MINUTES OF DfT EXECUTIVE COMMITTEE

Date: Tuesday 3 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
Christopher Muttukumaru

Attendees for Specific Items
Malcolm Twite (Item 2)
**** (Head of DfT CIO Office)(Item 3)
**** (DfT CIO Office)(Item 3)

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 three weeks since the last ExCo meeting.

2. DGs also provided updates on milestones due during April. Christopher Muttukumaru undertook to revert to Clare Moriarty regarding the “Red Tape Challenge” target that No.10 required Government Departments to include in their business plan targets.

Action: Christopher Muttukumaru

Item 2: One Team – Office Design
EC(11)38
3. Malcolm Twite introduced the paper, which suggested limited expenditure to accommodate the re-stacking the North Wing of Great Minster House, as a result of DfT’s imminent vacation of the East Wing of the building – a move that would save £5m per annum. The improvements would be to signage, meeting rooms, office areas, lift lobbies and the main entrance. Limited improvements to kitchen facilities would also be accommodated.

4. ExCo agreed to this recommendation.

Item 3: Government ICT Strategy
EC(11)39
5. This paper set out how it was proposed to implement the Government’s IT Strategy within DfT, its Executive Agencies and Arm’s Length Bodies. The Strategy was designed to cut duplication and waste in Government ICT

The names of non-SCS staff have been redacted in accordance with DfT’s publication policy.
and to encourage more innovation and small and medium sized enterprise (SME) participation in Government contracts.

6. The Government IT Strategy was to be pulled together into an Implementation Plan, to be published in summer 2011 by the Chief Information Officer Delivery Board. This board was chaired by the Government CIO and was made up of CIOs from the six large departments from an ICT perspective – not including DfT.

7. In the meantime, the National Audit Office would be commencing a cross-departmental VfM study on the overall Government ICT strategy. Phase 1 of this work would be published in July 2011.

8. ExCo expressed its support for the objectives of the Government ICT strategy. It encouraged the Office of the CIO to continue participating in the development of the Implementation Plan, with the objective of it being as pragmatic as possible.

9. Points made in discussion included:
   - publication of the strategy was timely, coming at a time when DfT was developing its strategy for IT supplier contract re-lets for several of its Agencies;
   - the intention of the ICT strategy to move away from single contracts with large companies to multiple contracts, potentially with SMEs, implied a need to build capacity and capability in contract management;
   - encouraging Senior Responsible Officers to stick with projects up until an appropriate break point had implications for reward strategy; and
   - the need to ensure that the strategy took full account of information assurance requirements, policy-driven and legal.

10. ExCo:
   i) endorsed the proposal that the DfT CIO Office should facilitate the implementation of/adherence to the Government ICT Strategy;
   ii) requested that it be kept up to date with further details as they emerged, such as clarification as to whether the £100m project limit would apply to ICT supplier contracts; and
   iii) agreed that an update on the ICT contract re-lets be provided to ExCo prior to the summer Parliamentary Recess beginning on 19 July.

Item 4: Preview of Agenda for 6 May DfT Board Meeting

11. ExCo went through the agenda for the 6 May DfT Board Meeting and discussed issues likely to arise.
Item 5: Updates to Board and ExCo Forward Looks

Oral Item

12. DGs provided some updates on agenda items for forthcoming ExCo meetings.

13. The Secretariat was asked to prepare a paper on DfT governance for a July ExCo meeting, covering

- the role of DfT’s Executive Committee and Board Sub-Committees;
- DfT’s investment approval framework;
- the requirement, set out in the current draft of the revised Corporate Governance Code, for a new Nominations and Governance Sub-Committee;
- the scheduling of Board, ExCo and Sub-Committee meetings.

Action: Secretariat

14. It was hoped that this meeting would, having considered the paper, be in a position to agree on a forward schedule of Board, ExCo and Sub-Committee meetings up until the end of 2012.

Board Secretariat
4 May 2011