MINUTES OF DfT EXECUTIVE COMMITTEE

Date: Tuesday 5 July 2011  
Time: 0900-1040  
Venue: Room 5/13, Great Minster House

ExCo Members  Attendees for Papers
Lin Homer (Chair)  **** (Risk Policy Manager) (Item 2)  
Richard Hatfield  
Steve Gooding  ****, **** (CLG Honours Secretariat)  
Clare Moriarty (Item 3)  
Lucy Chadwick  **** (Rail Secretariat)(Item 3)

Other Attendees
**** (Private Secretary to Permanent Secretary)  
**** (Board Secretariat)(Items 1 and 2)  

Apologies
Christopher Muttukumaru

Item 1: Weekly Update  Oral Item

1. Lin Homer reported back from a meeting she had attended of EU transport leads. She also reported back from a meeting of the Integrated Transport Forum and from a monthly Spending Review meeting.

2. The Director Generals reported on issues from their areas of work.

Item 2: Risk Management – Questions for ExCo  EC(11)64

3. This paper, introduced by DfT’s risk policy manager, set out work she and her predecessor had done on reviewing and refining the processes for Board and ExCo consideration of risk and risk management.

4. Discussions with the Government Actuary Department had helpfully focused attention on ‘big risks’ and the benefit of quantifying eventualities that were considered unacceptable such as massive outage of the transport system. This top-down approach, working back to the potential causes of such eventualities and hence to individual risks, would promote a tighter focus on the issues that really matter to DfT.

5. The paper also proposed giving ExCo the role of reviewing and challenging risks escalated by DGs, and testing risk tolerance ratings to understand risk appetite.

The names of non-SCS staff have been redacted in accordance with DfT’s publication policy.
6. Clare Moriarty added that her proposed re-cast of ExCo meetings would result in risk being discussed monthly by ExCo, and being the main focus of meetings once a quarter.

7. ExCo discussed risk appetite and how this should be defined and its level agreed. One way in to risk appetite was through considering how much resource (people, money or negotiating capital) it was worth expending at the margin to mitigate a particular risk.

8. It had been agreed that the 9 September DfT Board meeting would receive a ‘landscape review’ of DfT’s role in the 2012 Olympics, and that ExCo would receive and discuss a preview of the paper at its meeting on 16 August. ExCo agreed that this would provide a useful trial of the revised Board and ExCo roles in managing DfT’s risks.

**Item 3: 2012 New Year Honours Recommendations**

9. A separate, restricted note on this discussion has been circulated to ExCo members by the CLG Honours Secretariat.

Board Secretariat
8 July 2011