MINUTES OF DfT EXECUTIVE COMMITTEE

Date: Monday 27 June
Time: 1715-1935
Venue: Room 5/13, Great Minster House

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

Attendees for Papers
Jonathan Sharrock (Item 2)
Adam Simmons (Item 2)
**** (Olympics Transport Operations)(Item 2)
**** (Olympics Training)(Item 2)
Mervyn Thomas (Items 3 and 4)
Les Brewster (Item 3)
Tracey Waltho (Item 5)
Nick Bisson (Item 7)
Roger Jones (Item 7)

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

Apologies
Christopher Muttukumaru

Item 1: Olympics Update

1. Discussion on this item was in two parts – the first covering progress on DfT’s Games-time travel reduction programme and the second covering resource planning for the Games.

   Travel Reduction

2. Adam Simmons informed ExCo that a Department-wide travel planning trial week would be run from 8-12 August. It would aim to cut staff travel by 50% compared to its baseline of the equivalent week in 2010.

3. Adam explained that during the Olympics itself, travel through hot-spots (such as London Bridge Station) would be weighted, but that for the purpose of the trial week, all travel would be treated equally.

4. Adam confirmed that only DfT offices had been sounded out as potential alternative work-stations for DfT(c) staff for the duration of the trial. After the trial he would look at the prospect of utilising offices belonging to other Government Departments, taking into account any IT security issues this may cause.

5. The London Organising Committee of the Olympic and Paralympic Games had donated three pairs of tickets for the Olympic trial events, which would be given to those who had reduced their travel the most. It had not yet
6. The ‘travel champions’ for each unit had been set a 50% target. It was agreed to liaise with the internal communications team over what to make known more widely to staff prior to the trial.

   **Action:** Adam Simmons

**Resource Planning**

7. A reasonable response had been received to requests for ‘volunteers’ to fill policy roles during the Games.

8. 34 people would be required from 21 July to 14 September – the period of the Games themselves – with a smaller number required for the period of the Torch Relay from 18 May to 21 July.

9. Staff who themselves will be under pressure during the Olympics (IT, Private Office, Press, Security etc) should not be called upon to volunteer for Olympics duties, given that they would be required in their ‘day jobs’. Arrangements for fast streamers will also need consideration.

10. It was suggested that a reserve pool be created. It was agreed that DfT’s Agencies should also be approached for volunteers.

   **Action:** Adam Simmons

11. The team was asked to consider more fully the shape of cover and whether it needed to be a full 24/7 shift for the entire period.

12. Training for Olympics volunteers would be launched on 20 July, with volunteers being addressed by the Secretary of State and Lin Homer. It would begin in earnest during August. A 3-day exercise would take place from 6-8 September, involving all volunteers.

13. The issue of leave was raised for volunteers – who would not be able to take leave during the period of the Games. DGs were advised to look at the prospect of allowing people to carry over more than the standard 9 days maximum to the following leave year.

14. In conclusion, ExCo

   - noted that, on paper, a sufficient number of people had been ‘volunteered’ to fill specialist and non-specialist posts for the duration of the Games;
   - agreed that the number of posts and volunteers required validation and that the description of each post, and the extent to which it would require 24/7 cover, should be fleshed out;
   - agreed that volunteers should in the meantime be told to assume they would be needed 24/7 for the duration of the Games;

The names of non-SCS staff have been redacted in accordance with DfT’s publication policy.
• asked the Olympics team to examine requirements for ‘back-filling’ posts vacated by volunteers for the period of the Games.

Action: Adam Simmons/Olympics Team

Item 2: Developing a DfT Work Experience Programme  EC(11)60

15. Les Brewster introduced the paper, which informed ExCo that DfT had pledged to offer 1,000 work experience placements as part of the Civil Service-wide “Get Britain Working” programme, being run by Job Centre Plus (JCP).

16. A small-scale pilot was proposed for late July, involving two placements in each Agency – 14 placements in total for DfT, each one lasting for two weeks.

17. Interns would be subjected to a Baseline Security Check costing £25 per check. Les Brewster agreed to find out from JCP whether it would be prepared to cover the cost of Baseline Security Checks for interns accepted by DfT. He also agreed to find out from the Departmental Security Team whether Unescorted Day Passes could be given to interns, to avoid their line managers having to escort them for the duration of their internship.

Action: Les Brewster

18. The scheme was welcomed by ExCo, which recognised:

• the need for senior managers to set an example by taking on interns;
• the opportunity the programme would create for managers without staff – particularly fast-streamers – for line management;
• managers would still be able to take on other interns as well as participating in the JCP scheme.

19. ExCo authorised Les Brewster to proceed with the trial in late-July and to provide it with feedback on the trial.

Item 3: Preparations for 22 July DfT Board AwayDay  EC(11)62

20. ExCo provided Tracey Waltho with its comments on a draft agenda and proposed outline for the forthcoming DfT Board AwayDay.

Item 4: 1 July DfT Board Meeting Agenda  Oral Item

21. DGs agreed to inform the Secretariat in advance of any items they wished to raise at the DfT Board Meeting under the update on current issues.

Action: DGs (completed)

Item 5: Rail Franchise Programme: Resourcing  EC(11)63

22. ExCo discussed an issue that had arisen regarding the staff resources required for the re-letting of rail franchises. It agreed to bring forward to

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the 11 July ExCo meeting DfT’s mid-year review of its resources for priority projects.

Board Secretariat
1 July 2011