process of reviewing Departmental processes for transposition tracking and guidance and training as part of taking over the tracking functions, with the aim of ensuring timely transposition of future EU Directives.

6. Christopher Muttukumaru noted that the key to timely transposition was successful planning and project management and the availability and deployment of legal and policy resources at key stages.

7. For some time, the GCO had been applying the presumption in favour of copy out. The importance of this approach had recently been restated in new BIS guidance. The GCO would continue to explore the extent to which the strong presumption in favour of copy out might lead to a less elaborate method of transposing future EU Directives.

Item 3: Learning and Development

8. This paper set out a proposed new learning and development strategy to ensure a DfT focus on developing the right skills or people to do their jobs effectively and to build capability for the future.

9. It was agreed that further details on skills requirements would emerge from the business planning process and from the work that HR Business Partners were doing with DGs and directors. Christopher Muttukumaru offered to share an approach used in General Counsel’s Office where staff assess their skills gaps and feed these into an individual skills profile, enabling senior management to agree on development and training needs for their staff, including the appropriate method.

10. ExCo:

   i) requested more detail on the learning and development strategy. It suggested a gap analysis with participation from the Heads of Profession;
   ii) requested that the Learning and Development team ensure that its approach would fit in with the New Generation HR model, and that the training package on offer would include a combination of training offered by the centre (Civil Service Learning), professional training, e-learning and in-house training; and
   iii) confirmed that individuals were ultimately responsible for their own development, that the mid-year review offered a good chance for staff and their line managers to review their development needs but that before then line managers would require guidance as to the learning packages available.

   **Action: Learning and Development Team**
11. The Learning and Development Team was requested to return to ExCo in September.

**Item 4: Annual Diversity Report**

12. This paper attached the annual diversity report and looked forward to a new three-year diversity strategy and action plan, following the expiry in March 2012 of the current one.

13. ExCo requested details on how the proposed new equality objectives and targets for DfT compared to those used by other Government Departments.

   **Action:** Equality and Diversity Team

Board Secretariat

11 August 2011