Minutes of DfT Executive Committee

Date: Tuesday 19 July 2011
Time: 0900-1200
Venue: Room 5/13, Great Minster House

ExCo Members

Lin Homer (Chair)
Richard Hatfield
Steve Gooding
Clare Moriarty
Christopher Muttukumaru

Other Attendees

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

Attendees for Papers

**** (Head of Internal Communications)(Item 2)
Tracey Waltho (Item 4)
David Brown (Item 4)
Richard Bruce (Item 4)
Kieran Rix (Item 4)
Helen Morris (Item 4)
**** (Strategy Unit) (Item 4)
David Lunn (Item 5)
**** (Head of DfT CIO Office)(Item 5)

Apologies

Lucy Chadwick

** Item 1: Weekly Update **

Oral Item

1. Clare Moriarty updated ExCo on the outcome of a special meeting the previous day of the Board Investment and Commercial Sub-Committee. She confirmed that the OJEU Notice for the Shared Service project had been issued.

** Item 2: Outline for Senior Management Engagement Sessions **

EC(11)69

2. ExCo provided its comments on the proposed outline for two one-hour sessions with senior managers that were to take place the following week. It requested that Clare Moriarty and Kieran Rix work with the Head of Internal Communications towards feeding the outcome of the 22 July DfT Board Strategy AwayDay into these sessions.

Action: Clare Moriarty/Kieran Rix/Head of Internal Communications

** Item 3: Staff Directory Issues **

EC(11)67

3. ExCo agreed that Pauline Reeves should proceed with her procurement from Shared Services of a replacement DfT(c) staff directory. Clare Moriarty agreed to find the savings necessary from within her Group’s budget to fund the increased implementation cost.

The names of non-SCS staff have been redacted in accordance with DfT’s publication policy.
Item 4: Preparations for 22 July DfT Board AwayDay

4. ExCo discussed and agreed the agenda, format, papers and presentations for the DfT Board AwayDay, subject to the Secretary of State being content. Lin Homer would be meeting him later in the day to check this.

Item 5: ICT Contract Re-Let Update

5. Clare Moriarty reported on the Secretary of State’s visit the previous week to DVLA in Swansea and his conclusions from that visit.

6. David Lunn and the Head of DfT’s CIO Office updated ExCo on the ICT contract re-lets for DfT’s Agencies. They made the case that there were potential economies of scale to be achieved by (a) shared services that would be procured under a single contract across DfT or (b) common services that would be procured under different contracts but off a common, potentially HMG-wide, framework.

7. ExCo
   
   i) agreed that the DVLA market-sounding exercise should be extended to identify the potential benefits of a DfT family joint procurement/joint solutions exercise.

   ii) agreed that, if any DfT Agencies did not wish to be part of an identified shared approach, they would need to present a robust case for pursuing a separate procurement.

Board Secretariat
19 July 2011

The names of non-SCS staff have been redacted in accordance with DfT’s publication policy.