MINUTES OF DfT EXECUTIVE COMMITTEE

Date: Tuesday 8 March 2011
Time: 0900-1100
Venue: Room 5/13, Great Minster House

ExCo Members

Gail Marzetti (DfID) – work shadowing
Lin Homer

Attendees for Specific Items

Lin Homer (Chair)
Bronwyn Hill
Steve Gooding
Clare Moriarty
Christopher Muttukumaru

***(Item 2)***

Other Attendees

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

**** (Item 3)

Helen Morris (AOB item on Change Process)

Item 1: Weekly Update

1. Lin Homer updated ExCo on the Permanent Secretaries meeting (Perm Secs) the previous Wednesday.

Additional Item: ‘Crowd Sourcing’

2. **** introduced the additional item on ‘crowd sourcing’. This is the name used for gathering ideas from the public, for example through use of specific government websites. Cabinet Office used this method last year to gather deregulatory ideas, while the Treasury also had a website for ideas in the run up to the Spending Review. ExCo discussed emerging thinking from the centre on the scope to use this approach to support the government’s deregulation agenda, and the possible ways in which different transport themes (e.g. road transport and air freight) might be focussed on. The Secretary of State had been considering how DfT might engage with this agenda, and further advice would need to be developed. Lin requested that Christopher Muttukumaru develop a proposition, which can be considered by Steve Gooding, and used as the basis of further advice to the Secretary of State.

Action: Christopher Muttukumaru

Item 2: Fraud and Bribery Policy Update EC(11)20

3. **** introduced paper EC(11)20 on fraud and bribery. The Bribery Act is due to come into effect in April, but was now expected to be delayed for three months as MoJ was preparing guidance on it. Cabinet Office was pushing an anti-fraud agenda. DfT was one of the first departments to

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engage with it and there was an opportunity for us to work with a single process covering both issues. ExCo agreed that this was an important agenda and doing the two together was desirable. Further down the track we may want to write to the centre to set out what we are doing.

4. The paper suggested circulating a fraud and bribery risk assessment tool for Directors, and a questionnaire for staff more generally. ExCo agreed that these looked useful products, but we needed to think carefully about timing issues, in the context of the additional pressures on staff at present, and the existing cycle of management assurance processes. It was agreed that we should share the emerging draft assessment form with Directors, stress it may be a useful checklist and that we expect to request it be completed around October 2011 (at the time of management assurance mid-year reviews). We should also look to circulate the staff Questionnaire around October but meantime update the Board on our plans and a timeline.

Action: Risk policy lead
Action: Secretariat

Item 3: Diversity – DfT Approach, including identification of internal champions

5. ***** introduced the oral item on diversity. Lin Homer stressed she was keen to re-energise the championing process and restate the importance of it for the department. The ultimate aim was to be as good an employer and service deliverer as we could. Despite the changes to the department, it was vital not to let focus on this area drop. **** stressed we were also talking with the DfT Agencies on these issues to get buy-in. Work in DVLA on disability issues had been encouraging, and had also shown that initiatives and progress could be successfully done through ‘bottom up’ and not just ‘top down’ processes.

6. There was discussion of which DGs would now act as champions for DfT (C) on which areas. Steve Gooding would take on the role of race champion, and there would be further consideration of whether he would also act as interfaith champion. Clare Moriarty would act as the gender champion. Richard would continue to lead on disability issues. Bronwyn Hill would continue in her role as lesbian, gay and transgender champion until her departure to Defra, while Christopher Muttukumaru would now act as age champion. Further consideration would be needed as to the link with DfT Agencies. Different models would be possible. Lin suggested that, while we now had coverage by DG champions, further work was needed to consider options for going forward, including links with the Agencies and what the right forum was for future discussion. Advice was requested by Lin on that. We also needed to confirm if we keep race and interfaith together.

Action: Diversity policy lead

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Any Other Business

7. Clare Moriarty raised the issue of agreeing audit plans for next year. These would need to be brought to the Audit Committee. Lin asked DGs to take forward thinking to ensure we have something to offer Ed Smith and the Audit Committee.

Action DGs

8. Richard Hatfield raised the issue of the concerns in the media and wider public around potential spikes in oil prices. DECC had been in touch on a number of issues and ExCo discussed the arrangements within DfT to discuss and deal with contingency related issues on transport, and also cross-Government contingency planning arrangements. Lin Homer requested an overview from DGs on the existing DfT governance arrangements, and consideration of whether the arrangements should be reviewed.

Action DGs

9. Lin Homer raised the issue of the forthcoming floor walks to engage direct with DfT staff. It would be important to recognise how much we are actually delivering at the same time as dealing with the change process, and, as we come out of that process, to develop a clear narrative with staff about what the department is for, and how we can operate effectively as a united team.

Board Secretariat
14 March 2011

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