Minutes of DfT executive committee

Date: Tuesday 14 June
Time: 0945-1130
Venue: Room 5/13, Great Minster House

ExCo Members
Lin Homer (Chair)
Richard Hatfield
Clare Moriarty
Christopher Muttukumaru

Apologies
Steve Gooding
Lucy Chadwick

Attendees for Papers

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

**** (Departmental Security Officer)
**** (Departmental Security Continuity Vetting) (Items 2 and 3)
**** (Planning and Risk) (Item 3)
**** (Traffic Regulation and Enforcement) (Item 4)
**** (Better Regulation) (Item 4)

Item 1: Weekly Update

1. Lin Homer asked for the slide pack on transparency that was presented at the Permanent Secretaries’ meeting to be circulated to DGs.
   Action: Private Secretary to Permanent Secretary (completed)

2. Lin highlighted the need for a departmental transparency lead to be a single point of contact with Cabinet Office on transparency issues. Lin asked DGs to consider who this might be; Clare Moriarty and Christopher Muttukumaru agreed to discuss this.
   Action: Clare Moriarty/Christopher Muttukumaru

3. ExCo noted that, from August, the monthly publication of spend over £500 would include a description column. Particularly in the early months this would require careful checking to ensure that descriptions were accurate. The quality of data should improve over time as people focused on this at the input stage. It was also likely that data on individual GPC transactions would be published in future, and again ensuring accurate descriptions would be key.
   Action: DGs

4. ExCo identified a number of items for discussion at future meetings including monitoring of key VfM information; bonuses (taking account of the paper presented to the Civil Service Steering Board); and the Capability Review.
   Action: Clare Moriarty

The names of non-SCS staff have been redacted in accordance with DfT’s publication policy.
**Item 2: Possible Coordinated Industrial Action**
EC(11)52

5. **** introduced the paper, which set out the possibility of coordinated industrial action, and sought ExCo consideration of coordinated machinery for handling such action.

6. ExCo agreed that the paper presented should form the basis of briefing to be provided to the Secretary of State. Lin Homer also asked for information on disruption in the transport sector to be included in the briefing.

   **Action: Departmental Security team**

7. ExCo agreed that HR would lead on coordination in the event of industrial action on 30 June. A communication should be issued in advance of this, drawing on the legal advice provided. Clare Moriarty undertook to take this forward with the HR team.

   **Action: Clare Moriarty**

**Item 3: Business Continuity Management**
EC(11)53

8. **** introduced the paper. ExCo:

   - agreed that the issues of business continuity management and possible coordinated industrial action should remain separate for the purpose of the DfT Board papers, and that Clare should raise the issue of possible coordinated industrial action in the DG update slot at the Board meeting. The business continuity team would produce a paper on industrial relations for Clare to use at the Board meeting;

     **Action: Clare Moriarty/Business Continuity team**

   - agreed that the paper should be reordered with the policy first and the more detailed information in the Annexes; and

     **Action: Business Continuity team**

   - requested that the MCA return be checked, to ensure information on training exercises had been correctly reported.

     **Action: Business Continuity team**

9. Lin Homer requested DGs check that those now responsible for business continuity plans in their Group have the appropriate plans following the restructure, and plans are refreshed as necessary.

   **Action: DGs**

10. Lin asked Christopher Muttukumaru to work with the business continuity team to consider the steering committee which would meet if a major incident affected our London buildings. Membership of the committee, how it would function and the organisation of a training exercise were to be undertaken.

    **Action: Christopher Muttukumaru/Business Continuity team**

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11. DGs were asked to provide comments on the draft business continuity management policy to the Business Continuity team.  

**Action: DGs**

**Item 4: Red Tape Challenge progress report: Highways & Vehicle Standards and Safety**

12. Christopher Muttukumaru introduced this paper, which outlined the initial outcomes of the internal review of Highways and Vehicle Standards and Safety regulations.

13. ExCo:

   - noted the contents of the paper and agreed this should form the basis of the submission to ministers; and
   - agreed that work on de-regulation was going in the right direction.

14. ExCo requested that the list of de-regulatory proposals be amended to clarify some of the proposals. It was noted that the options paper put to ministers would include the potential impacts of each proposal, as well as more detailed explanations of the proposals.  

   **Action: Better Regulation team**

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Board Secretariat  
17 June 2011