MINUTES OF DfT EXECUTIVE COMMITTEE

Date: Tuesday 5 April 2011
Time: 0900-1100
Venue: Room 5/13, Great Minster House

ExCo Members

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

Attendees for Specific Items

Tim Figures (Item 2)
Tim Symington (Item 2)
Mervyn Thomas (Item 4)
Helen Morris (Item 4)

Other Attendees

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

Apologies

Lucy Chadwick

Item 1: Weekly Update

1. Lin Homer updated ExCo on the discussion and outcomes of the previous week’s Permanent Secretaries’ meeting. DGs provided updates on major issues affecting their Groups.

Item 2: Reorganisation of Transport Security and Contingencies

EC(11)29

2. This paper sought ExCo endorsement of proposals to prevent any diminution in the effectiveness of DfT’s transport security function, or its contingency arrangements responding to crises, following the dissolution of TRANSEC directorate.

3. ExCo had previously endorsed the disaggregation of TRANSEC Directorate. The purpose of this paper was to ensure that ExCo members were content with the specific proposals put forward.

4. ExCo agreed that each Directorate must formulate and maintain its own call-out arrangement and communicate this to the Duty Office. Any on-call allowance must be funded by the Directorate.

5. ExCo agreed that a Director General must be on call at all times – whilst not necessarily staying in London. The DG concerned must be willing to come into the office in the event of the Duty Office being unable to contact

The names of non-SCS staff have been redacted in accordance with DfT’s publication policy.
the on-call officer from the Directorate most relevant to the incident. A key role for the on-call DG would be to keep Ministers informed of developments.

6. ExCo agreed that it was the TRANSEC directorate that was being disaggregated – not the TRANSEC brand. There was no reason why the new Transport Security Board should not be known as the TRANSEC Board.

7. ExCo agreed:

   (i) that a Transport Security Board should be established with membership as at Annex A
   (ii) that for an incident of a scale to require the incident room to be engaged, the DG leading in the incident room should be responsible for the totality of the response (including security, when this is required)
   (iii) that arrangements for designating the lead DG in a crisis should be clarified as part of a revision of the Department’s Concept of Operations for Crisis;
   (iv) that for non-security contingency, whilst the Contingencies Team will provide ongoing incident room and other support, the responsible DG will nominate a suitable policy lead other than the Head of Transport Security Strategy;
   (v) that the Director, Maritime should be the default lead for Land and Maritime security incidents, although this should be revisited if DfT can adopt a modal approach for land security;
   (vi) that plans should be drawn up for a reinforcement of pools of staff who are security cleared, trained and exercised for incident response – more generally DfT needs to review its pool of security-cleared staff;
   (vii) that, for non Counter-Terrorism incidents, there should be more explicit reliance on Directorates’ own out-of-hours arrangements, backed up by the Duty Office;
   (viii) that a senior security rota should be maintained, managed by TSS;
   (ix) that a Security Emergency Response Plan (SERP) should be developed and owned by TSS but signed up to by all potentially affected Directorates through the Transport Security Board. This issue needed collective ownership, given the risks, and it should return to ExCo in a few weeks;
   (x) that a working culture committed to providing a round-the-clock response to actual or looming crises should be maintained or developed by those Directors with security or consequence management responsibilities; and
   (xi) that, based on completion of these actions, TRANSEC Directorate can be dissolved with effect from mid-May 2011.

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Item 3: Governance of Accident Investigation Branches

8. Richard Hatfield introduced the paper, which proposed future governance of the Air, Marine and Rail Accident Investigation Branches (AAIB, MAIB and RAIB) in the light of weaknesses in the current arrangements and forthcoming restructuring of DfT(c).

9. The paper proposed:

   (i) no change to the independence of the AIBs’ investigations, on which they report directly to the Secretary of State;
   (ii) the Director General for International Strategy and the Environment retaining overall responsibility for the oversight and management of the three Branches;
   (iii) the creation of an AIB Board to support the DG in those responsibilities; and
   (iv) the respective modal Directors assuming first the reporting officer role for the relevant Chief Inspector, with the DG retaining overall responsibility as the second reporting officer for all three.

10. The recommendations were accepted, subject to modifications agreed by Richard Hatfield and Christopher Muttukumar on the composition of the AIB Board and of its terms of reference.

Item 4: Preparation for Senior Management Engagement

11. Helen Morris and **** circulated some slides for suggested use at two Senior Management Engagement sessions later in the week. ExCo made some comments on these and Lin Homer asked members to give any further comments to Helen by the end of the day. She asked Helen to find some time to agree the final content of the slides with her.

Board Secretariat
7 April 2011