

EXECUTIVE BOARD NOTES – 19 JANUARY 2009

Attendees: Pam Alexander (PA; Chair), Lee Amor (LA), Jeff Alexander (JA), Julie Anderson (JJA), Robert Crawford (RC), Paul Lovejoy (PL), Oona Muirhead (OM), Kathy Slack (KS), Heather Bolton (HB), Elizabeth Heritage (EH) (notes).

1. SEEDA's Budget 08/09 – Financial and Operational Review

Underspend is to be used to bring forward commitments from 2009/10 in order to increase flexibility for the next financial year. It was agreed that the available funds should be spent on bringing forward a payment for Alphasat. A summary version of the paper and December financial position is to go to SEEDA Board.

Action: EDs to send revisions to JJA by Tuesday 20 January

2. Business Planning 09-11

PL presented a paper and EDs gave their feedback on the principles for prioritising spend. A revised version of this paper is to be presented to SEEDA Board. EDs will perform a line-by-line analysis of their programmes with their senior staff. Directors' Group (DG) members are to be invited to the next EB overnighter to discuss the recommendations alongside the Implementation Group work. It is important for stakeholders to be involved in decisions once the business planning priorities are clear.

Action: PL/RC to provide further paper on Business Planning 2009-11

3. SEEDA January Board Meeting

Small changes to the agenda were agreed. The MPC agenda is to be recast along agreed lines.

Action: JJA and PA to revise Board and MPC agendas

4. Forward Look

EDs each gave an update on their area of work. It was decided that a Chief Executive blog would begin in early February (PA to post approx fortnightly with ad hoc contributions invited from EDs). JJA will circulate key lines on the draft RDA impact evaluation for publication later this month and present to the Board. PA reported that the advertisement for a new SEEDA Chair has gone out. The deadline for applications is 18 February.

Action: HB to set up the CE blog for 2 Feb

Action: JJA to extract high-level messages from impact evaluation for SEEDA Board paper and communications

5. AOB

EDs discussed Tricom meetings, the RES Partners' Conference, future flexible working, internal HR market strategy, and the SEEDA Going Green Awareness Day.

Action: RC to consult EB on next steps in programme of future flexible working

Action: Tricoms and Jim/Pam days to be used strategically in line with Stakeholder Management Action Plan; all EDs to propose coverage.