

**SEEDA Executive Board Meeting
Monday 17 May 09:30 – 12:00, Austen
ACTIONS AND DECISIONS**

Attendees: Pam Alexander (PA) (Chair until 11:30am), Oona Muirhead** (OM) (Chair from 11:30am), Robert Crawford (RC), Paul Lovejoy (PL), Susan Priest (SP), Lee Amor (LA), Chris Budleigh (CB),

Apologies: None

Also attending: Jonathan Tarttelin (JT), Alex Hunter (AH), Martin Tugwell (MT) Katie Lloyd (KL), Jane Fisher (JF)

1. Matters Arising

OM/CB noted that list of brought forward projects for 10/11 was still outstanding.

ACTION

CB to action - completed

2. Post Election Matters

Feedback from RDA from RDA Teleconferences

EB reviewed the actions notes from the 10 and 12 May.

EB noted the need to review the list of announcements being put together for new Ministers. EB agreed that the key message should emphasise examples of strong partnership working/building and value for money/economic impact.

Section 5 Request

EB reviewed the Section 5 (company) exit strategy list, requested by BIS. EB would like to have a wider look at the broader implications of SEEDAs investment in businesses. A further list of companies needs to be drafted to indicate the number of companies/bodies with dependant relationships with SEEDA and how these relationships would be affected should SEEDA funding be unavailable e.g. levels of partnership funding.

It was agreed OM and SP would lead this work with CB and circulate a draft response to EB by COP weds 19th May. EB noted that the list(s) should reflect where partners use SEEDA funding to lever in other significant amounts of money.

EB agreed that SEEDA should be transparent when discussing the situation with partners and indicate what information is being requested by Whitehall. EB will task various Executives with leading discussions with various groups/companies once the list has been drafted.

EB also agreed that SEEDA needed to be prepared to answer questions around the costs of closing SEEDA (both basic costs and costs incurred due to contingent responsibilities e.g. land transfer agreements).

BIS have also requested a list of time critical announcements in relation to projects. EB noted that the decisions on both GKN and Vestas are likely to be scrutinised by Treasury. With regards to GKN, EB considered that they needed to check whether

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they had formally told GKN and therefore whether any binding commitment had been entered into. EB considered that the Vestas decision had already been made and the Council had been informed and the decision announced publicly. It was agreed that EB would continue with this investment, but that GKN should form part of the response to BIS.

EB noted the announcement of 17th May that all spending decisions taken since Jan 2010 will be re-scrutinised by Treasury. SEEDA should draw up a list of all decisions taken during this time to assess the value for money and potential economic impact arguments of these spending decisions.

EB also noted that a budget date has been announced as 22nd June (same date as staff away-day).

ACTIONS

AH to re-circulate list of announcements to seek further EB input - completed

AH to circulate list of SpAds with other key players that EB could/should make contact with. - **outstanding**

OM/SP/CB to draw together list of Section 5 companies and other dependent bodies - **completed**

CB to draw together list of wider SEEDA liabilities, including staff, property etc with a total cost - **completed**

CB to take forward EB advice on time sensitive announcements and circulate a revised draft before submission. - **completed**

CB to draw up a list of investment decisions taken since January 2010. - **completed**

Letters to Ministers and SE MPs

Letters to Cabinet Ministers were sent on 13 May.

Letters to junior minister and South East MPs have been drafted but not sent.

EB agreed that letters to the junior ministers should be sent prior to the letter to MPs.

EB also need to ensure that where SEEDA has sent a letter requesting meetings with Ministers that these are followed up and organised. Ian Duncan-Smith, Frank Field and Will Hutton were identified as key people to meet with.

ACTION

KL To ensure that requested meetings are followed-up and organised - **outstanding**

Requests for Information from BIS

No new requests were highlighted.

Staff Communication

EB agreed that the Friday surgery had gone down well with staff and agreed to hold one every Friday where possible.

The ISR report was received on 16 May. EB are asked to review the document and to consider whether there are any clarifications or inaccuracies that should be

considered as there is a short window of opportunity to request amendments to the report.

EB agreed to send a confidential email containing the high level message to the Board.

It was agreed that staff should be informed of the outcome of the report via email on 18 May with some explanatory text to put the report into context.

ACTIONS

ALL to determine whether there are any crucial inaccuracies or matters requiring clarification within the ISR report - **completed**

PA to hold a staff surgery each Friday (when possible) - **completed**

PA to email staff regarding the outcome of the ISR report on Tuesday 18 May - **completed**

3. Board Meeting – 13 May

EB noted that the Board commented on the Policy Papers that were submitted to the May Board. EB considered that it would be helpful to provide some guidance/training on staff on the content/style of Board Papers.

Papers need to include:

- Timescales and deliverables (action based – what, when and by whom)
- Evidence based conclusions
- Options appraisals (where appropriate)
- Criteria on which approvals should be based

It was also noted that the Chairman had requested that the Annual Report and Accounts comes to Board; in order to achieve this, the July Board would need to be moved. PA to speak to the Chairman to resolve. OM will also check with NAO as to whether the accounts are expected to come to the Board for approval.

Comments on Draft Board Agenda

It was agreed to:

- Move Item 1.07 to after 1.10
- Add a second Item under 1.08 regarding the ISR report and Continuous Improvement
- Item 2.01 may become an item under 1.09

It was agreed that all Policy Papers should be submitted to EB on 2 June; this is to include the Innovation paper, Harwell and Sector Plans. The ISR/Continuous Improvement Paper to also be considered on the 2nd June. The Regional Strategy paper is not yet confirmed.

It was agreed the latest Corporate Scorecard should also be reviewed on 2nd June EB in advance of going to Board.

ACTION

PA/OM to resolve query regarding Annual Report and Accounts to Board.-
completed

JF to revises the draft Board agenda and note the Item for July's meeting **completed**
JF to commission Papers for the June Board meeting **completed**

OM to lead on ISR/Continuous Improvement paper. – **to be discussed today**

CB to bring Corporate Scorecard to EB on 2nd June – **to be discussed today**

4. Business Plan 2010/11

MT acknowledged that the emerging Business Plan still contained significant gaps. In particular more detail was needed to unpick the 'Sector and Cluster' data. More work had to be done around setting stretching targets. EB fed back specific points to MT in relation to outputs and also wanted MT to consider whether there were any new outputs that should be added for this year.

EB also wanted GVA calculation on the agenda for the Business Planning session with Directors.

EB would like the business plan to reflect:

- What was achieved last year;
- What was achieved this year and how it fits with SEEDAs new agenda;
- Forward plans for next year; and
- Potential consequences for SE economy if these plans were not realised.

ACTION

MT feedback EBs comments to EB/Director Business Planning meeting on Tuesday -
completed

5. Annual Report and Accounts 2009/10

EB reviewed the latest position on the preparation of the Annual Report and Accounts. The deadline for completion of the report is 24 May (which is when the report will come to PA for approval) and Executive Directors need to ensure that staff have responded to requests as a matter of urgency. NAO visit begins on 7 June.

ACTION

All to ensure that all staff respond to outstanding requests as a matter of urgency.
Cover under matters arising

6. Finance and Operational Matters

6.1/6.5 Spend Update and Internal Audit Plan

EB noted that the latest updated that end of year reconciliation had been completed. With regards to the audit plan it was agreed that 'Europe' should be added as an area and that allowances should be made if spending plans/areas of work change throughout the year. EB noted that funding for EU projects needs to be flagged and tracked.

ACTION

CB to include 'Europe' as a separate heading in the Audit Plan and discuss the flexibility of the plan to cope with in-year changes – **completed**

6.2 OD Report

EB agreed that there needed to be a longer moderation period and that if possible EB on 2 June should be extended to allow the moderation meeting to take place. It was agreed to defer the countersigning of forms for the meantime. EB needs to wait for fuller information around SEEDA spending prior to taking any decisions around remuneration.

EB noted that full-time posts are currently only being offered on 9 month fixed-term contracts.

ACTION

JF to determine whether EB can be extended on 2 June. - **completed**

JT to send a reminder to all staff regarding the timescale for the completion of end of year appraisals. - **completed**

6.3 Cultural Survey Topline Results

JT noted that the overall flavour of the survey was more positive than in 2008 and that a report comparing the 2008 and 2010 results would be available in a few weeks. It was noted that 'Leadership and Management' and 'Internal Communication' were key areas to continue to focus greater effort.

EB noted that the results were positive given the organisational changes that were ongoing in the past year.

The next stages are to await the formal report comparing 2008 and 2010 results. Once this report has been digested an action plan should be compiled and integrated within the continuous improvement plan.

ACTION

JT to provide headline messages to EB on comparison with 2008 survey
outstanding – JT to forward once completed

JT to draft an action plan for integration with the Continuous Improvement Plan; this will feed into the Board Paper planned for June on ISR/Continuous Improvement –
OM paper

6.4 Space Planning

JT explained that the floor plans provided were a no cost solution and relied on moving teams rather than moving desks. This approach would keep costs to a minimum. SP requested alterations to the seating plan to ensure her team were located next to the EU and policy team.

EB requested that the plans should be shared at JSC meeting and Directors should be informed of these changes prior to JSC.

Staff will need guidance around filing and storage to ensure that paper files are either archived off site or shredded where they are no longer required.

ACTION

JT to revise the floor plan and print on A3 for Directors Business Planning session on 18th May - **completed**

JT to instruct JSC to circulate revised floor plans to teams across SEEDA. - **completed**

7. Forward Look

The briefing Schedule and the Chairman's diary were noted.

EB agreed it would be prudent to check that the Chairman was engaging with key stakeholders at this time and a revised priority plan should be made asap.

ACTION

EDs to provide input to KL to revise the stakeholder plan for RD - **outstanding**

AH/MC to circulate revised stakeholder plan to EB (Mike Campbell is leading this work) via email this week - **outstanding**

8. AOB

None.