MINUTES OF DfT EXECUTIVE COMMITTEE

Date: Tuesday 10 May 2011
Time: 0900-1030
Venue: Room 5/13, Great Minster House

ExCo Members

Lin Homer (Chair)
Richard Hatfield
Steve Gooding
Clare Moriarty
Lucy Chadwick (from 0925)
Christopher Muttukumaru

Attendees for Specific Items

**** (Risk Policy Manager)(Item 2)
Mervyn Thomas (Item 3)
Helen Morris (Item 3)
Richard Bruce (Item 5)

Other Attendees

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

Item 1: Weekly Update

1. Lin Homer, DGs and Christopher Muttukumaru updated each other on developments in the week since the last ExCo meeting.

Item 2: Bottom Up Risk Assessment and Recording Process EC(11)38

2. The Risk Policy Manager reported back to ExCo on the consultation exercise, which it had requested in November 2010, to determine whether a standardised risk scoring method could be used by all sections of DfT business.

3. Of those consulted, a majority preferred the 5 x 5 risk scoring system used by the former Motoring and Freight Services Group. However some projects wished to continue using a more sophisticated system and other projects, particularly in Executive Agencies and the Shared Services team, were using well-developed systems that they did not wish to change.

4. ExCo decided that all parts of DfT should be encouraged to converge towards the risk scoring system used by the former MFS Group, which would be adopted as the DfT standard. Agencies and projects not wishing to use this system could for the meantime continue to use their existing risk scoring systems on a “comply and explain” basis. They would need to be able to satisfy the Risk Policy Manager that their systems contained a satisfactory minimum content similar to that contained within the standard system.

The names of non-SCS staff have been redacted in accordance with DfT’s publication policy.
5. Helen Morris circulated a chart setting out proposed activities for the next three-month phase of the Change Programme. This phase was about re-engaging with people following the re-shaping programme that had just completed. It was proposed that it culminate in late July with a whole Department Pulse Survey.

6. ExCo agreed that it would be appropriate for results of the 2010 Staff Survey, carried out in October 2010, to be used as the baseline against which the results of the July 2011 Pulse Survey and subsequent surveys in October 2011 (the main People Survey) and February 2012 (Pulse Survey) would be measured.

7. ExCo agreed that the Secretary of State’s briefing the previous week had gone well, and that people had been positive about engaging with DfT’s wider goals.

8. Lin Homer emphasised that the “One Team” must incorporate DfT’s Executive Agencies. She encouraged the Change Team to utilise the Senior Management Group, as well as the Fast Stream and broader talent pools, towards achieving this.

Item 3a: SCS Performance Management

9. Mervyn Thomas informed ExCo that guidance on the 2011/12 performance management process for SCS would be circulated shortly.

Item 4: “Civil Service Live”

10. ExCo was informed that DfT would be displaying DVLA’s digital services at the July 2011 “Civil Service Live” event at Olympia. DfT would also be running sessions on the Change Programme, the Olympics and HS2. Attendees were to be encouraged to suggest how the event – especially the ‘Top 200’ event – could be improved for future years.

11. Steve Gooding suggested that DfT consider running its own senior management event, including the senior management of DfT’s Executive Agencies.

12. ExCo agreed that Civil Service Live offered an opportunity to build links between staff in DfT(c) and the Agencies. Following a successful visit to GMH by a group of DVLA staff, Agency Chief Executives would be invited to put forward staff who would shadow a counterpart in DfT(c) or be hosted in groups for half a day, attending Civil Service Live for the other half of the day. Those shadowed would be encouraged to visit their Agency counterpart at a later date.

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Item 5: Structure for DfT Board Strategy AwayDay

Oral Item

13. ExCo discussed the content of the DfT Board half-day awayday that had been scheduled for the morning of Friday 24 June. This could usefully focus on:

- the 2012/13 Business Plan for DfT;
- decisions within the Spending Review period, taking account of latest financial forecasts;
- longer term issues, including the High Level Output Statement (HLOS) for rail’s Control Period 5 (2014-19) and the balance of spending between different modes;
- capability and
- key risks and governance.

14. Some time had been put aside on 18 May for the agenda for the awayday to be discussed and agreed further.

Board Secretariat
16 May 2011