

**RESTRICTED POLICY and COMMERCIAL**

**NOTE OF ShEx EXECUTIVE COMMITTEE MEETING – 23rd May 2013**

**Attendees:**

Mark Russell  
Anthony Odgers  
Ken McCallum  
F-J MacGregor  
Mark Boyle  
Nigel Smith  
Liz Haynes (part)  
Dominic Hastings (part)  
Deeya Sawhney (part)

**Actions from last meetings**

1. There remained some uncertainty about the reporting lines for CEOs of BIS portfolio businesses. The general view was that Companies House (Tim Moss) should report into ShEx as an executive agency but Land Registry, UKEF and POL should have their own reporting lines. Questions remained over OS where the CEO was at DG level and Met Office. Cabinet Office were likely to have guidance on reporting structures.

**IRRELEVANT**

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**Corporate Issues**

**IRRELEVANT**

(b) Risk management

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5. Dominic presented a Summary Risk Register drawing on risks from within project teams. It was accepted that such a pack was too large for ExCo to review on a regular basis and it was agreed that the idea of setting up a ShEx Risk Committee to review high level risks and escalate major risks to ExCo should be explored. Particular areas of focus would be identifying missing risks, reviewing where mitigation was significantly minimising the risk, identifying the “top 10” risks and giving assurance that new areas of work had been subject to the correct level of scrutiny. The RiskCo should also be open to ShEx Board members to attend should they wish. Hannah Chaplin will continue to be engaged on the Quality Assurance work.

**Action:** Dominic to revert to ShEx in June with plans for a RiskCo together with draft ToR.

### HR Issues

**IRRELEVANT**

### AoB

**IRRELEVANT**

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