MINUTES OF DfT EXECUTIVE COMMITTEE

Date: Tuesday 17 May 2011
Time: 0930-1115
Venue: Room 5/13, Great Minster House

ExCo Members

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

Attendees for Specific Items

**** (Information Compliance and Standards Officer, General Counsel's Office (Item 2)
**** (Information Security and Assurance Manager, Security Team)(Item 2)
**** (Head of Sub-National Policy and Delivery (Item 3)
**** (Sub-National Policy and Delivery Team (Item 3)

Other Attendees

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

Item 1: Weekly Update

1. ExCo discussed the actions from the previous day’s meeting of DfT’s fast streamers, covering development opportunities, appraisals and secondments. It agreed that the Fast Stream Committee would consider these issues further at its meeting on 27 June.

2. Lin Homer was keen to be involved in the forthcoming Capability Review of DfT. Sally Davis would be playing a prominent part and the other non executive board members would also be providing input. It was suggested that directors from other Government Departments be asked to provide external challenge on a reciprocal basis.

Action: Clare Moriarty

Item 2: Annual Information Assurance Report

EC(11)42

3. The paper was introduced by the Information Compliance and Standards Officer, who invited ExCo to sign off the Security Risk Management Overview (SRMO) report required by the Cabinet Office, which included a commentary from the Accounting Officer.

4. ExCo was informed that DfT continued to meet Level 2 of the Information Assurance Maturity Model (IAMM), which satisfied the Data Handling Review (2008) minimum requirements. However, some of the progress towards Level 3 from the 2009/10 assessment had not been sustained.

5. ExCo felt that some of the commentary in the SRMO report painted gave a less positive impression of DfT’s information assurance than was actually

The names of non-SCS staff have been redacted in accordance with DfT’s publication policy.
the case. The Information Compliance and Standards Officer undertook to revisit this and to circulate a further draft for comment.

6. ExCo was informed that it was likely that the Cabinet Office would make significant changes to next year’s processes and reporting requirements. In light of this, it decided that DfT should consolidate its information assurance performance over the coming year, whilst prioritising an improvement in its business continuity processes.

7. There was discussion over the amount of information held by DfT and over whether it could release more information than it currently did. ExCo encouraged the Information Compliance and Standards Officer to work with the Analysis and Science director and her team in a) ensuring that, before DfT requested information, it satisfied itself that it did not hold it already and b) ascertaining whether more information could be published by DfT.

8. Christopher Muttukumaru undertook to return to ExCo if the Red Tape Challenge revealed that DfT was holding more information than was necessary.

**Item 3: Decentralisation and Localism**

9. This paper invited ExCo to note and comment on the contents of a draft assessment of DfT’s performance in devolving transport functions and services to local authorities and communities.

10. ExCo recommended that the paper authors submit the draft assessment to the Secretary of State prior to the end-of-May bank holiday weekend, and schedule an early June meeting with him to discuss the contents and to gauge his appetite for further devolution of transport functions and services. It recommended that the contents of the draft assessment be shared with Norman Baker also.

Board Secretariat
19 May 2011