MINUTES OF DfT EXECUTIVE COMMITTEE

Date:       Tuesday 7 June
Time:       0900-1045
Venue:      Room 5/13, Great Minster House

ExCo Members

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

Attendees for Papers

Helen Morris (Item 2)
Simon Lydiard (Item 3)
Mervyn Thomas (Items 4 and 5)
Janet Barker (Items 4 and 5)
**** (Group HR Policy)(Item 4)

Other Attendees

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

Item 1: Weekly Update

1. DGs were asked to remind their staff that Corporate Procurement were able to provide advice on the operation of the controls over spending on consultancy and temporary staff, including whether particular proposals were in scope or not. Interim guidance would be issued shortly, pending the development of new streamlined forms.

   Action: DGs

2. Christopher Muttukumaru asked ExCo members to let him know by midday the following day if they had any issues with the 'direction of travel' of his approach to the Red Tape Challenge as set out in paper EC(11)51, which had been submitted to the meeting for information.

Item 2: Transforming the Civil Service

3. Helen Morris introduced the paper, which sought DfT support for the Institute of Government-led “Transforming the Civil Service” programme.

4. ExCo did not feel able to support the nomination of one or two people to devote half their time up to November to work on the programme. ExCo did, however, support the proposal for an invitation for volunteers to support workstreams on a more informal basis. This was seen as a development opportunity, enabling volunteers to mix with academics and people they would not otherwise expect to work with. The volunteers would be expected to test emerging ideas with DfT colleagues in informal gatherings.

The names of non-SCS staff have been redacted in accordance with DfT’s publication policy.
5. ExCo agreed that Helen Morris would provide DGs with a description of the roles being offered. The DGs would call for volunteers and would forward to Helen a list of those they considered suitable for the roles.

   **Action:** Helen Morris/DGs

**Item 3: Contract Management**

EC(11)48

6. Simon Lydiard introduced the paper, which informed ExCo of the risks identified in a recent Audit of Contract Management and sought approval to recommendations to improve compliance with legal and procedural obligations.

7. Simon highlighted the opportunity to build a better and more defined relationship between the Corporate Procurement team and its internal customers. He recognised that there was scope to make procurement guidance more user-friendly and to publicise it more widely. This, he anticipated, would improve compliance.

8. ExCo:
   - assured Simon Lydiard of its support, and the support of members of their teams, for the review of procurement guidance;
   - requested that the most recent Audit Report of Contract Management be circulated to all ExCo members – and that any future such reports be circulated also.

   **Action:** Simon Lydiard (completed)

   - welcomed the proposal that ExCo members should be on the distribution list for internal audit reports relevant to DfT(c) as a whole.

   **Action:** Clare Moriarty

9. With regard to the proposal for a central record of contracts, Simon was asked to ensure that he coordinated his work with that of the General Counsel’s Office, which had been asked by BICC to put forward proposals on a central repository of materials that created commercial legal obligations and risks.

**Item 4: Coaching and Mentoring**

EC(11)49

10. This paper, introduced by the Senior Policy Developer for Leadership, Engagement and Development, outlined the efforts of his team to build a strong coaching and mentoring network within DfT.

11. Coaching was highlighted as a practical option for supporting a high performance culture, the re-engagement of staff following the organisational restructure and giving managers the tools to manage effectively.

12. A specific proposal from the paper was to identify up to 25 people to study for a professional coaching qualification. This would entail 5 days of training at a cost of around £520 per head.

   **Action:** 

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13. Points made by ExCo included:

- a need for those trained to have the coaching of staff in their individual objectives;
- a suggestion that people posted to new areas within DfT would particularly welcome support from outside their line management chain;
- a need for those who received the training to provide a significant amount of coaching to produce a return on the investment in their training; and
- encouragement for the idea that DfT should identify those people who were already qualified coaches and ascertain whether they would be willing to coach others.

Action: Judith Marshall-Camm

14. ExCo said that a smaller number of staff – around 12 people - should receive the training initially, and that they should be selected carefully. It requested that a detailed proposition be worked up and circulated to ExCo for sign-off, specifying the training being offered and making clear whether those trained would be expected to provide coaching for their own team only or to make themselves more generally available.

Action: Judith Marshall-Camm

15. ExCo also requested a proposal on how the existing mentoring provision could be enhanced.

Action: Judith Marshall-Camm

Item 5: Remuneration Committee Pre-Brief Oral Item

16. ExCo briefly discussed issues that would be coming up at the forthcoming meeting of DfT’s Remuneration Committee.

Item 6: Feedback from Transport Outcomes and Compulsory Management Workshops Oral Item

17. DGs fed back from the workshops they had attended and discussed the balance between business and corporate objectives.

Board Secretariat
10 June 2011

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