MINUTES OF DfT EXECUTIVE COMMITTEE

Date: Tuesday 25 January 2011
Time: 0900-1030
Venue: Room 5/13, Great Minster House

ExCo Members

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

Attendees for Agenda Items

Noel Shanahan (Item 4)
Helen Morris (Item 4)

Other Attendees

**** (Private Office)
**** (Board Secretariat)

Item 1: Update from Permanent Secretaries’ and Ministers’ Meeting

1. Lin Homer updated ExCo on the Permanent Secretaries’ meeting the previous Wednesday, the DfT Ministers’ meeting the previous Thursday and her one-to-one with the Secretary of State the previous day.

Item 2: Group Updates

2. ExCo discussed potential means of streamlining the advice given to the Secretary of State and recommendations submitted to him for decision.
   
   Action: All

3. ExCo agreed that it would be helpful for it to receive a paper on the transport security regime and information it would need to share with others – in the context of some transport security functions being transferred to the industry regulatory body for their modes.
   
   Action: Richard Hatfield to give a date to the Secretariat

Item 3: January-March Pressures Plan

4. Due to shortage of time, this agenda item was postponed until the 8 February ExCo meeting, by which time the plan would have been fully updated.
   
   Action: Clare Moriarty

Item 4: Organisational Change

5. ExCo discussed and agreed the key messages that Lin Homer would deliver at her meetings with staff over the next three days on the PB1-7

The names of non-SCS staff have been redacted in accordance with DfT’s publication policy.
selection process. It would be important to explain openly the differential impact of reductions on different grades. Reasons included the adoption of modern ways of working and a need for a higher skillset in the policy centre of the Department. Rationalisation of work such as responding to correspondence – traditionally undertaken by lower-grade staff – had been suggested and supported by staff. The inclusion of programme-funded posts also had a significant impact on the numbers at certain grades.

6. ExCo noted that the trade union side had suggested ‘blind’ selection in order to avoid any bias by panels. However, the integrated and iterative nature of the selection and allocation process that had been agreed made this impractical, since allocation could not be undertaking without knowing people’s identities. ExCo also agreed it was important to be seen to trust senior managers to make fair decisions on PB1-7 selection.

7. Noel Shanahan agreed to check, as requested by the trade union side, whether Temporary Responsibility Allowance was taken into account when calculating redundancy payments.

   Action: Noel Shanahan

   [Post-Meeting Note – Noel confirmed that TRA is taken into account when calculating redundancy payments.]

Board Secretariat
28 January 2011