

DRAFT

EXECUTIVE BOARD NOTES – 16 MARCH 2009

Attendees: Pam Alexander (PA; Chair), Lee Amor (LA), Jeff Alexander (JA), Julie Anderson (JJA), Robert Crawford (RC), Oona Muirhead (OM), Kathy Slack (KS), Heather Bolton (HB), Andrew Merritt-Morling (AMM), Barbara Buczek (notes).

Apologies: Paul Lovejoy (PL)

Susan Priest (SP) – Item 1 and 2, Jonathan Tarttelin (JT) – Item 2, Brian Hudson (BH) – Item 5

1. Re-Planning 09-11 (Overspends and Financial Review)

Following the discussion on the 2nd EB discussed March Board Paper and revised figures. EB agreed that following the Board endorsement of the proposals for re-shaping of SEEDA and focusing delivery of the Corporate Plan SEEDA needs to talk to partners about commitments for the next two financial years. Funding allocations beyond legal commitments will be reviewed directorate by directorate by Investment Committee. EB reviewed the draft Financial and Operational Review ahead of the March Board Meeting.

Action: EDs to work together on the Re-Planning 09-11 proposal. Susan Priest and Martin Tugwell to finalise Board Paper.

2. Implementation Team – Communication Strategy and Time Scale

EB discussed the time line and communication strategy regarding re-shaping of the organisation and what that means for SEEDA staff and partners. EB spoke about the podcast and letter to partners. It was agreed that the first proposals for structural changes would be considered at the next EB meeting.

Action: Letter to stakeholders to go out after the March Board meeting. Implementation Team update to come back to EB meeting on the 6th April.

3. Corporate services – Options review

JJA introduced a paper on SEEDA Corporate Services and asked for EB endorsement of the interim recommendations that were made by Implementation Team. EB discussed costs of administrative support and accommodation and agreed some further work to be done.

Action: JJA to provide further information to EB

4. Corporate Risk register

JJA invited EB to consider the strategic Corporate Risk Register before presenting it to Audit Committee. EB agreed that Risk register should then be presented to the Board at the May Board Meeting.

Action: Corporate Risk Register to be scheduled for May Board Meeting.

5. Audit Committee Papers

EB discussed Audit Committee Papers for the March Audit Committee Meeting. BH updated EB on the items that are on the agenda for the meeting. EB asked for some further work to be carried out prior to the meeting.

Action: JJA to join Audit Committee Meeting in March.

6. Forward Look

EDs discussed the Briefing schedule.

Action: As per schedule

7. AOB

JJA updated EB on timetable for Annual Report and Accounts